



**Wilmington
College**

2022-2023 STUDENT HANDBOOK

**The Student Handbook is published
for Wilmington College Main Campus Students.**

**Wilmington College of Ohio
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The College reserves the right to change policies as deemed necessary. Wilmington College does not discriminate on the basis of sex, race, religion, handicap, nationality, or ethnic origin in its educational programs or employment.

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Wilmington College

HANDS-ON LEARNING. HANDS-ON LIVING.

WILMINGTON COLLEGE MISSION STATEMENT

The mission of Wilmington College is to educate, inspire and prepare each student for a life of service and success.

To fulfill that mission, Wilmington College provides a high-quality undergraduate and graduate educational environment shaped by the traditions of the liberal arts, career preparation and the distinctive practices of the Religious Society of Friends (Quakers). By offering academic programs, practical experience, and co-curricular activities in a variety of settings to students from diverse backgrounds, the College leads students to gain an awareness of the world, to acquire knowledge of career and vocation and to seek truth and social justice.

In keeping with the rich heritage of the liberal arts, the College seeks to educate the whole person – intellectual, emotional, physical and spiritual – in ways that foster critical thinking, reflection, the free exchange of ideas, open inquiry, respect for all persons and a desire for lifelong learning. The liberal arts are integrated with career preparation to help students develop the knowledge and skills to succeed in a career or further education.

As an academic community, Wilmington College is rooted in historic Quaker values, also known as testimonies, which include integrity, service, stewardship, equality, peace and social justice and respect for all persons. These historic testimonies motivate those who learn and work at the College to make positive contributions to their professions and their communities.

(Approved by the Wilmington College Board of Trustees: April 2015.)

STUDENT AFFAIRS MISSION STATEMENT

The Student Affairs division has two primary missions: first, to support the academic mission of the College by fostering a community atmosphere that cultivates success while offering co-curricular opportunities that complement the classroom. Second, to implement programs to create experiences that promotes student involvement, personal growth and development, and integrity. We embrace the differences that make us individuals while celebrating the traditions that make us a community.

STUDENT GOVERNMENT ASSOCIATION MISSION STATEMENT

The SGA Executive Board seeks to promote and defend student welfare, encourage understanding and respect for the Quaker traditions of peace, service, and inner direction, and maximize student involvement by enhancing interactions among all in the College community.

WILMINGTON COLLEGE VISION STATEMENT

Wilmington College intends to make significant progress in the next decade toward being a model college that melds the liberal arts and career preparation in order to graduate liberally educated professionals. To move towards this vision, Wilmington will:

- Integrate career preparation with the traditions and foundational skills of the liberal arts;
- Challenge students to live the historic Quaker testimonies of integrity, service, peace and social justice, stewardship and respect for all persons and to practice them in their communities, and workplaces;
- Promote every student's participation in hands-on experiences including internships, community service, and international study programs;
- Create a caring campus community that embraces civility, respect, and trust; and
- Demonstrate a commitment to this vision by placing the needs of students at the center of decision-making.

(Approved by the Wilmington College Board of Trustees: April 2015.)

QUAKER HERITAGE

Wilmington College is a Quaker College, basing its educational tenets on the Judeo-Christian heritage of Western civilization. It believes that every person is first and foremost a spiritual being, that the active pursuit of Truth is a lifelong vocation, and that the development of a strong, personal moral code is equally as important as the development of intellectual skills and knowledge.

It is fundamental to Quakers that each individual life is sacred, that “there is that of God in every person.” This belief in the importance of each individual is practiced by Quakers, giving primary attention to their community and to the rights of their neighbors, and secondary attention to their own rights. Consonant with this belief, Wilmington College students are encouraged and expected to develop a high degree of self-discipline and personal restraint, a respect for the sensitivities of other students, and an active moral compass for their lives. They are further encouraged to become living witnesses to the belief in the divinely instituted fellowship of humankind and to find commitment to purposes larger and more enduring than themselves by their service to a troubled planet and their active concern for a world of peace and freedom.

WILMINGTON COLLEGE CORE VALUES

The following core values are fundamental to the success of Wilmington College in realizing its mission and vision. These values are inherited from the College's founding faith – The Religious Society of Friends (Quakers), from important traditions of American higher education, and from universally held beliefs that serve to guide the best in human thought and action.

Community	To work in partnership with one another, encouraging broad participation and active engagement of all who learn and work at Wilmington College. To provide a learning and working environment that encourages and supports open sharing of information, empowerment and shared responsibility for decision-making, and a culture that emphasizes continuous improvement and growth. To build a sense of shared purpose about the importance and value of the College and to inform stakeholders regularly.
Diversity	To reflect the state and regional communities that the College serves and to enrich our understanding and appreciation of different people, cultures, and ideas.
Excellence	To foster a commitment to the highest standards in all areas of the College's mission.
Integrity	To be fair, honest, and ethical and assume responsibility for one's actions.
Peace and Social Justice	To seek non-violent resolution of conflict and just treatment of the world's resources, both human and physical.
Respect for All Persons	To value the dignity and worth of all persons.
Service and Civic Engagement	To serve others and to accept individual responsibility for being an effective citizen.

(Approved by the Wilmington College Board of Trustees: March 25, 2003.)

The following *Expressions of Core Values* in Wilmington College's *Community Life* document, approved by the Wilmington College Board of Trustees on April 22, 2006, are used to encourage thoughtful and conscientious reflection, which in turn may lead to positive actions that benefit individuals and the campus community. Queries take the form of questions that do not have simple or unambiguous answers. Following Quaker practice, queries are used as a means for self or group examination and inward reflection.

COMMUNITY

Queries:

- Do we realize that this community was founded by a community, the Religious Society of Friends, whose vision of higher education still informs our experiences today?
- What are the sources for the idea of community you bring to campus with you? How do you share those ideas? How do you respond when those ideas are not always realized?
- How can we avoid the negative effects of the growing 'consumer' view of higher education?
- Do we recognize ourselves as members of a community, not just as students or employees of an institution?
- Do we feel some responsibility to contribute to the shaping of the Wilmington College community?
- Are we consciously aware of the problems and prospects for our community? Do we strive to build community through our daily interactions and special programs, or activities designed to promote community building? Do we understand the challenges of continuous improvement and growth within our community?

DIVERSITY AND RESPECT FOR ALL PERSONS

Queries:

- Do I try to understand other peoples' viewpoints and perspectives with empathy even when they disagree with my own?
- Do I treat all persons, regardless of position, with respect?
- Are the activities that I am involved in consistent with the College's Diversity Statement?
- In our efforts to achieve diversity are we representative of the communities that we serve?
- Do our efforts to achieve diversity help strengthen and enrich our community?
- Are our efforts to create diversity fair and effective? Do they enhance the learning experience at Wilmington College?
- Are all activities, classes, sports, extracurricular events and service opportunities open to and supportive of the *Wilmington College Diversity Statement*?

EXCELLENCE

Queries:

- Is excellence defined strictly in terms of achievement?
- Are we aware of our sources for defining excellence at the College?
- How do we demonstrate our commitment to excellence at the College?
- Is there a difference between standards of excellence for the community and those for individuals in it?
- How do we recognize and acknowledge examples of excellence in our community?

INTEGRITY

Queries:

- Do I speak the truth even when it is difficult and not in my interest to do so?
- Do I confront lapses in integrity in myself and others?
- Do I seek ways to be open to opinions and ideas, thereby strengthening my commitment to critical thinking, intellectual rigor, and truth-seeking?
- Am I careful to credit others, rather than taking credit for works and ideas not my own? Do I make sure that those who deserve credit for works and ideas receive it?
- Am I aware that cheating in classes, in games, or in sports is inconsistent with the testimony of integrity? Do I try to eliminate the practice of plagiarism, borrowing another's work, lying, deceit, excuse-making, and infidelity or disloyalty in personal relationships?
- Do I avoid the illegal and/or harmful use of drugs, alcohol, and tobacco? Do I treat students, teachers, colleagues, employees, and co-workers honestly and fairly?
- Do I conduct College business in good faith and in a way that reflects the Quaker testimony of integrity?
- Do I manage my commitments so that over-commitment, worry, and stress do not diminish my integrity?

PEACE AND SOCIAL JUSTICE

Queries:

- Do I seek win/win solutions to the resolution of conflict?
- Do I work to take away the causes of conflict?
- Am I aware and concerned about issues of social injustice in our community?
- Do I work to take away the causes of social injustice?

SERVICE AND CIVIC ENGAGEMENT

Queries:

- Do I recognize that, along with the College community, there are many communities within which we participate, individually and as a College? Do I recognize, in turn, that the College ought to exercise its role as one community amongst many?
- Do I recognize the universal nature of the College's mission?
- In a public gathering, do I represent the College's standards of behavior?
- Do I avoid personal attacks?
- Do I, under all circumstances, speak the truth?
- Do I seek to be open to a variety of opinions and ideas?
- In seeking to resolve conflict, do I attempt to ensure all discussants are heard, understood, and sense that they have been treated honestly and fairly?
- Do I accept and support the work of committees? Do I accept and support the appropriate use of executive decision-making?

- Do I invest myself in consensus? Do I value consensus decision-making as a vital practice in our community? Do I encourage other communities to consider the value of such a practice?
- Do I question my priorities? Do I attempt to be a responsible steward of my time and talents? Do I consider the needs of a variety of communities?
- Do I listen for and search out “the inner light” in all people?

WILMINGTON COLLEGE DIVERSITY STATEMENT

Wilmington College is committed to achieving and sustaining diversity. It seeks to create a campus culture of inclusion and a learning environment that supports educating students who will work, live, and serve in a diverse nation and world. This statement is consistent with and expands upon the words in the College's mission statement that invoke the historic Quaker commitment to social justice and respect for all persons and that express a desire to provide educational opportunities of high quality to students with varying needs, abilities and backgrounds.

Moreover, this statement is the foundation for all diversity initiatives undertaken at Wilmington College. It defines diversity, delineates our diversity goals, and describes diversity's benefits.

DIVERSITY DEFINED

The term "diversity" has many meanings. While the term is used to refer to differences, we intend for diversity to be an inclusive term. Its emphasis at Wilmington College will be inclusion related to racial and ethnic background, religion, gender, sexual orientation, age, disability, and economic class.

DIVERSITY GOALS

The following goals will foster increased commitment and align resources to increase diversity and realize more fully the benefits of diversity at Wilmington College:

- Create a supportive environment for all who work and learn at Wilmington College and build a campus community that respects the inherent dignity of all persons, discourages bigotry and strives to learn from differences in people, ideas and opinions.
- Recruit and retain individuals who will contribute to making Wilmington College a diverse community.
- Include within the curriculum and co-curriculum programs of study and activities that explore the experiences, perspectives, and contributions of various cultures, groups, and individuals.
- Prepare students to work, live, serve and lead in a diverse and multicultural world.

BENEFITS OF DIVERSITY

In pursuit of these goals, Wilmington College will enhance and deepen the benefits of diversity for its campus community, especially for its students. We know that diversity:

- Enriches the educational and work experience by providing all members of the campus community with the opportunity to learn from individuals who differ from them.
- Promotes personal growth and a healthy society by challenging stereotyped preconceptions and helping students learn to communicate effectively with people from varied backgrounds.

- Strengthens communities and the workplace by preparing students for citizenship in an increasingly complex, pluralistic society and fostering mutual respect and teamwork.
- Enhances the country's economic competitiveness by effectively developing and using the talents of all citizens.

Wilmington College aspires to become more diverse and to extend the benefits of diversity to all members of the campus community.

(Reviewed and approved by Faculty Advisory Committee, President's Council, faculty, administrative staff, and Student Government Association: March 1, 2002 through April 2, 2002.)

(Reviewed and approved by Wilmington College Board of Trustees: April 20, 2002.)

ACADEMIC AFFAIRS

ACADEMIC STATUS GUIDELINES

The following information is provided as a guide to Wilmington College Academic Affairs Policies. In case of discrepancy, the Official Catalog of Wilmington College is the governing document, as official policy is found in the Wilmington College Catalog. It is important that you refer to the Catalog of the year you were admitted to Wilmington College unless you have requested a Catalog change with the Office of the Registrar.

Academic Good Standing Policies

The academic progress of all students at Wilmington College is reviewed at the conclusion of the Fall Semester and at the conclusion of the Spring Semester in order to determine the academic standing of each student. Good standing is determined by the following criteria:

- a. The student must average 12 earned credit hours with passing grades of "D" or better during full-time semesters* enrolled at Wilmington College. (However, credits earned during summer session count toward good standing even if the student is taking less than 12 credit hours) AND
- b. The student must complete EN101 or EN103H (and EN100, if required) with a grade of "C-" or better. Students earning a grade lower than "C-" (including drops after the drop/add period noted with the grade of "W" [Withdrawal]) in EN100, EN101, or EN103H are automatically registered to repeat the course the following semester. Students earning a grade lower than "C-" following the third attempt (including drops after the drop/add period noted with grade of "W") are subject to immediate academic suspension. AND
- c. The student must have a minimum cumulative GPA of 1.80 at close of first semester at Wilmington College and 2.00 at close of all subsequent semesters.

Students who are enrolled regularly on a part-time basis* will be considered in good standing if they pass courses for which they receive recorded grades on the following basis:

- First 8 earned cumulative Wilmington credits recorded pass at least 4 credits.
- 9 to 15 earned cumulative credits recorded pass at least 8 credits.
- 16 or more earned cumulative Wilmington credits recorded pass at least two thirds of all credits attempted.

AND the student must have a minimum cumulative GPA of:

- 1.80 at close of first semester at Wilmington College
- 2.00 at close of all subsequent semesters.

*Indicates status at the end of the drop/add period

Academic Integrity Policy

Students should consult the Student Handbook for policies regarding academic integrity issues including, but not limited to, guidelines for examinations, plagiarism, classroom behavior, and handling academic misconduct charges. Students with Academic Integrity violations may not be eligible for academic awards and honors (i.e. — academic honors, dean's list/ merit list, Green Key Honor Society, Quaker Impact Award, and other Honorary societies).

Athletic Eligibility

Students on academic probation are ineligible for intercollegiate athletic competition. Wilmington College abides by NCAA, Division III rules and regulations. Wilmington College will determine athletic eligibility or ineligibility for each student one week (7 days) after grades are due to the Office of Academic Records for the fall, spring, and summer terms.

Academic Alert System

Staff and faculty are asked to submit referrals to the Office of Academic Affairs on students of concern. Referrals are submitted electronically through a link on the faculty portal. The purpose of this system is to facilitate early intervention with at-risk students and to improve overall student success. Referrals may be related to excessive absences, missing assignments, or poor academic performance.

Students are then notified via email if a faculty or staff member has made a referral on their behalf. Notices may also be sent to coaches and advisors, as well as to parents if permission to contact parents has been documented on the FERPA form. All faculty are asked to submit midterm student progress reports on students who are in danger of failing a class. Students who receive these notices should discuss the situation with their professors and advisors to develop a plan to improve class performance or to withdraw from the course. Progress reports will be shared with parents of students with two or more notices at midterm.

ACADEMIC CODE OF CONDUCT

This policy is directly related to the first Testimony, which is part of the Student Code of Conduct: "I will practice personal and academic integrity." The College believes that it is important for students to develop high ethical and scholarly standards and accept responsibility for maintaining these standards. Students who engage in academic misconduct receive sanctions from the faculty member of the course in which the misconduct occurs. In addition, students with multiple offenses or who commit a serious violation are required to appear before the Academic Standards and Appeals Committee and may be subject to additional sanctions as determined by the committee.

Examples of Academic Misconduct

- Examination offenses include, but are not limited to, the following:
 - Taking unauthorized materials into or out of the examination room.
 - Leaving the examination room without authorization before completing an examination.
 - Talking in the examination room without authorization.
 - Discussing the examination outside the examination room during the course of the examination.
 - Attempting to observe the work of another student.
 - Taking an examination for another person or permitting someone else to do so.
 - Collaborating improperly by discussion, joint research, or joint effort in any way expressly prohibited by the instructor. This includes using a cell phone or other device to access information from another source or another student.
 - Acquiring unauthorized knowledge of an examination or any part of an examination, or solicit, offer, or give information about any part of an examination.
- Student work offenses include, but are not limited to, the following, which are expressly prohibited in the absence of prior written approval of the instructor or instructors involved:
 - Resubmission of work – Submitting work which has been previously submitted for credit.
 - Plagiarism – Submitting work done wholly or partly by another, including the unattributed copying of all or parts of a published work or internet document.
 - Prohibited sources – Consulting material or persons contrary to the directions of the instructor.
 - Improper collaboration – Engaging in any discussion, joint research, or joint effort of any kind expressly prohibited by the instructor.
 - Deception – Misrepresenting the authenticity of sources, citations, or principles in any written work.
 - Sharing work – Students who share their work with others are responsible for how that work is used. For example, if a student shares a paper with another student to help him or her understand an assignment, and that student submits the work as their own, the author of the paper shares responsibility for the plagiarism.
- Other misconduct – Engaging in any other improper conduct as specified by the instructor.
- Lying – Deliberately providing false information relevant to academic matters, such as misrepresenting the inability to take an examination because of illness.

- Disruptive or disrespectful classroom behavior – Causing a disturbance in the classroom, interrupting instruction, speaking rudely or threatening students or faculty. This includes use of a cell phone during class.

Consequences for Academic Misconduct

Any faculty member who suspects an incident of academic misconduct must confront the student within ten days of knowledge of the event when the college is in session, or in the first ten days of the next semester. If the faculty member feels that the misconduct is substantiated, he or she must notify the student in writing of the resulting sanctions. A copy of this letter or email is sent to the Office of Academic Affairs or to the Vice President of External Programs (VPEP) and placed in the student's permanent file.

Student Appeal Process

If a student wishes to appeal the charge of academic misconduct and/or the sanctions for the offense, he/she may do so in writing within five (5) school days of receipt of the letter from the faculty member. Students should send a letter or email to the Associate Vice President for Retention and Student Success or to the Vice President of External Programs. A hearing will be set in front of the Academic Standards and Appeals Committee in as timely a manner as possible. After the hearing, the Committee shall determine (by consensus) whether the level of academic offense and/or the sanctions should be decreased. Review of the level of academic offense and/or sanctions may not result in a more severe level of offense or sanction. The Committee may render its decision without deference to the faculty member's initial determination.

If the student has prior incidents of academic misconduct, or if the incident is determined by the faculty member and AVPRSS/VPEP to warrant additional review, the student must appear before the Academic Standards and Appeals (ASA) committee. Any additional consequences will be determined by the ASA committee. Consequences could include academic probation, ineligibility for academic honors, or suspension.

Hearing Guidelines

Students who appear before the Committee may be assisted by a support person, who may be any member of the college community or a parent. Students are responsible for presenting their own case; however, the support person is permitted to speak and should assist the student in understanding the academic appeals process. Hearings will be confidential. Admission of any person to the hearing who is not a support person, or a witness shall be at the discretion of the Committee. The Committee may restrict testimony that is irrelevant or redundant.

Pertinent records, exhibits, and written statements may be accepted as evidence at the discretion of the Committee. There shall be a single verbatim record, such as a tape recording of all hearings

before the Committee. The student shall have access to a record of the hearing. All tapes are destroyed either after appeals are completed or after the time allotted for appeals has passed.

Final Review

Final appeals may be made to the Academic Dean/Dean of the Faculty, within five (5) working days of the decision of the Academic Standards and Appeals Committee. An appeal to the Academic Dean is only appropriate under at least one of the following conditions:

1. The original hearing was not conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures.
2. The decision was not based on substantial evidence.
3. The sanction imposed was not appropriate for the violation.
4. There is new evidence that was not presented at the original hearing.

CLASS ATTENDANCE

Each member of the Wilmington College faculty will provide all students enrolled in his/her courses with a written statement on attendance policy for each particular course in the course syllabus. This statement will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines that term. The College accepts these four categories of excused absences:

1. Activities in which the student serves as an official representative of the College (*e.g.*, musical performances, athletic contests, field trips).
2. Personal illness, with documentation by the College nurse or a physician, if possible. In relation to students experiencing COVID19 related symptoms or illness, students should be provided an excused absence and should not be penalized for electing not to attend physical classes in these instances.
3. Family or personal emergencies.
4. When severe weather makes travel to campus dangerous.*

**For branch campuses, students are expected to travel to campus unless the branch campus is specifically closed due to weather.*

Wilmington College recognizes that reasonable attendance requirements will vary somewhat between disciplines, professors and even an individual's courses. The purpose of this policy is to ensure all concerned are clear about expectations in a given course. Faculty members are expected to accept the College's basic definition of excused absences in their individual policies and monitor attendance, but faculty members may also choose to accept other absences as excused (entirely at the discretion of each faculty member). Students are expected to be responsible for informing faculty members about excused absences (including documentation, if required) and for arranging to make up all work missed because of absences. An excused absence in no way removes this responsibility or obligates the professor to provide a student with special assignments or opportunities.

Good communication between students and faculty members is essential in cases of excused absences. Students are responsible for initiating this communication and in as timely a manner as possible. Students who will have to miss class to represent the College should provide schedules of these absences to the faculty member as soon in the semester as they are known. In all cases, it is the student's responsibility to discuss excused absences with affected faculty members and to provide documentation of the excused nature of the absence, if the faculty member requires it.

Students should notify the Office for Academic Affairs (ext. 240) if they are unable to attend classes for one week or more (e.g., due to surgery, extended illness, etc.). Extended absences (up to two weeks without notification to the Office of Academic Affairs) can result in immediate administrative withdrawal from the College. In addition, during any term, a pattern of non-engagement or four or more academic alert notices in multiple classes can also result in immediate administrative withdrawal or suspension. Non-engagement is defined as missing classes, refusal to adhere to College policies, non-attendance, non-responsiveness to attempts to communicate, or a combination of these factors.

Attendance Policy for Hybrid Flex Courses

All students enrolled in hybrid flex courses must participate in required classroom sessions, as well as log in to the course(s) on Blackboard and complete or submit any assignment(s) or other academic related activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of hybrid flex courses, "absences" shall be defined as "non-participation." Non-participation may be defined as but is not limited to:

- Not attending required physical class sessions.
- Not following the instructor's participation guidelines as stated in the syllabus;
- Not submitting required assignments;
- Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums;
- Not participating in scheduled academic activities; or
- Failure to communicate with the instructor as required. Failure to attend as defined above constitutes an absence.

It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are academically engaged and participating in the course by submitting required assignments, attending scheduled classroom sessions, attending synchronous online sessions and contributing to discussion forums, etc. as outlined above.

Faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the syllabus.

Attendance Policy for Hybrid Traditional Courses

Students enrolled in hybrid traditional courses must participate in scheduled classroom and corresponding online synchronous sessions as well as log in to the course(s) on Blackboard and complete any assignment(s) or other academic related activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of hybrid traditional courses, "absences" shall be defined as "non-participation." Non-participation may be defined as but is not limited to:

- Not attending scheduled physical classroom sessions and online synchronous sessions;
- Not following the instructor's participation guidelines as stated in the syllabus;
- Not submitting required assignments;
- Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums;
- Not participating in scheduled activities; or
- Failure to communicate with the instructor on academic related matters as required. Failure to attend as defined above constitutes an absence.

It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are actively participating in the course by submitting required assignments, attending scheduled physical classroom and corresponding synchronous sessions, contributing to discussion forums, etc. as outlined above.

Faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the syllabus.

Attendance Policy for Online (Asynchronous) Courses

Wilmington College defines an online course week as one which commences at 6:00 A.M. each Monday and ends at 10:00 P.M. the following Sunday. All students enrolled in Online (asynchronous) courses must log in to the course(s) on Blackboard and complete any assignment(s) or other academic related activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of online courses, "absences" shall be defined as "non-participation." Non-participation may be defined as but is not limited to:

- Not following the instructor's participation guidelines as stated in the syllabus;
- Not submitting required assignments;
- Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums;
- Not participating in scheduled activities; or
- Failure to communicate with the instructor on academic related matters as required. Failure to attend as defined above constitutes an absence.

It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are actively participating in the course by submitting required assignments, contributing to discussion forums, etc. as outlined above.

Faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the syllabus.

Academic Probation

Students who do not maintain academic good standing will be placed on academic probation for the following semester. Along with other requirements in their probationary semester, they may be required by the Academic Standards & Appeals Committee to take ID100: Creating Your Personal Success, if not previously taken.

Students meeting the criteria for good academic standing at the conclusion of a probationary semester will return to academic good standing.

Students on academic probation are ineligible for intercollegiate athletic competition. They may be ineligible for other extra-curricular activities as well (ex. Internships and study abroad).

In order to return to academic good standing, students on probation need to earn a term GPA sufficient to raise their cumulative GPA above 2.0. However, students who fall short of reaching a cumulative 2.0 GPA in their probationary semester but achieve a term GPA of 2.0 may appeal for a second semester of probation.

Academic Suspension

A student who fails to meet the requirements to regain academic good standing at the conclusion of a semester on academic probation is subject to academic suspension.

Students whose semester grade point average falls below 1.00 are subject to immediate academic suspension, with the exception of full-time students in their first semester of attendance at Wilmington College. First year and transfer students earning less than 1.80 GPA in their first semester of fulltime attendance at Wilmington College would be placed on probation [see Academic Probation above].

Students subject to academic suspension may make a written appeal to the Academic Standards and Appeals Committee. If the Committee views the appeal favorably, the student will be allowed to remain on academic probation for an additional semester. Students should consult with the Associate Vice President of Retention and Academic Success or a Student Success Center team about the appeal process.

Academic suspension from Wilmington College spans one full semester after which an individual may apply for readmission. During the period of suspension from Wilmington College, the individual is encouraged to reexamine educational and career goals. Readmission is not automatic and depends on an individual's circumstances. If

readmitted, an individual will return to Wilmington College on academic probation. Readmission does not guarantee eligibility for financial aid.

Academic Dismissal

A student who fails to meet probationary requirements, and has a previous academic suspension from Wilmington College, is subject to academic dismissal. Students who have been dismissed are eligible to reapply under Fresh Start. Eligibility for Fresh Start begins five consecutive calendar years of absence from Wilmington College.

Academic Appeals

The Academic Standards and Appeals Committee meets in confidential, closed sessions. It usually meets regularly during the academic year, beginning one week before classes start in August and ending approximately two weeks after grades have been submitted in May. Students may appeal to the Committee to drop or add a class after the final drop or add date, change a grade, extend the final date to submit work for an incomplete grade, appeal a charge of academic misconduct, or request a semester of academic probation. All appeals must be submitted to the Office of Academic Affairs in writing.

Students may secure the appropriate form through the Office of Academic Affairs, the Student One Stop Center, or the Office of Academic Records.

Students should complete the form giving particular attention to the rationale for the appeal while making sure to include pertinent facts. Supporting documents, such as syllabi, tests, papers, and statements from a physician or a professor, may be attached. Students should seek assistance from an academic advisor, a member of the Student Success Center team, or the Associate Vice President of Retention and Academic Success, if necessary, particularly if the professor does not make the requested materials available.

If in addition to the written appeal the student wishes to appear before the Academic Standards and Appeals Committee, the student must notify the Office of Academic Affairs to arrange a time at the next available Committee meeting.

The Academic Standards and Appeals Committee may prohibit testimony that is irrelevant or redundant. It will consider all appeals in a timely manner and will notify students in writing after the conclusion of all deliberations.

Typically, a grade appeal takes a minimum of one month to cycle through the various offices where responses and signatures are required before the grade appeal can be presented to the Committee.

Administrative Appeals

Administrative appeals are reviewed and acted upon by the Vice President, Chief Academic Officer /Dean of Faculty in consultation with faculty and, depending on the appeal, other administrators. Often, an administrative appeal is a request for variance in the general education requirements or an hour requirement for graduation.

Administrative appeal forms are available through the Office of Academic Affairs, the Student One Stop Center, or the Office of Academic Records.

Withdrawal

Main campus students who find it necessary to withdraw from the College are considered officially withdrawn only after they have completed the withdrawal process. In order to withdraw, students must complete a withdrawal form, an exit survey and meet with the Associate Vice President of Retention and Academic Success or a member of the Student Success Center team. Students interested in withdrawing from the college should contact the Office of Academic Affairs for further information. Withdrawals after the final official drop day of any semester will result in failure of all classes unless unusual circumstances are judged to exist by a committee consisting of the Vice President, Chief Academic Officer /Dean of Faculty, the Associate Vice President of Retention and Academic Success, and the Registrar/Assistant Dean for Academic Affairs.

Administrative Withdrawal

Main campus students who have not officially withdrawn at the end of a semester and have not registered for the following semester will be administratively withdrawn by the Office of Academic Records on the last drop/add day of the following semester.

Main campus students who have registered for a semester and have not attended a single class by the end of the drop/add period without explanation will be administratively withdrawn by the Office of Academic Records and identified as "no show."

Students on leave of absence who do not return to Wilmington College by the second semester of the leave of absence period (or for military leave by the end of seven years) will be administratively withdrawn by the Office of Academic Records at the end of the leave of absence period. Administratively withdrawn persons wishing to return to the College must apply for readmission.

Students who stop attending classes but do not complete the withdrawal process will be administratively withdrawn by Academic Affairs and assigned a grade of "WF".

Leave of Absence

Students in academic good standing who intend to complete a Wilmington degree, but who need to interrupt their studies for a period of one to two semesters because of a documented illness, financial circumstances, or other reasons must apply for a leave of absence.

Students requesting a leave of absence from the college should contact the Office of Academic Affairs for further information. An appeal for a leave of absence after the final official drop date may be approved if unusual circumstances are judged to exist by a committee consisting of the Vice President, Chief Academic Officer/Dean of Faculty, the Associate Vice President of Retention and Academic Success, and the Registrar/Assistant Dean for Academic Affairs. For financial aid purposes, a leave of absence is the same as a withdrawal from the college. While on a leave of absence,

students will be notified of registration dates and class schedules for the following semester. Students who wish to return after a leave of absence will have to be formally readmitted through the Admission Office at Wilmington College.

Military Leave of Absence

Students with orders to report for military duty must apply for a military leave of absence by completing the form available from the Associate Vice President of Retention and Academic Success. Military leave of absence differs from leave of absence in that a student's studies may be interrupted for a period of seven (7) years.

Readmission after Suspension

Academic suspension from the main campus of Wilmington College spans a minimum of one complete fall or spring semester after which an individual may apply for readmission. An abbreviated session (less than 16 weeks) does not count as a complete semester for main campus students. For students at the branch campuses, academic suspension spans a minimum of one complete semester (fall, spring, or summer) after which an individual may apply for readmission.

Readmission is not automatic and depends on the student's circumstances. If readmission is granted, the student will be readmitted on probation.

Academic Courses

Definition of Courses:

Face to Face Courses

Wilmington College defines a Face—to—Face course as one which meets in a physical space on a regular weekly schedule. All students enrolled in a Face—to—Face course are expected to physically attend and participate in all class sessions.

Hybrid Flex Courses

In a Hybrid Flex course, you will have a scheduled day(s) each week where you will be required to meet in your scheduled classroom.

You will also have assignments and other participation activities that must be completed and submitted electronically each week through the prescribed manner in Blackboard. Pay close attention to the course syllabus and communication from your instructor so you will know when you are scheduled to attend the physical classroom. Participation in the scheduled live class sessions and all weekly course requirements must be completed and submitted electronically in the prescribed manner to the course instructor within the instructor's assigned deadlines for assignments and participation that week.

Hybrid Traditional Courses

In a Hybrid Traditional course, you will have scheduled day(s) where you will be required to meet in your scheduled classroom and other day(s) you will participate at the scheduled classtime by attending the class live online synchronously via Zoom (or other synchronous platforms specified in your course syllabus). The lecture days will consist of lectures, presentations, discussions, an overview of assignments for the week, etc. as determined by your instructor. You will have assignments that must be completed each week. Pay close attention to the syllabus so you will know when you are scheduled to be in the physical classroom and days you will be scheduled to participate in the class via Zoom (or another platform) noted in your syllabus. Participation in the scheduled live classroom and corresponding synchronous sessions is required. Weekly course requirements must be completed and submitted electronically in the prescribed manner to the course instructor within the instructor's assigned deadlines for assignments and participation that week.

Online (Asynchronous) Courses

An Online course is taught asynchronously. You will always meet in a virtual contact space through the Blackboard Learning Management System. Each class week will have participation and engagement requirements that must be completed during that week as determined by your instructor. Wilmington College defines an online course week as one which commences at 6:00 A.M. each Monday and ends at 10:00 P.M. the following Sunday. All weekly course requirements must be completed and submitted electronically in the prescribed manner to the course instructor within the instructor's assigned deadlines for assignments and participation that week.

Online Synchronous Courses

An Online Synchronous course will require that you attend the live online synchronous sessions during the scheduled meeting times indicated in your course schedule and in the course syllabus. You will also meet in a virtual contact space through the Blackboard Learning Management System. Each class week will have participation and engagement requirements that must be completed during that week as determined by your instructor. Wilmington College defines an online course week as one which commences at 6:00 A.M. each Monday and ends at 10:00 P.M. the following Sunday. Participation in the scheduled live synchronous sessions and all weekly course requirements must be completed and submitted electronically in the prescribed manner to the course instructor within the instructor's assigned deadlines for assignments and participation that week.

Minimum Technology Requirements for Students

Access to a computer with the following specifications are the minimum technology requirements. In order to be able to perform successfully in a hybrid or online learning environment, as well as in many courses offered face to face. Some academic programs may require additional software.

Device Types

- Laptops, desktops running Microsoft Windows or Apple macOS are recommended as your primary device
- Tablets running Windows may be acceptable if it meets requirements below
- Google Chromebook devices are not recommended as your primary device
- Devices running Android, Apple iOS (iPhone/iPad) or other operating systems are not recommended as your primary device

Operating system

- Windows OS: Windows 10 or 11
- macOS: One of the three most recent versions of macOS

Computer and Processor

- Windows OS: 1.6 GHz or faster, 2—core or greater. 2 GHz or greater recommended for video calls
- macOS: Intel processor or Apple M—series of processors (M1, M2...)

Memory

- Windows OS: 4 GB RAM or greater
- macOS: 4 GB RAM or greater

Hard disk

- Windows OS: 10 GB of available disk space or greater
- macOS: 10 GB of available disk space or greater

Display

- Windows OS: 1280 x 768 screen resolution or greater
- macOS: 1280 x 800 screen resolution or greater

Network Connectivity

- Wi-Fi capable

Browser

- The current version of Microsoft Edge, Safari, or Chrome.

Video calls:

- Built in or USB Camera, speakers/headphones, and microphone.

If you do not have consistent access to a device with these specifications, please be sure to have that in place by the beginning of the semester. If you have questions regarding these minimum technology requirement specifications, please contact helpdesk@wilmington.edu

Considering the possibility of future interruptions to our face — to — face learning together, continuing, and new students should also check on the status of internet at home and be prepared to address any deficiencies.

Course Credits are Expressed in Semester Hours of Credit

Courses are generally numbered to correspond to the class level for which they are intended. Courses numbered below 100 are intended for freshmen. They do not count toward graduation, although they are included in the course load for the semester. 100—level courses are intended for freshmen, 200—level courses are intended for sophomores, 300—level courses are intended for juniors, and 400—level courses are intended for seniors. The 100— and 200—level courses are considered lower division, while the 300— and 400—level courses are considered upper division. Lower—level transfer elective credit is numbered 195, and upper—level transfer elective credit is numbered 395. Graduate courses are numbered 500 to 699.

Class Attendance

Each member of the Wilmington College faculty will provide all students enrolled in his/her courses with a written statement on attendance policy for each particular course in the course syllabus. This statement will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines that term. The College accepts these four categories of excused absences:

1. Activities in which the student serves as an official representative of the College (e.g., musical performances, athletic contests, field trips).
2. Personal illness, with documentation by the College nurse or a physician, if possible. In relation to students experiencing COVID19 related symptoms or illness, students should be provided an excused absence and should not be penalized for electing not to attend physical classes in these instances.
3. Family or personal emergencies.
4. When severe weather makes travel to campus dangerous. *

*For branch campuses, students are expected to travel to campus unless the branch campus is specifically closed due to weather.

Wilmington College recognizes that reasonable attendance requirements will vary somewhat between disciplines, professors and even an individual's courses. The purpose of this policy is to ensure all concerned are clear about expectations in a given course. Faculty members are expected to accept the College's basic definition of excused absences in their individual policies and monitor attendance, but faculty members may also choose to accept other absences as excused (entirely at the discretion of each faculty member). Students are expected to be responsible for informing faculty members about excused absences (including documentation, if required) and for arranging to make

up all work missed because of absences. An excused absence in no way removes this responsibility or obligates the professor to provide a student with special assignments or opportunities.

Good communication between students and faculty members is essential in cases of excused absences. Students are responsible for initiating this communication and in as timely a manner as possible. Students who will have to miss class to represent the College should provide schedules of these absences to the faculty member as soon in the semester as they are known. In all cases, it is the student's responsibility to discuss excused absences with affected faculty members and to provide documentation of the excused nature of the absence, if the faculty member requires it.

Students should notify the Office of Academic Affairs if they are unable to attend classes due to surgery, extended illness, etc. Extended absences without notification can result in immediate administrative withdrawal from the College. In addition, during any term, a pattern of non—engagement or four or more academic alert notices in multiple classes can also result in immediate administrative withdrawal or suspension. Non—engagement is defined as missing classes, refusal to adhere to College policies, non—attendance, non—responsiveness to attempts to communicate, or a combination of these factors.

Attendance Policy for Hybrid Flex Courses

All students enrolled in hybrid flex courses must participate in required classroom sessions, as well as log in to the course(s) on Blackboard and complete or submit any assignment(s) or other academic related activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of hybrid flex courses, "absences" shall be defined as "non—participation." Non—participation may be defined as but is not limited to:

1. Not attending required physical class sessions.
2. Not following the instructor's participation guidelines as stated in the syllabus.
3. Not submitting required assignments.
4. Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums.
5. Not participating in scheduled academic activities; or
6. Failure to communicate with the instructor as required.

Failure to attend as defined above constitutes an absence.

It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are academically engaged and participating in the course by submitting required assignments, attending scheduled classroom sessions, attending synchronous online sessions, and contributing to discussion forums, etc. as outlined above.

Faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the syllabus.

Attendance Policy for Hybrid Traditional Courses

Students enrolled in hybrid traditional courses must participate in scheduled classroom and corresponding online synchronous sessions as well as log in to the course(s) on Blackboard and complete any assignment(s) or other academic related activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of hybrid traditional courses, "absences" shall be defined as "non — participation." Non — participation may be defined as but is not limited to

1. Not attending scheduled physical classroom sessions and online synchronous sessions.
2. Not following the instructor's participation guidelines as stated in the syllabus.
3. Not submitting required assignments.
4. Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums.
5. Not participating in scheduled activities; or
6. Failure to communicate with the instructor on academic related matters as required.

Failure to attend as defined above constitutes an absence.

It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are actively participating in the course by submitting required assignments, attending scheduled physical classroom, and corresponding synchronous sessions, contributing to discussion forums, etc. as outlined above.

Faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the syllabus.

Attendance Policy for Online (Asynchronous) Courses

Wilmington College defines an online course week as one which commences at 6:00 A.M. each Monday and ends at 10:00 P.M. the following Sunday. All students enrolled in Online (asynchronous) courses must log in to the course(s) on Blackboard and complete any assignment(s) or other academic related activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of online courses, "absences" shall be defined as "non — participation." Non — participation may be defined as but is not limited to

1. Not following the instructor's participation guidelines as stated in the syllabus.
2. Not submitting required assignments.
3. Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums.
4. Not participating in scheduled activities; or
5. Failure to communicate with the instructor on academic related matters as required.

Failure to attend as defined above constitutes an absence.

It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are actively participating in the course by submitting required assignments, contributing to discussion forums, etc. as outlined above.

Faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the syllabus.

Attendance Policy for Online Synchronous Courses

Wilmington College defines an online course week as one which commences at 6:00 A.M. each Monday and ends at 10:00 P.M. the following Sunday. Students enrolled in Online Synchronous courses must participate in scheduled online synchronous sessions as well as log in to the course(s) on Blackboard and complete any assignment(s) or other academic activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of online courses, "absences" shall be defined as "non — participation." Non — participation may be defined as but is not limited to

1. Not attending scheduled online synchronous sessions.
2. Not following the instructor's participation guidelines as stated in the syllabus.
3. Not submitting required assignments.
4. Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums.
5. Not participating in scheduled activities; or
6. Failure to communicate with the instructor on academic related matters as required.

Failure to attend as defined above constitutes an absence.

It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are actively participating in the course by submitting required assignments, attending scheduled synchronous sessions, contributing to discussion forums, etc. as outlined above.

Faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the syllabus.

Academic Freedom

What It Does Do:

- Academic Freedom means that both faculty members and students can engage in intellectual debate without fear of censorship or retaliation.
- Academic Freedom establishes a faculty member's right to remain true to his or her pedagogical philosophy and intellectual commitments. It preserves the intellectual integrity of our educational system and thus serves the public good.

- Academic freedom in teaching means that both faculty members and students can make comparisons and contrasts between subjects taught in a course and any field of human knowledge or period of history.
- Academic Freedom gives both students and faculty the right to express their views – in speech, writing, and through electronic communication, both on and off campus – without fear of sanction, subject to “What It Doesn’t Do” below.
- Academic freedom gives both students and faculty the right to study and do research on the topics they choose and to draw what conclusions they find consistent with their research, though it does not prevent others from judging whether their work is valuable and their conclusions sound. To protect academic freedom, universities should oppose efforts by corporate or government sponsors to block dissemination of any research findings.
- Academic freedom means that the political, religious, or philosophical beliefs of politicians, administrators, and members of the public cannot be imposed on students or faculty.
- Academic freedom gives faculty members and students the right to seek redress or request a hearing if they believe their rights have been violated.
- Academic freedom protects faculty members and students from reprisals for disagreeing with administrative policies or proposals.
- Academic freedom gives faculty members and students the right to challenge one another’s views, but not to penalize them for holding them.
- Academic freedom protects a faculty member’s authority to assign grades to students, so long as the grades are not capricious or unjustly punitive. More broadly, academic freedom encompasses both the individual and institutional right to maintain academic standards.
- Academic freedom gives faculty members substantial latitude in deciding how to teach the courses for which they are responsible.
- Academic freedom guarantees that serious charges against a faculty member will be heard before a committee of his or her peers. It provides faculty members the right to due process, including the assumption that the burden of proof lies with those who brought the charges, that faculty have the right to present counterevidence and confront their accusers, and be assisted by an attorney in serious cases if they choose.

What It Doesn’t Do:

- Academic freedom does not protect all forms of expression, including expression – whether on or off campus – that is unlawful, intimidating, threatening, or harassing, violates the College’s policies, substantially disrupts the work and operation of the College, substantially impairs the right of others, or – in the case of faculty members – those views demonstrate that they are professionally ignorant, incompetent, or dishonest with regard to their discipline or fields of expertise.
- Academic freedom does not mean a faculty member can harass, threaten, intimidate, ridicule, or impose his or her views on students.

- Student academic freedom does not deny faculty members the right to require students to master course material and the fundamentals of the disciplines that faculty teach.
- Neither academic freedom nor tenure protects an incompetent teacher from losing his or her job. Academic freedom thus does not grant an unqualified guarantee of lifetime employment.
- Academic freedom does not protect faculty members from colleague or student challenges to or disagreement with their educational philosophy and practices.
- Academic freedom does not protect faculty members from non-university penalties if they break the law.
- Academic freedom does not give students or faculty the right to ignore college or university regulations, though it does give faculty and students the right to criticize regulations they believe are unfair.
- Academic freedom does not protect students or faculty from disciplinary action, but it does require that they receive fair treatment and due process.
- Academic freedom does not protect faculty members from sanctions for professional misconduct, though sanctions require clear proof established through due process.
- Neither academic freedom nor tenure protects a faculty member from various sanctions – from denial of merit raises, to denial of sabbatical requests, to the loss of desirable teaching and committee assignments – for poor performance, though such sanctions are regulated by local agreements and by faculty handbooks. If minor, sanctions should be grievable; if major, they must be preceded by an appropriate hearing.
- Neither academic freedom nor tenure protects a faculty member who excessively and unjustifiably misses class or refuses to teach the classes or subject matter assigned.
- Though briefly interrupting an invited speaker may be compatible with academic freedom, preventing a talk or a performance from continuing is not.

DISABILITIES POLICY

The following provides a brief summary of Wilmington College's disability policies and procedures. For complete information, the Accessibility and Disability Services Handbook, which includes all disability policies, procedures, and forms, is available on the Intranet under Student Interests – Student Resource Center, Accessibility and Disability Services, and on the internet at Wilmington College – Academics – Academic Resources – Accessibility and Disability Services.

LEGAL RESPONSIBILITY

It is the policy of Wilmington College to comply with the Americans with Disabilities Act Amendments Act of 2008 (ADA Amendments Act), Section 504 of the Rehabilitation Act of 1973 (Section 504), and other applicable federal and state regulations that prohibit discrimination on the basis of disability.

Individual with a disability – any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. (Americans with Disabilities Act of 1990, as amended (ADA)).

Pursuant to the ADA, major life activities include caring for one self, performing manual tasks, walking, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Basically, any function that is performed routinely by individuals is considered a major life activity.

ADMISSIONS CRITERIA

The admissions process and criteria are the same for all students applying to Wilmington College. Admissions counselors review all applications without regard to disability status. A student may submit a letter with their admissions packet to explain the relationship between test scores and disability and actions the student will take to obtain any needed support in areas of difficulty. Students are welcome to do this, but it is not expected or required.

THE OFFICE OF ACCESSIBILITY AND DISABILITY SERVICES

Accessibility and Disability Services at Wilmington College are provided through the Academic Services office, a component of the Student Resource Center (SRC). Contact the Director of Accessibility and Disability Services at 937-481-2444 or accessibility@wilmington.edu.

DISABILITY VERIFICATION

Students who wish to access Accessibility and Disability Services need to meet with the Director of Accessibility and Disability Services and provide verification of their disability. To register with Accessibility and Disability Services, students submit an Application for Services. In addition, the student must provide the Disability Verification form accompanied by current disability documentation from a licensed professional.

ACCOMMODATIONS

Accessibility and Disability Services assists students in accessing appropriate accommodations in compliance with the ADA Amendments Act and Section 504. Individual accommodations are determined for eligible students to enable equal access to and full participation in educational programs and services at Wilmington College.

Every student with a disability, even within the same disability category, has different strengths and needs; the degree of limitation and compensation skills varies widely from one student to another. Severity of the impact of the disability may also vary over time and with the situation. Appropriate accommodations are determined through an interactive process of discussing the student's strengths and needs, reviewing documentation, considering the request of the student, and evaluating the essential components of a course or program. Students with disabilities are held to the same academic standards as their peers.

Accommodations are developed collaboratively with the student. Each student comes to Wilmington College with an educational history and some knowledge about what works (and does not work) for her or him. Though policies, procedures, and guidelines are necessary and helpful, they are more effective when coupled with authentic dialogue about strengths, needs, and effective teaching and learning strategies. Students are encouraged to share their experience with the Director of Accessibility and Disability Services so that the most appropriate supports can be provided.

Accessibility and Disability Services assists students in accessing appropriate accommodations. Possible accommodations include but are not limited to:

- Testing accommodations (e.g., extended time for test-taking, testing in a quiet location, reader/scribe),
- Alternate format print material (e.g., electronic textbooks, scanned text, enlarged print), and
- Note taking assistance.

STUDENT EVALUATION

Wilmington College complies with Section 504 in its course examinations and other procedures for evaluating student academic achievement in its programs, which required that the College

provide such methods of evaluating the achievement of students who have a [disability] that impairs sensory, manual, or speaking skills as will best ensure that the results of the evaluation represent the student's achievement in the course, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where such skills are the factors that the test purports to measure).

A student who does not do acceptable work is not given credit. If a faculty member becomes aware that a student with a disability is having difficulty, a referral to the Director of Accessibility and Disability Services is encouraged.

CONFIDENTIALITY

All inquiries about Accessibility and Disability Services are handled in a confidential manner. *Students who wish to use accommodations decide whom to inform about their accommodations through the process of self-identification.* With the consent of the student, information from Accessibility and Disability Services about the student's disability is provided in limited circumstances on an as-needed basis. Under the Family Education Rights and Privacy Act of 1974, Buckley Amendment (FERPA), faculty, staff, and administrators cannot draw the attention of others to a student's disability. Student disability records are stored in locked cabinets, and documentation is destroyed five years after graduation or withdrawal from Wilmington College.

GRIEVANCE PROCEDURE

A student has the right to present concerns about the process of obtaining accommodations, the accommodations plan, the manner in which accommodations are provided, issues of confidentiality, or any other concern related to Accessibility and Disability Services. The student should first discuss concerns with the Director of Accessibility and Disability Services who will work to resolve the issues. If the concerns are not resolved, the student may submit a written appeal to the Associate Vice President for Retention and Academic Success. The AVPRAS will consult with the Vice President, Chief Academic Officer for academic issues and the Vice President, Chief Student Affairs Officer for non-academic issues to bring about a resolution. If the student continues to have concerns, she/he may submit a final written appeal to the President of the College.

POLICY FOR SERVICE ANIMALS AND THERAPY / EMOTIONAL SUPPORT ANIMALS

Wilmington College is committed to providing those members of the College community with disabilities equal access to programs, services, and physical facilities. It is acknowledged that some members of the college community with disabilities may require the use of service or assistance animals while at college. Set forth below are guidelines concerning the appropriate use of and protocols associated with service animals and assistance animals. The College reserves the right to amend these guidelines as needed, with or without prior notice. Members of the College community who are students and require the use of a service or assistance animal should contact the Academic Services office. Members of the College community who are faculty or staff and require the use of a service or assistance animal should contact the Human Resources office.

DEFINITIONS

Disability

Under the Federal Fair Housing Act/Housing and Urban Development (FHA), ADA, and Section 504, a person is considered to have a disability if s/he has a sensory, mental, or physical condition that substantially limits one or more major life activities (such as walking, seeing, hearing, working, etc.). This may include disabilities that are temporary or permanent, common or uncommon, mitigated or unmitigated.

Reasonable Accommodation in Housing

The FHA requires that housing providers provide reasonable accommodations for individuals who have disabilities. Reasonable accommodations are changes in rules, policies, practices, or services that are necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces. While, a housing provider should do everything s/he can to assist, s/he is not required to make changes that would fundamentally alter the program or create an undue financial and administrative burden.

Service Animal

As defined by the ADA, a service animal is a dog that has been trained to perform an active task that mitigates or partially mitigates the impact of the handler's disability.

- The work or tasks performed by a service dog must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, or assisting an individual during a seizure.
- A service dog may accompany its handler anywhere, though exceptions may be made for sterile environments.

- If a service dog's role is not obvious the student or employee may be asked:
 - Is this dog a service animal required because of a disability?
 - What work or task has the dog been trained to perform?
- The crime deterrent effects of a dog's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The ADA also recognizes similarly trained miniature horses as an alternative to dogs. Many of Wilmington College's residential facilities are not suited as housing for miniature horses. If you use a miniature horse as a service animal please contact the Director of Accessibility and Disability Services office at accessibility@wilmington.edu or 937-481-2444 or the Director of Human Resources at 937-481-2282 to discuss options.

Assistance Animal

As defined under the Fair Housing Act/Housing & Urban Development), assistance animals include service animals as well as therapy/emotional support animals. Any animal that provides support, whether active or passive, is an assistance animal.

Therapy/Emotional Support Animals (ESAs)

ESAs are assistance animals that do not qualify as service animals but can be a reasonable accommodation if they have been documented by the individual's treating mental health provider or treating physician with mental health certification and training as providing passive emotional support that alleviates one or more impacts of a person's disability or serves a defined role in the person's treatment and is necessary for the individual to participate in the campus residential program. ESAs are only permitted in the handler's residence. ESAs are not permitted in academic buildings.

Handler

The handler is a student, staff, or faculty member with a disability who uses a service animal or an ESA as an accommodation.

SERVICE ANIMAL / ESA AS AN ACCOMMODATION IN CAMPUS HOUSING

Students who live in campus housing who need to request the accommodation of use of a service animal or an ESA should contact the Director of Accessibility and Disability Services at accessibility@wilmington.edu or 937-481-2444. Employees who live in campus housing who need to request this accommodation should contact the Human Resources Director at 937-481-2282. Wilmington College will determine on a case-by-case basis and in accordance with applicable laws and regulations whether the animal is a reasonable and appropriate accommodation for the identified disability. The deadline for recertification paperwork of a current ESA is graduation day in May for the following school year. The deadline for requesting use of an ESA in Wilmington College residences is July 1 for fall term, November 1 for spring term, and May 1 for summer term.

Handlers who are in the process of requesting the use of an ESA are not permitted to have the animal on campus until they have been approved. If a student is found to have violated this, meaning their pet is found on campus prior to applying or in process; the ESA will be denied automatically.

Service Animals

If a service animal's role is not obvious the student or employee may be asked if the animal is a service animal for a disability and what service does the animal perform. Students and employees who plan to live in a campus residence and utilize a service animal need to provide:

1. A brief statement indicating:
 - a. That you are a person with a disability and will be using a service animal, and
 - b. The primary service tasks the animal performs
2. Assistance Animal Record Sheet
3. Proof of Annual Exams and Licenses*
 - a. Annual exam record: A document from a licensed veterinarian that does not identify health issues sufficient enough to prevent the animal from providing the necessary assistance.
 - b. Vaccinations: An up-to-date vaccination certificate from your veterinary health provider.
 - c. License: Evidence that that the dog's license is current.

**Per state law, dogs must wear a current rabies vaccination tag and a current license tag.*

Emotional Support Animals

The use of an ESA can be a reasonable accommodation to the Pet Policy for campus housing. Students and employees who plan to live in a campus residence and request an ESA as an accommodation for disability need to provide:

1. Disability Verification* for ESA Accommodation form or documentation on the letterhead from the treating mental health provider or treating physician with mental health certification and training which:
 - b. Permits Wilmington College to determine that you have a disability,
 - c. Describes the animal (*e.g.*, standard poodle),
 - d. Identifies the relationship between the disability and the assistance that the animal provides,
 - e. Affirms that having the animal described alleviates identified symptoms or effects of the disability or serves a defined role in treatment, and
 - f. Affirms that having the animal in residence is necessary for the student/employee to effectively benefit from Wilmington College's residential program.

**ESA verifications are valid for one (1) year and must be renewed each May.*

Determination of reasonable accommodation will include, but is not limited to, consideration of the following:

- Is the size of the animal is too large for available assigned housing space?
- Does the animal pose a direct threat to the safety of others?
- Does the animal destroy property?
- Would the animal pose an undue financial and administrative burden on WC?
- Would the animal alter the nature of any of WC's programs or operations?

2. Assistance Animal Agreement

3. Roommate Agreement (if applicable): Resubmit with every change of roommate.

4. Assistance Animal Record Sheet

5. Proof of Annual Exams & Licenses*

- a. Annual exam record: A document from a licensed veterinarian that does not identify health issues sufficient enough to prevent the animal from providing the necessary assistance
- b. Vaccinations: An up-to-date vaccination certificate from your veterinary health provider
- c. License: Evidence that that the dog's license is current

**Per state law, dogs must wear a current rabies vaccination tag and a current license tag.*

SERVICE ANIMAL / ESA OWNER RESPONSIBILITIES

Animal Supervision

The supervision of the animal is solely the responsibility of its handler. The handler must be in full control of their animal at all times. Service animals or ESAs in Wilmington College housing may not be left for extended periods of time either unattended or to be cared for by someone other than the handler. The handler is expected to insure the health, safety, and humane treatment of their animal. Wilmington College personnel shall intervene if the animal is found unattended, in need of care, or is causing a disturbance.

1. Under control of handler: The animal must be under the handler's direct physical control, including, when appropriate, with a harness, leash, or other tether. The animal's behavior must not be disruptive to its surroundings or other members of the Wilmington College community. Disruptive behavior includes, but is not limited to, frequent meowing, barking, or making other noises, scratching, jumping on people, growling, or biting.
2. Clean up and groom requirements: The care of the animal is solely the responsibility of its handler.

- When walking dogs, always carry equipment sufficient to clean up the dog's waste and immediately remove and dispose of the waste. Wilmington College is not responsible for this task.
 - For all animals, keep the animal clean, well groomed, and free of pests. If Wilmington College facilities are used to bathe the animal, the handler is responsible for cleaning the area when done.
 - Keep the residence clean, free of pests, and smelling fresh.
3. More for members of the Wilmington College community with a service animal:
- Under control of handler: The animal must be under the handler's direct physical control with a harness, leash, or other tether, unless either the handler is unable because of a disability to use these, or the use of one of these would interfere with the service animal's safe, effective performance of work or tasks. If so, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
 - Proximity to handler: While on campus, in areas including classes, public areas of residences, food venues, or assembled gatherings, the service animal must be in close physical proximity to the handler.
 - Identification: A service animal must wear some type of commonly recognized service animal identification symbol when in public.
 - Clean up and groom requirements: Members of the Wilmington College community who are not physically able to pick up and dispose of animal waste are responsible for making all necessary arrangements for assistance.
4. More for members of the Wilmington College community with an ESA: An approved ESA is allowed, when under the control of its handler, in the room and common spaces associated with the residence. When outside the residence hall or apartment, the animal must be in close physical proximity to the handler (harnessed, leashed, or in a carrier). ESAs are not permitted in academic buildings.

LACK OF CLEANLINESS AND DAMAGES CAUSED BY THE SERVICE ANIMAL / ESA

The handler of a service animal or ESA is responsible for any extra cleaning required or damage to Wilmington College property which is caused by the animal.

- The handler's residence may be inspected for fleas, ticks, or other pests during the regularly scheduled housing inspection. If fleas, ticks, or other pests are detected through inspection, the residence or work area will be treated using approved fumigation methods by a college-approved pest control service. The handler will be billed for the expense of any pest treatment.
- The handler's residence may be inspected for physical damage during the regularly scheduled housing inspection. The handler will be billed for the expense of any damage to the residence or furnishings within the residence that are caused by the animal.
- If a concern is reported, the handler's residence may be inspected as needed to ensure it is being properly cleaned, that sanitary and safe conditions are being maintained, and that

property is not being damaged or destroyed. If required, the handler will be billed for the expense of the additional cleaning, pest treatment, or repair/replacement of property required.

- Per financial account protocol, students cannot register for next semester's classes and seniors cannot receive their diploma until financial responsibilities are met.

MANAGING DISABILITY CONDITIONS AND CONCERNS OF ALL MEMBERS OF THE WILMINGTON COLLEGE COMMUNITY

The health and well-being of all members of the Wilmington College community, including building occupants, roommates, and suitemates, will be considered.

- Members of the Wilmington College community with medical conditions(s) that are affected by dogs or other animals (*e.g.*, respiratory diseases, asthma, severe allergies) are asked to contact Academic Services or Human Resources if they have a health-related concern about exposure to an animal in a Wilmington College facility and require accommodation. Students are encouraged to contact Academic Services as early as possible to afford adequate time for Housing to make arrangements if needed.
- Roommates/suitemates will be made aware of the planned presence of an animal in their residence by the student seeking the accommodation. They will be asked to sign an agreement stating that they understand they will be living in the presence of an animal and are aware of how to address concerns if needed.

EMERGENCY RESPONSE

In the event of an emergency, every effort will be made to keep the handler and their animal together. Relevant parties should keep the following in mind:

- Just as with humans, animals can become disoriented from smoke, fire alarms, sirens, etc., and act outside their usual manner. In such instances, the animal may vocalize, appear nervous, or act in a protective manner regarding its handler. The animal should be viewed as acting in the appropriate manner given an emergency and should not be considered harmful in general.
- While all reasonable efforts should be made to keep the handler with the animal, the emergency responders' first responsibilities will be toward the handler and other students/employees, which could necessitate leaving the animal behind in certain evacuation circumstances.

To assist Campus Safety and Housing & Residence Life in the event of an emergency, community members with service animals or ESAs are asked to provide information regarding emergency contact information for the animal's veterinarian. The handlers are also asked to provide contact information for two alternate caretakers and an emergency boarder able to remove the animal from campus in the event the handler is incapacitated. This information is requested on the Assistance Animal Record Sheet.

EXCLUSION OF A SERVICE OR ASSISTANCE ANIMAL

Reasons for considering the exclusion of a service animal or ESA: Wilmington College may pursue the process for determining if a service animal or ESA should be excluded from campus for the following reasons:

- The animal is not under the direct control of the owner.
- The animal's behavior is disruptive to its surroundings or other members of the WC community.
- If the animal causes harm to the handler or others, it is the handler's liability, and the College will be held harmless. In such instances, it would be recommended that the animal be immediately excluded from campus.
- The animal poses a direct threat to the safety of others.
- The animal's presence fundamentally alters the nature of a program or activity.
- The owner fails to comply with any of her/his responsibilities under the policy for Service Animals and Therapy/Emotional Support Animals

Process for consideration of exclusion of a service animal or ESA: Any member of the Wilmington College community may submit a complaint about a service animal or ESA, identifying one or more concerns (a-f) listed in the preceding paragraph.

- Persons with concerns are to contact a member of Housing & Residence Life. A statement will be taken.
- An investigation will be commenced by the appropriate department and a determination will be made with respect to any alleged violations of this policy. The determination will be provided to the owner and the individual submitting the complaint.
- If the investigation determines that any provision of this policy has been violated by a student, the matter will be referred to the campus judicial process for Disciplinary Procedures for Non-Academic Violations consistent with the provisions of the Student Code of Conduct. If the investigation determines that any provision of this policy has been violated by an employee, the matter will be referred to Human Resources for further investigation.
- In addition to the warnings and sanctions outlined in the Student Code of Conduct, a finding substantiating the violation of the policy may lead to the exclusion of the animal.

RESEARCH AND INSTITUTIONAL REVIEW AT WILMINGTON COLLEGE

Any research involving human subjects (this includes any and all surveys) is subject to review by the Wilmington College Institutional Review Board (IRB). Applications should be filed in the Office of Academic Affairs. The Vice President of Academic Affairs serves as the clerk of the IRB. There may be times during the year when surveying is limited to Institutional Assessment surveying.

The Public Health Service Act (Title IV, Part G, Section 491 a) required the Department of Health and Human Services (DHHS) to issue regulations for the protection of subjects of research and to implement a program of instruction and guidance in ethical issues associated with such research. The regulations are codified as Title 45 Part 46 of the Code of Federal Regulations, Protection of Human Subjects (45 CFR 46), issued on June 18, 1991.

To address these regulations most colleges and universities have formed Institutional Review Boards (IRB's) or Human Subjects Review Boards (HSRB's) to review prospective research. Wilmington College needs to establish such a Board to comply with federal regulations.

MEMBERSHIP

An IRB should have at least five members with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. The IRB members need to be sufficiently qualified through experience and expertise to promote respect for their advice and counsel in protecting the rights and welfare of human subjects. Consideration should be given to balance in terms of race, gender, cultural backgrounds, and sensitivity to community attitudes. Someone needs to be familiar with (or able to become familiar with) institutional commitments and applicable law. If campus research regularly involves children, prisoners, handicapped persons, pregnant women or mentally disabled persons, then a member of the IRB should be knowledgeable about and experienced in working with these groups.

The full committee is not used for exempted and expedited reviews (described later). In other cases, a majority of the membership must be present for a review and at least one person whose concerns are not primarily scientific should be present.

EXEMPTED REVIEW

Most research projects conducted at Wilmington College will be eligible for exempted review (which means they do not need review). Research that meets all the following criteria is exempt from review. If your project is exempt, a short description of the project should be filed with the committee. The description should clearly state that all criteria for exemption are met by the project. Class projects (even if there are individual variations by student or group) may be filed as a single project by the professor if all meet the criteria.

The description will be reviewed by the Clerk of the IRB or his/her designee within 2 working days. If all conditions are met, the research will be approved. Appendix A of this document is a copy of the "Request for Exempted Review" form.

Criteria for Exemption

1. Research is conducted in an established or commonly accepted educational setting and involves normal educational practices. Examples include research on regular and special educational strategies or research on the effectiveness or the comparison among institutional techniques, curricula, or classroom management methods.
2. Research involves use of educational tests, survey procedures, interview procedures or observation of public behavior and subjects cannot be identified individually, directly or through identifiers linked to the subjects. Disclosure of the human subject's responses outside of the research cannot reasonably place the subject at risk of criminal or civil liability, be damaging to the subject's financial standing, employability, or reputation.
3. Research involves the use of educational tests, survey procedures, interview procedures or observation of public behavior does not exempt under b. It is still exempt if the human subjects are elected or appointed officials or candidates for public office or if federal statutes require that confidentiality be maintained throughout the research and thereafter.
4. Research involves collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens as long as subjects cannot be identified directly or through identifiers linked to the subjects.
5. Research or demonstration projects which are conducted by or subject to approval of Department or Agency heads and which are designed to study, evaluate, or otherwise examine: a) public benefit or service programs, b) procedures for obtaining benefits or services under those programs, c) possible changes in or alternatives to those programs or procedures, or d) possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies: a) if wholesome foods without additives are consumed, or b) if a food is consumed that contains an ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the FDA or approved by the EPA or the Food Safety and Inspection Service of the U.S. Department of Agriculture.
7. The College has the right to further restrict research. Further restrictions will require committee approval and must be reexamined if questioned by a member of the College community.

EXPEDITED REVIEW

Types of research that present only minimal risk to participants are eligible for expedited review. Criteria are given below. A list of materials that should be submitted for research in this category is also given below. The materials need to be reviewed by at least two members of the IRB. Approval of projects for expedited review should not require more than one week. Appendix B of this document is a copy of the "Request for Expedited Review" form.

Criteria for Expedited Review

1. Research involves collections of hair, nail clippings, dental plaque and/or calculus, or teeth in a non-disfiguring manner, or bodily secretions.
2. Research can involve collection of small (less than 450 ml. over an eight-week period and less than 2 samples per week) amounts of blood by venipuncture from subjects 18 years of age or older who are in good health and not pregnant.
3. Research involves speech recordings made for research purposes such as the investigation of speech defects.
4. Research involves moderate exercise by healthy volunteers.
5. Study may involve use of existing data, documents, records, pathological specimens, or diagnostic specimens with possible identification of participant.
6. Research may involve looking at individual or group behavior where the investigator does not manipulate subject's behavior and the research will not involve stress to subjects.
7. Research may involve work with drugs or devices for which an investigational new drug exemption or an investigational device exemption is not required.
8. Research must meet all the criteria.

FULL REVIEW

A full review requires a majority of committee members, one of which must be a committee member whose concerns are not primarily scientific. Because of the need to call a meeting with up to three members present, this type of review may take several weeks. If your research does not fit all the criteria for either exempted or expedited review, you must request full review. An application for this type of review is in Appendix C of this document and needs to be submitted to the IRB.

OTHER POINTS TO CONSIDER

If any part of your research takes place at another facility, you will need to make sure that you have complied with that facility's IRB regulations as well as with the IRB regulations at Wilmington College. In some cases, alternate facilities will accept Wilmington College's approval if written documentation is provided. Wilmington College will approve projects approved by other organizations.

The Department of Health and Human Services has additional regulations for research involving children as subjects. If your research will involve children, please check the regulations (<http://www.hhs.gov/ohrp/policy/faq/children-research/>) to ensure that you are in compliance. The Clerk of the IRB should be able to assist you in interpretation of the regulations.

STUDENT CODE OF CONDUCT

In addition to the conduct prohibited by the policies governing non-academic conduct included in this Handbook, the following conduct is prohibited:

1. Acts of dishonesty, including but not limited to:
 - a. Furnishing false information to any College Official,¹ faculty, student, or staff member;
 - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification; or
 - c. Tampering with the election of any College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, college activities, including public-service functions on- or off-campus, or other authorized non-College activities which occur on College premises;
3. Gambling for material gain by any student or group of students;
4. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
5. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions;
6. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College;
7. Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other conduct which threatens or endangers the health or safety of any person;
8. Attempted or actual theft of property of the College or property of a member of the College community or other personal or public property;

¹ For purposes of this section of the Handbook, the term "College Official" means an individual who is employed by the College and can include, but is not limited to, student staff, support staff, administrators, and faculty. For purposes of this Handbook, an individual is a "student" for the period of time during which the individual has paid tuition and fees, registered for classes, or otherwise entered into any other contractual relationship with the College to take instruction. An individual ceases being a "student" when that individual graduates, formally withdraws, or is suspended.

9. Damage or misuse of property of the College or property of a member of the College community or other personal or public property;
10. Except as otherwise provided by law, possession of weapons (firearms, handguns, including BB guns and air-soft guns), knives (other than utility tools), explosives (including firecrackers), other weapons, dangerous chemicals (outside of a controlled laboratory environment), or any item used in a threatening matter is not permitted on College property or in College buildings. Possession of any "look-alike" item, toy, etc. that resembles a weapon is also prohibited. This policy applies to all persons coming onto the College property or in College buildings, including faculty, staff, students, visitors, vendors, and contractors, except where expressly permitted. This policy does not apply to law enforcement officers coming on to the College property or in College buildings while engaged in the performance of their official duties or while required to possess a firearm by rules of the officer's employing agency. Persons found to be in violation of this policy are subject to immediate action under College policies applicable to that individual. Such responsive action may include, but is not limited to, removal, expulsion, dismissal, or termination from the College. Persons found to be in violation of the policy may also be subject to criminal prosecution or a no-trespassing directive.
11. Storage of hunting paraphernalia (e.g. knives, firearms, bow and arrows, etc.) is prohibited in all campus-owned housing;
12. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so, and/or fleeing or eluding College security officers or other College officials after receiving a visible or audible signal from the same to stop;
13. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to, or use of College premises. Trespassing on College property includes unauthorized entry into or on a building, in an office, or in the room of another without express permission or during such time that building, office, or room is generally open to the public.
14. Unauthorized use of campus phones;
15. Violation of published College policies, rules, or regulations;
16. Violation of federal, state, or local law, or any state or local mandate, on College premises or at College sponsored or supervised activities;
17. Violation of federal, state, or local law off College premises under certain circumstances:
 - a. If a student is charged only with an off-campus violation of federal, state, or local laws, disciplinary action may be taken and sanctions imposed for grave misconduct, which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt.

- b. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Legal action in addition to College disciplinary action may occur. Action by the College does not exclude external legal action. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
 - c. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. The College may advise off-campus authorities of the existence of the Student Code in those cases where the alleged offense is also under judicial proceedings. The College will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.
 - d. Except for students who are established as independent, parents generally will be notified of charges pending (not results) when the charge(s), if substantiated, may lead to suspension or separation from the College.
 - e. Notification of violations involving student athletes may be reported to the Vice President for Athletic Administration and appropriate Head Coach.
18. The College may take appropriate action if a student's behavior or conduct indicates that he/she poses a threat to him/herself or to others.
19. Complicity: Condoning, supporting, or encouraging any violation of the Student Code of Conduct. Students who anticipate or observe any violation of the Code are expected to remove themselves from association or participation in any such inappropriate behavior.

DISCIPLINARY PROCEDURE FOR NON-ACADEMIC VIOLATIONS

The procedures set forth below apply unless more specific procedures for the particular program or conduct exists, in which case, the specific procedures will apply.

JURISDICTION OF THE COLLEGE

Generally, Wilmington College jurisdiction and discipline shall apply to conduct which occurs on College premises, off campus, electronic social networking venues or any other location which adversely affects the College community and/or the pursuit of its objectives. It is the responsibility of the Judicial Advisor(s) and the Vice President, Chief Student Affairs Officer to make this determination.

REPORTING VIOLATIONS

Any member of the College community may file a complaint against any student or organization (recognized student organization) for misconduct. Complaints must be in writing and directed to the Vice President, Chief Student Affairs Officer or any of the individuals listed below. Complaints should be submitted as soon as possible after the event takes place, preferably within 48 hours. A charge of a Student Code violation must be filed within six months of the identification of the person allegedly committing the violation. This requirement, however, may be waived by the Vice President, Chief Student Affairs Officer in cases of egregious conduct (*e.g.*, sexual assault). Notification of violations involving student athletes may be reported to the Vice President for Athletic Administration and appropriate Head Coach.

Persons to whom formal complaints may be sent are provided below:

<u>PERSON/OFFICE</u>	<u>AREAS REPORTING TO THIS OFFICE</u>
Trevor Bates/ President	All Vice-Presidents
John McKiernan/ Chief of Staff	Key advisor to the President,
Libby Hayes/ Senior Director of Human Resources, Title IX Coordinator	Payroll, Title IX
Deanna Vatan/ Associate Vice President of Retention and Academic Success	Accessibility and Disability Services, Student Resource Center, Peer Navigators

Kenn Patterson/ Vice President, Chief Academic Officer Dean of Faculty	Faculty, Academic Affairs, Retention Efforts, Office of Institutional Effectiveness, Registrar/Academic Records Office, Assistant Deans* Academic Success*, Library, Peace Resource Center, Quaker Heritage Center, Branch, Wilmington Global*, Accreditation
Beatriz Ibanez-Alvarez Vice President, Chief Business and Finance Officer	Business Office, Physical Plant, Conference Services Information Technology, Financial Aid* Strategic Planning
Vice President Chief Enrollment Officer	Admissions Office, Financial Aid, Public Relations
Sigrid Solomon/ Vice President, Chief Student Affairs and Dean of Students	Housing and Residence Life, Student Activities, First-Year Connections, Health Services, Counseling Services, Multicultural Affairs, Orientation, Greek Life, Wellness, Service and Civic Engagement, Campus Ministry, Campus Safety, Food Service, Bookstore, Mailroom, Athletics, Career Center
Michael Allbright/ Associate Vice President For Student Engagement	Activities Programming Board, Student Orientation Welcome Weeks, Peer Navigators, Greek Life
Joe Bull/ Vice President, Chief Advancement & Alumni Officer	Alumni and Family Engagement Office, Campaign, Annual Fund
Sylvia Stevens/ Vice President for External Programs	Branch Campuses
Bill Wilson/ Vice President for Athletic Administration and Director of Athletics	Athletic Coaches, Athletic Training Staff, Intramural Sports

Record Retention

A record of complaints submitted under the formal process is to be maintained for a period of two years. The Vice President, Chief Student Affairs Officer office maintains a summary of the complaints and their resolution. The appropriate division head maintains the actual file with all documentation. Updating of the summary information should be done on a monthly basis and purging of files more than two years old should occur at the beginning of each semester.

INFORMAL STUDENT GRIEVANCE PROCEDURE

Ideally, student(s) will first try to work through any concerns or issues directly with the person(s) with whom he/she is having a problem. If this is not possible, or proves non-productive, the student may ask for direction or advice from the Vice President, Chief Student Affairs Officer or someone on staff or faculty with whom he/she is comfortable. Typically, the following approach can be implemented:

- ❑ If the problem is with another student, the reporting party would talk to the appropriate staff member with responsibility for the area in which the problem exists (e.g., in residence halls the RA or one of the professional staff members; in an office, work situation, or class environment, the supervisor or faculty member);
- ❑ If the problem is with a member of the faculty, administration, or staff, the reporting party would talk with the person responsible for the area (e.g., area coordinator, director, or immediate supervisor).

After meeting with the appropriate person, the reporting party may choose to drop the complaint or proceed with a course of action which may include: mediation, a meeting that includes all parties, or some other action which may not require the reporting party's direct involvement. If the result of the informal process is satisfactory, nothing further needs to occur. If, however, the informal action does not resolve the situation, the student may choose to address the issue/concern using the formal complaint process.

FORMAL JUDICIAL REVIEW

Definitions

Judicial Advisor: The College official authorized by the Vice President, Chief Student Affairs Officer to impose sanctions upon students or recognized student organizations found to have violated the Student Code. the Vice President, Chief Student Affairs Officer may authorize on a case-by-case basis other College personnel to serve as Judicial Advisors.

Judicial Board: Comprised of the Judicial Advisor, two students selected by the Student Government Association, and two faculty members drawn from the panel selected by the faculty. The Judicial Advisor shall serve as the chairperson of the Board. The Judicial Board

determines whether a student has violated the Student Code and recommends imposition of sanctions.

Judicial Board Quorum: The Judicial Board may conduct a hearing if a quorum exists at the time of a hearing. A quorum consists of the Judicial Advisor and 2 members, one student and one faculty member. Attenuated Judicial Board hearings may occur at times when the College Calendar makes it difficult to achieve a quorum at a hearing (e.g., finals weeks and during breaks). In these instances, a hearing may occur with a quorum even if the board consists of the Judicial Advisor and 2 other members who both may be either students or faculty members.

Investigation

The Judicial Advisor shall present all charges to the accused student in written form within one week of the filing of charges. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Advisor or Vice President, Chief Student Affairs Officer

Before the hearing, the Judicial Advisor will conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. The Judicial Advisor may refer the case for mediation to resolve the case.

If the charges cannot be disposed of by mutual consent, the Judicial Advisor investigating the case will refer it back the Vice President, Chief Student Affairs Officer to appoint a new Judicial Advisor to hear the case. In this instance, the original Judicial Advisor will present the findings of the investigation to the hearing board. A quorum is required to hear a complaint except where an attenuated hearing is permitted (see Definitions above).

Hearing

Hearings shall be conducted by a judicial body according to the following guidelines:

- The reporting party and the accused have the right to be assisted by any member of the College community they choose to act as their support person. The reporting party and/or the accused are responsible for presenting his/her own case, however, the support persons are permitted to speak and should assist the student in understanding the judicial process as an educational one.
- Hearings normally shall be conducted in private. Admission of any person to the hearing who is not a support person or a witness shall be at the discretion of the judicial body and/or Judicial Advisor.
- In hearings involving more than one accused student, the chairperson of the judicial body may permit the hearings concerning each student to be conducted separately.

- The reporting party, the accused, and the judicial body shall have the privilege of presenting witnesses. The Judicial Advisor has the right to deny or limit testimony that is repetitious or irrelevant.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
- All procedural questions are subject to the final decision of the chairperson.
- There shall be a single verbatim record, such as a tape recording of all hearings before a Judicial Board and Appellate Board. The record shall be the property of the College. The accused student and/or the reporting party shall have access to a record of the hearing. All tapes are destroyed either after appeals are completed or after the time allotted for appeals has passed.
- After the hearing, the judicial body shall determine (by consensus) whether the student has violated the Student Code.
- Standard of Review: The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- No student can be solely found responsible for violating the Student Code of Conduct because he or she failed to appear before a Judicial Board.
- In each case in which a judicial body determines that a student or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Advisor. The recommendation of all members of the judicial body shall be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the Judicial Advisor shall advise the accused in writing within 5–10 school days of its determination and of the sanction(s) imposed, if any.
- Disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Student's confidential record is destroyed seven years after graduation.

SANCTION GUIDELINES

Sanctions may include, but are not limited to, the following:

Probation: Probation indicates a specific time period where any further violation of any College policy may cause more severe action to be taken by the College, including withheld suspension, temporary suspension, or dismissal. Probation may limit participation in extra-curricular activities, intramurals, and/or affiliation with certain groups, and may include other loss of privileges. Additional sanctions and/or activities may be imposed as a requirement for successfully completing the social probationary period.

Withheld Suspension: Withheld Suspension is the most severe disciplinary action taken that allows a student to remain on campus and in classes. Any further violation of College regulations may cause suspension from the College. Withheld Suspension may limit participation in extra-curricular activities, intramurals, and/or affiliation with certain groups, and may include other loss of privileges. Additional sanctions and/or activities may be imposed as a requirement for successfully completing the period of withheld suspension.

Temporary Suspension: If the Vice President, Chief Student Affairs Officer and Dean of Students or designee believes that a student's action and/or continued presence on campus presents a substantial danger to the safety or welfare of that student or others on campus, temporary suspension from the College pending a hearing on the matter may result.

Suspension: Suspension requires a student to leave campus and not return until readmitted. The length of suspension is determined by the offense, and re-enrollment at the College is contingent upon fulfilling additional sanctions.

Dismissal: Dismissal requires the student to leave campus and he/she may not re-enroll at the College.

Offenses are divided into the following four levels:

Level I: Withheld Suspension, Suspension, Dismissal, Restriction, Restitution, Counseling, Campus Housing Suspension or Expulsion, Notification to Others, Educational and Other Sanctions

- Alcohol Abuse/Public Intoxication
- Alcohol Consumption in Violation of College Regulations
- Conduct that Creates a Safety Hazard
- Damage to College Property
- Dishonesty
- Disorderly Conduct
- Drug Use or Possession
- Failure to Complete a Prior Sanction
- Fleeing and Eluding
- Harassment

- Hazing
- Sexual Misconduct
- Stalking
- Theft
- Violation of Law
- Participating as an Accessory to a Level 1 Offense
- Second Level II Offense
- Third Level III Offense
- Fourth Level IV Offense
- Other

Level II: Probation, Restriction, Restitution, Counseling, Campus Housing Suspension or Expulsion, Notification to Others, Educational and Other Sanctions

- Computers/Technology (including violation of the College's *Network Use Agreement*)
- Alcohol and Other Drug Policy (alcohol)
- Damage to College Property
- Disorderly Conduct
- Failure to Complete a Prior Sanction
- Fire Safety Issues (tampering with fire equipment, failing to comply with fire alarm procedures, etc.)
- Harm to Others
- Theft – resale/possession and/or use of stolen items
- Participating as an Accessory to a Level II Offense
- Second Level III Offense
- Third Level IV Offense
- Other

Level III: Letter of Warning, Notification to Others, Counseling, Campus Housing Suspension or Expulsion, Educational and Other Sanctions

- Damage to College Property
- Failure to Complete a Prior Sanction
- Fire Safety Issues (candles, smoking, unauthorized electrical items, etc.)
- Furniture Removal (lounge furniture, dressers, desks)
- Misuse of Phones (prank calls, phone harassment, etc.)
- Pet Policy (dogs, cats, rabbits, snakes, etc.)
- Participating as an Accessory to a Level III Offense
- Second Level IV Offense
- Other

Level IV: Verbal Warning, Letter of Concern, Campus Housing Suspension or Expulsion, Educational and Other Sanctions

- Non-Approved Postings

- Residence Life Policies – (courtesy/quiet hours, door propping, visitation, solicitation, windows screens, etc.)
- Violations of the Residential Housing or Greek Housing Policy
- Student Activities Policies
- Participating as an Accessory to Level IV Offenses
- Other

Record Retention

Disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Students' confidential records are destroyed seven years after graduation.

APPEALS

Definitions

Appellate Board: Comprised of the Judicial Advisor, two students selected by the Student Government Association, and two faculty members selected by the faculty. The Judicial Advisor designee shall serve as the chairperson of the Board. The Vice President, Chief Student Affairs Officer may modify the composition of the Appellate Board when he or she deems it appropriate.

Appellate Board Quorum: The Appellate Board may conduct a hearing if a quorum exists at the time of a hearing. A quorum consists of the Judicial Advisor and two (2) members, one student and one faculty member. Attenuated Judicial Board hearings may occur at times when the College Calendar makes it difficult to achieve a quorum at a hearing (*e.g.*, finals week or during breaks). In these instances, a hearing may occur with a quorum even if the board consists of the Judicial Advisor and two (2) other members who both may be either students or faculty members.

Time to Appeal

A decision reached by the judicial body or a sanction imposed by the Judicial Advisor may be appealed by accused students or reporting party within five (5) school days of notification of the decision. Such appeals shall be in writing and shall be delivered to the Office of Student Affairs.

Scope of Review

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the official record of the initial hearing and supporting documents for one or more of the following purposes:

- To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining

party a reasonable opportunity to prepare and present evidence that the Student Code was violated and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

- To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case are sufficient to establish that a violation of the Student Code occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed.
- To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

Review of Judicial Board Decision

If the Appellate Board upholds the appeal, the matter may be remanded to the original judicial body for re-opening of the hearing to allow reconsideration of the original verdict. In cases where only the sanction is being appealed, the Appellate Board will make the decision.

In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Appellate Board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Appellate Judicial Advisor may, upon review of the case, reduce or change but not increase, the sanctions imposed by the Judicial Board. In cases involving appeals by the reporting party, the Appellate Judicial Advisor may, upon review of the case, reduce or increase the sanctions imposed by the Judicial Board, or they may also remand the case to the original judicial board for reconsideration.

Final Review

In any case, ultimate appeal may be made to the Vice President, Chief Student Affairs Officer within five (5) school days of the decision of the Appellate Board. The decision of the Vice President, Chief Student Affairs Officer shall be final and binding.

FRATERNITY/SORORITY LIFE

HOUSING

Wilmington College provides a limited number of apartments for recognized Greek Organizations in good standing. Greek housing is awarded biannually following the completion and results of the Greek Excellence Assessment. binder/e-binder. The top scoring organization will get first choice of available units. If a Greek organization chooses to forfeit their right to an apartment it will go to the next available group. Gender-inclusive apartments can be used between brother-sister organizations as needed.

Greek Organizations desiring Greek recognized apartments must complete and submit the Greek housing form listing membership to live in the apartment. One of the members obtaining housing will be identified as the house manager and will represent the Greek Organization with regards to all housing matters and concerns.

Greek Organizations and their membership receiving Greek recognized apartments must abide by all College housing rules and regulations. Violations of the Housing Policies may result in judicial action with the Greek Organization, including the loss of housing privileges. Residents of College-owned Greek Housing who have lost Greek housing privileges will be placed in other College housing based on availability and qualifications.

Greek organizations that own, lease, or rent off-campus property are required to submit annually to the Vice President, Chief Student Affairs Officer and the Housing Office appropriate proof, issued by local officials, that their house meets zoning, safety, and health regulations, and has proper insurance.

Campus Village/College Commons Apartments/Denver/Friends/Marble Halls

All campus Housing Policies apply to residents of the Campus Village/College Commons, but the policies below are applicable to the Campus Village/College Commons residents only.

Alcohol Policy

Pursuant to and consistent with the Alcohol Policy herein, only students of legal drinking age (21 and older) are permitted alcoholic beverages in the apartments. Underage students are held responsible to the federal, state and local statutes; resident students of legal drinking age may also face legal action for contribution to underage consumption.

- Students of legal drinking age with alcohol should adhere to “reasonable consumption” quantities.
- Kegs, party balls, bongs, etc. are not permitted at any time.
- Students, and guests, of legal drinking age may not move around the residences or leave or enter apartments carrying open containers of alcohol. Open containers of alcohol in any

- common area, such as hallways, stairwells, porches, balconies, decks, back yards, or the courtyard are not permitted. This includes, but is not limited to cans, bottles, cups, etc.
- Excessive alcohol violations can result in forfeiting one's apartment and relocating back to traditional residence halls.

Balconies/Porches

Residents are responsible for keeping balconies and porches neat and tidy at all times. Balconies are not to be used for storage or for hanging laundry. Flower pots or other articles are not to be left on windowsills, gutters, the roofs or edges of the balconies. Only College-approved balcony furniture is allowed on the balconies.

Barbecuing/Open Flame

Smokers, fire pits and deep fryers are strictly prohibited. Grills must be pulled out from under balconies and into the courtyard during use.

NOTE: According to Section 308.1.4 of the Ohio Revised Fire Code, the operation of a charcoal burner, or any other open-flame cooking device is prohibited on combustible decks and balconies. In addition, these devices shall not be used within 10 feet of combustible construction, which could include a nearby wall, overhang, patio fence, railing, or the deck above your own deck or patio.

Cleaning

It is critical that residents work to keep apartments in the best condition possible.

Furnishings

All furniture must remain in the apartments. College property may not be removed from an apartment. Residents are welcome to arrange their bedroom and living room furniture. No rebuilding or remodeling of existing interior; no tacks or nails in the walls; double-sided tape is prohibited.

College property may not be removed from an apartment. Residents are welcome to arrange their bedroom and living room furniture.

Yard decorations and furniture are not allowed. Holiday decorations may be approved on a case-by-case basis. Please see the Housing Office for details.

Installations/Fixtures

Clotheslines or other devices are not to be installed on the exterior of the building. Additionally, items may not be temporarily or permanently affixed to exterior or interior doors of apartments.

Lofts

Lofts are not allowed in campus housing, including apartments.

Meal Plan Options

- Preferred Meal Plan
- Preferred Plus Meal Plan
- Carte Blanche or Block Plan

Parking Policy

All vehicles, including motorcycles, must be registered with Campus Safety and parked in a standard, zoned parking space. Motorcycles are not allowed on porches.

Property Damage

The residents of the apartment who caused the damage must pay expense or damage caused by stopped-up waste pipes, overflow of bathtubs, toilets, basins, or sinks. Students must pay for damage to their apartment or furnishings, other than normal wear.

Smoking of Tobacco

Smoking is prohibited in all residential facilities. The usage of hookahs is prohibited on campus.

Social Events Policy

Social events involving more than 8 people must have a "Social Event Permit" obtainable from *WC@Home*. The permit will be registered with the Preferred Housing Staff and Campus Safety 24 hours prior to the event. Signed permits must be displayed on the exterior door of the living unit. Residents are responsible for their guest's behavior. State and local fire regulations prohibit occupancy (at one time) of any apartment by more than 16 people. Failure to obtain a permit will result in termination of the party and judicial action.

Sublet/Transfer

The student will not transfer his or her interest in the Housing Contract or sublet the apartment. Any student found to be subletting their apartment may lose their Preferred Housing privileges for that year and will lose the privilege for subsequent years.

Trash

Excessive trash in common areas will be assessed as damages to residents. Students who smoke should not throw cigarette butts into common areas.

Throwing Objects

Nothing shall be thrown or dropped by residents or guests from the windows, doors, balconies, or down passages of the building.

Wall Decorations

Residents may only use methods to hang items that do not result in damage to walls. *Holiday light strands are not allowed as wall decorations due to damages that result.* Please see the Housing Office for details.

Washers and Dryers

Washers and dryers located in apartments are to be used by the residents only. (Violation of this policy will result in the discontinuance of laundry facilities to those residents. Physical Plant will be able to monitor the utilities.)

GREEK ORGANIZATION POLICIES: RUSHING AND PERSPECTIVE NEW MEMBERS

Greek Organizations (GO) are distinctive in the manner in which they recruit, select and initiate new members. In order to participate in the rush and new member program, Greek Letter organizations must be recognized and be in good standing with the College, SGA and Greek Council. Students choosing to join a GO at Wilmington College are often referred to as Prospective New Members, Associate Members, or Pledges. For clarity purposes, Wilmington College will identify and name these students as Prospective New Member, hereafter referred to as "PNM".

1. Each organization may conduct one formal rush activity (defined as a GO event for prospective members for the purpose of formally introducing their organization purpose, activities, membership, and alumni) each semester. Rushes may take place in the fall and spring semesters. A GO rush may not overlap with any other competing GO's activity. Other parties and activities exhibiting characteristics of and for the primary purpose of serving as a rush party are prohibited.
2. Rush activities may be directed toward any full-time student that meets the follow criteria:
 - First semester student with a high school GPA of 3.00 or higher.
 - First semester student with at least 18 hours of post-secondary work accepted by Wilmington College.
 - Wilmington College Students who have completed a minimum of 12 semester hours and are in good standing with a minimum 2.3 GPA or higher.

- Transfer students with at least 12 credit hours from their previous institution accepted by Wilmington College and are in good standing with a minimum 2.7 GPA or higher from their previous institution(s).
 - A PNM is defined as a prospective new member, associate member or pledge who participates in a new member education program to learn the organization's history; to know the mission and tradition of their Greek organization; and to develop interpersonal relationships with active members, alumni and fellow pledges.
3. No alcoholic beverages shall be associated in any manner or form with any rush activity.
 4. Greek Organizations regardless of housing status (College or non-College owned), conducting a pledge/new member education program must be alcohol-free throughout the entire PNM season.
 5. PNM's may not have been active the previous semester in another GO at Wilmington College. All exceptions should be approved by the Director of Greek Life. Rushes shall be conducted during the weeks prior to the start of New Member season.
 6. GOs will abide by the rush and PNM season rules and dates set by the Greek Council. A list of rush dates for each semester is in the Student Planner, and can be provided at the Greek Life Office upon request.
 7. All bids (an individual formal invitation by a GO inviting an eligible prospective student to join the organization) will be issued on Bid Day or later which will be specified by the Greek Council each semester.
 8. Each GO must provide a list of its PNM's to the Director of Greek Life by the end of Friday prior to the first full day of PNM season. The Director of Greek Life will validate the eligibility of each prospective PNM and notify the GO and Advisor by 8:00 a.m. on the first day of PNM season of any prospective PNM's who are ineligible to continue the PNM program.
 9. All PNMs who have chosen to PNM a GO must attend the College's PNM Education Program prior to participating in any PNM activity. PNMs must also complete and submit the Greek New Member Acceptance Card.
 10. PNM class (defined as most and/or all of the PNM class) activities that have the potential to create a disturbance in the residence halls are not allowed. PNM class residents must notify and seek approval from their residence hall advisor prior to any PNM class activity on their residence hall. PNM class activities and related PNM homework must be in compliance with all College and Residence Life policies and procedures.
 11. No PNM class activities can be conducted past 1:00 AM through 7:00 AM, Monday through Friday. PNM class activities may not exceed two and one half-hours per day and no more than four days Sunday through Thursday.

12. PNM class activities that create a conspicuous disturbance (i.e. noise, risky or inappropriate behavior) on or off campus are not allowed.
13. Weekend PNM activities (Friday evening through Sunday afternoon) will be limited to a total of five hours per weekend.
14. PNMs may not perform/maintain PNM activities in the classroom. Specifically, they will not carry paddles or dress in a way that would be considered demeaning or derogatory. They will not address their actives in any unusual or conspicuous manner.
15. PNM season may commence on Monday of the seventh week of the *fall semester* and Monday of the fourth week of *spring semester*. PNM season must be completed by the 12th Sunday of the fall semester and 10th Sunday of spring semester and may not exceed 8 consecutive weeks.
16. Any exceptions to the above stated policies must have the GO's Advisor and the Director of Greek Life's written approval.

GREEK JUDICIAL BOARD

The Greek Judicial Board addresses complaints unique to the Greek community (*e.g.*, rush violations, failure to meet obligations imposed by the Greek Council, failure to pay Greek Council Dues, etc.). If a complaint is brought forward that involves a violation of College policy, a standard Judicial Board is the body that hears the case.

The Greek Judicial Board is comprised of one representative from each Greek organization recognized by Greek Council, the Director of Greek Life, the Greek council Advisor(s), Greek council president, and a faculty judicial board member. For a hearing, the member(s) of accused organizations do not participate (if the Council President is a member of the accused organization, another member of the executive board is appointed). *Details of the procedures for this board are available from the Director of Greek Life.*

Violators of any of the above Greek organization policies may be subject to discipline under the Student Code of Conduct, Greek Council, or both.

WILMINGTON COLLEGE OFF-CAMPUS GOOD NEIGHBOR POLICY

The Wilmington College Off-Campus Good Neighbor Policy sets out the expectations for the Greek community from the community/neighbor perspective and provides for consistent application of the City of Wilmington ordinances along with College policy. It is essential that Greek Council and chapter leadership take steps to ensure that the Greek community and its individual members are sensitive to neighborhood issues and concerns, and that community relations and involvement with neighbors continue to be a priority. It is also essential that the College commit itself to maintaining open communication and cooperation with the community. In turn, the community acknowledges that the College and the Greek community are an integral part of the city and can be valuable partners.

All Greek members and their guests are expected to be good neighbors, whether or not they live in or are formally associated with the fraternity/sorority residence. When visiting a residential fraternity or sorority, all members and guests are expected to follow all local, state, and federal laws as well as College policies. Fraternities and sororities are ultimately responsible for the conduct of all of their members and guests while engaged in activities and programs affiliated with their organization.

The following conditions and expectations apply to fraternities/sororities with residences in and around the Wilmington College neighborhood:

1. Residence use will be operated in a manner that does not create a public or private nuisance.
2. All Wilmington College Fraternities/Sororities using the site must be recognized by Wilmington College and in good standing as an affiliated fraternity/sorority.
3. All Wilmington College Fraternities/Sororities using the site are required to be in good standing with Greek Council.
4. All Wilmington College Fraternities/Sororities are required to maintain quiet hours between 12:00 a.m. and 8:00 a.m., Sunday through Thursday, and between 1:00 a.m. and 8:00 a.m. Friday and Saturday. (Ref. City of Wilmington Planning and Zoning Code Section 1155.037 (a) All business uses shall be conducted within buildings so construction that no noise of any kind produced therein shall be audible beyond the confines of the building. Ord. 3783. Passed 8-7-97.)
5. All Wilmington College Fraternities/Sororities and members are required to abide by the Wilmington College Student Code of Conduct and the Wilmington College Off-Campus Good Neighbor Policy.
6. The consumption and use of alcohol while on fraternity/sorority premises shall be in compliance with applicable laws of the State of Ohio, the City of Wilmington, and any applicable rules proscribed by Wilmington College. (Refer to code 509.03 Disorderly Conduct in the City of Wilmington Code).

7. All Greek organizations that occupy housing will abide by code enforcement regulations, fire regulations, and all other guidelines and requirements set forth by the City of Wilmington.

Fraternities and Sororities will comply with the following *Litter, Defacement, and Property Damage Guidelines*:

1. Litter Cleanup
 - Fraternities and sororities shall make special effort to control the litter generated on and from their premises at all times by providing and servicing containers and enforcing regular cleanup and shall clean up the affected area by 10:00 a.m. the morning following a party.
 - Adequate cleanup includes picking up all plastic or paper cups, beverage cans and bottles, and other debris from the gutters, parking lots, sidewalks, and up to ten feet back of the curb where possible. Broken glass must be swept up. Failure to clean up the affected area by the time specified will result in a fine and/or alternative sanction.
2. Fraternities and sororities shall not paint or chalk their symbols or Greek letters upon, or otherwise deface public streets or alleys, parking lots, road signs, or other public or private property not owned by the organizations.
3. If a fraternity or sorority causes property damage, they shall, at the discretion of the property owner, either repair the damage within a reasonable time (normally five days) or provide financial restitution, including a fair charge for labor, to the owner.
4. All outdoor furnishings must be in compliance with City of Wilmington (Ref. City of Wilmington Planning and Zoning Code Section 1729.02 (a)(1)– (2), which states: "It shall be the duty of the owner(s), lessee(s), agent, tenant or occupant having charge of lots or land located within the City to remove litter placed on such lot(s) or land. Council finds that if such litter is not removed, it constitutes a detriment to public health. For the purpose of this section, "litter" includes any garbage, waste, peelings of vegetables or fruits, rubbish, ashes, cans, bottles, wire, paper, cartons, boxes, parts of automobiles, wagons, furniture, glass, oil of an unsightly or unsanitary nature as determined by the Code Enforcement Official.)
5. Gatherings of individuals on Greek organization house roofs are prohibited.
6. Dumpsters must be neat when in public view.
7. Fraternities and sororities may not use the Wilmington College waste receptacles, and have services arranged with the City of Wilmington for trash/recycling, water and sewer.

The preceding rules and regulations will be enforced by the Wilmington College Greek Council Executive Board. The Council's Executive Board will follow the following procedures with the parties involved:

1st Offense: Meeting before Greek Council to discuss.

2nd Offense: Greek Judicial Board.

3rd Offense: Wilmington College Judicial Board.

RESIDENCE HALL POLICIES AND PROCEDURES

The residence facilities at Wilmington College, or provided by the College, are more than just a place to sleep and study. They are living/learning environments that promote individual growth and development. They also provide a community living experience, which is rich with learning opportunities. For many, community living is a new experience; as with any community of people, some guidelines are necessary. The following policies will help facilitate cooperation, appreciation for new ideas, cultural and lifestyle differences. Wilmington College does not offer family housing at this time; children are not permitted to reside in student residences on campus.

CANDLES, INCENSE, AND PLUG-IN DEODORIZERS

According to the Building Officials and Ohio Fire Code; 307.1: Open flames, such as candles, are not permitted in residence halls, College-owned houses and apartments. Candles are allowed on campus, but the wicks must be clipped or removed to prevent them from being lit. Incense and incense burners are not allowed in residential facilities. Plug-in deodorizers (and other similar products) are prohibited due to the residue they leave on smoke detectors and other alarm equipment that cause false alarms.

DAMAGES

The Business Office will bill a \$125 damage retainer to each student's account. The retainer will be held through the academic year and will be credited minus any charges due to damages or fines that may accrue after billing is completed.

As members of a residence community, students set the standards for their living environment. Each resident has a responsibility to make it a productive place to sleep, socialize, and study. Students are expected to take responsibility for damages they cause that are not due to normal use. Damages to common areas and individual student rooms should be reported immediately to the Resident Assistant (RA) or Housing Staff member. Accidental damage should also be reported immediately to an RA or Housing Staff member. Residents who observe vandalism within the residence halls, and who do not report the vandalism to residence hall staff members may also be found financially or judicially liable for the damages. If the student chooses, he or she may share information anonymously.

Excessive and malicious damages, those that require repair, replacement, or cleaning above and beyond the expectations of the custodial staff, will result in assessments and fines for the labor, supplies, and repair/replacement. Every effort will be made to identify the individual(s) responsible for damages, in which case that individual(s) will pay all charges. The responsible party or parties will be assessed the cost of the damages: labor, supplies, repair/replacement or \$5/person, whichever is greater. This charge will be assessed from the damage deposit. In some instances, an administrative fee of no less than \$5/person may be included.

Failure to clean up body fluids or excretions will result in a \$75 biohazard cleanup fee. In the case of severe illness, a Housing staff member should be contacted.

Common area damage (such as hallways, lounges, public areas, and stairwells) which cannot be assessed to an individual or group may be charged to all residents of a floor or residence hall should the responsible party or parties be unknown. The responsible party or parties will be assessed the cost of the damages: labor, supplies, repair/replacement or \$5/person, whichever is greater. This charge will be assessed from the damage deposit. In some instances, an administrative fee of no less than \$5/person may be included.

ELECTRICAL APPLIANCES

Some types of electrical appliances are allowed in student rooms; others are either prohibited or restricted in some way. There are several reasons for these restrictions. Some appliances are hazardous, some are unsightly, and some use an extreme amount of electricity. The electrical appliances that are prohibited or have restrictions placed on them in the residence halls are listed below. If a room is having electrical problems, some appliances will have to be removed to prevent further overloading. The only cooking appliances allowed in residence hall rooms are single-pot coffeemakers, Keurigs, etc.

Air Conditioners

Air conditioners are provided for primarily health-related reasons but are available for students who wish to pay for the service, which is \$350.00/person. First-year students who require air conditioning will need to reside in specific rooms on the first floor of Pickett Hall. This availability is rather limited.

Upper-class students who wish to purchase air conditioning must reside in Marble Hall and must complete the appropriate paperwork during the Housing Lottery process. Primary consideration will be given to students who have medical conditions warranting the usage of air conditioning, but all students must pay their deposits and complete the necessary paperwork to purchase air conditioning.

Student provided air conditioners including stand-alone units are prohibited.

Holiday Lights

Holiday light strands are not allowed as wall decorations due to damages that result.

Space Heaters

Space heaters are not allowed in student rooms. If your room does not get adequate heat the Physical Plant Department should be contacted to make adjustments.

Antennae/Satellite Dishes

Outside antennae and satellite dishes are not allowed. The installation or tampering of any kind with television antennas, cables, or computer cables is not permitted.

Combustible Fuel Receptacles

Receptacles containing combustible fuel are not allowed in any housing facility at any time.

Cooking Appliances

Hot plates, multiple-pot coffee pots, pottery water-warmers, immersion coils, halogen bulb lamps, plug-in air fresheners, scented oil heaters, lava lamps, electric skillets, toasters, toaster ovens, microwave ovens, and large appliances are not allowed in student rooms.

Grills and Firepits

Cooking grills and firepits are prohibited outside of designated areas on campus. Storage of grills and firepits are prohibited in residential communities.

Power Strips

In accordance with Ohio Fire Code only surge-protected power strips may be used for extension cords. Surge-protected UL-listed power strips must be plugged directly into a wall outlet. Refrigerators must be plugged directly into a wall outlet.

Refrigerators

Refrigerators larger than 4.6 cubic feet in capacity and requiring starting amperage of more than 3 amps are not allowed. During each semester break period, refrigerators must be cleaned out and unplugged. Only one refrigerator per room is allowed to prevent electrical overload.

Microfridges (i.e. combination microwave/refrigerator) are prohibited.

Sunlamps

Sunlamps are prohibited; please contact the Director of Housing if a medical need necessitates the use of a sunlamp.

EXCESSIVE NOISE

A residence hall must serve students in many ways. The most important way is to provide a place to study and sleep. Even though strict hours are not in effect during the daytime, residents should be considerate of their neighbors at all times. With many of our students working nights, they must be

able to sleep during the day, and those who wish to study during the daytime hours should be able to do so.

Students are expected to keep noise to a minimum 24 hours a day, and hallways should be quiet at all times. However, the Excessive Noise Policy will be strictly enforced from 10 p.m. until 10 a.m., Sunday through Friday; and from 1 a.m. until noon on Saturdays and Sundays. During exam periods at the end of each semester, this policy is enforced 24 hours a day until the start of the subsequent semester (this includes summer).

Excessive noise will not be tolerated at any time of the day. Residents who play music loudly should use earphones, so others are not disturbed. The Housing staff members may find it necessary to define what is too loud.

Speakers may not be placed on windowsills/balconies/porches and/or directed outside. Subwoofers, large amps and large speakers are not permitted and may be confiscated by Housing and Residence Life Professional Staff if they become a nuisance to the community.

FIRE EQUIPMENT AND SAFETY

Fire safety equipment is to be used only for the purpose for which it was designed. Misuse of or damage to fire safety equipment (i.e., fire alarms, fire extinguishers, smoke detectors, emergency exit doors and alarms, etc.) or failure to leave a building during a fire alarm or a fire drill will be considered a serious matter which will result in disciplinary action and possible legal action. Damaging, disassembling, or removing the battery from a smoke detector will result in an automatic \$25.00 fine and possible disciplinary action. The resident is responsible for testing the smoke detector in their living space and reporting malfunction to the Housing staff in writing. Setting off a false fire alarm or using a fire extinguisher for other reasons than to put out a fire endangers the lives of all occupants of a building. Persons committing such acts will be sanctioned to the full extent of the Student Code of Conduct and may be subject to legal action, including prosecution by off-campus authorities. All storage in a non-sprinkler facility should remain 24" from the ceiling. No items are permitted to hang from the ceiling. Decorative items may not be strung throughout the hallway without permission from the Director Residence Life. Any permitted items must be removed within the time limit specified by the Director of Residence Life.

Every campus building is equipped with a fire alarm system and smoke detectors are in every room. If the fire alarm should ring, everyone must vacate the area immediately according to the hall fire evacuation plan. No one may re-enter the building without the authorization of the Housing staff, Campus Safety or the Fire Department. In addition, fire safety inspections will be conducted at least once a year by the Housing staff. The Housing staff may enter any room without prior notification to determine if a violation of fire safety policies exists.

To afford residents easy egress from buildings in emergency situations, bicycles may not be kept in hallways, stairwells, or public areas inside the residence halls.

In Case of Fire:

1. Quickly extinguish any small fire that may be encountered by cutting off the oxygen supply. Fire extinguishers are located on every hall.
2. Should any fire be encountered, immediately pull the fire alarm lever on the floor where the fire is discovered. The Housing staff will notify Campus Safety. Campus Safety will notify the Wilmington Fire Department.

Evacuation Procedure:

1. Alert other roommate(s) to the alarm.
2. Put on your shoes and coat. Take a wet towel.
3. Close your window. Leave blinds or draperies open.
4. Leave your room lights on.
5. Close the door but DO NOT LOCK IT!
6. Proceed calmly to the designated exit and leave the building.
7. Handicapped persons proceed to assigned areas.
8. Follow the general evacuation plan for the building.
9. Remain in assigned area until authorized to return to the building.
10. Remain calm. Do not panic or initiate panic.

DO NOT:

- Use the elevators during an evacuation.
- Open door if the door or door handle feels hot.
- Attempt to save personal belongings.
- Tamper with fire safety equipment.
- Remain in the building during an alarm. Specific directions may be found on wall charts located on each floor. Please acquaint yourself with the evacuation plan.

OTHER SAFETY CONCERNS

Throwing items or shining lasers from residence hall windows is prohibited.

Unauthorized entry to areas of campus facilities including, but not limited to: roofs, window ledges balconies, alcoves, offices, and the dining hall is prohibited.

Fire Pits – The usage of fire pits is prohibited in all residence halls, College-owned houses and apartments, unless it is a college-sponsored activity.

FIRST-YEAR RESIDENCE HALL

All first-year students are housed in Austin/Pickett Halls, as space permits. Overflow first-year students may be housed in upper-class housing, and vice versa. This allows for a greater sense of bonding with the incoming class and provides greater opportunities for academic support and outreach.

First-year resident students can be exempt from living on a first-year floor if they are transfer students with more than 12 semester hours or if they are 21 years of age or older, as space permits. To be exempt from this requirement, a written request must be submitted to and approved by the Director of Residence Life.

No room changes to upper-class student floors will be allowed until the end of the first semester. Mandatory first-year student floor meetings will be scheduled for all first-year residents. Failure to attend mandatory floor meetings may be considered a violation of the Student Code of Conduct.

GUESTS

Guests include students from other residence halls, students of the College who live off campus, and persons not affiliated with the College but visiting. All guests are subject to College policies, rules and regulations. Hosts are responsible for the actions of, and/or any damages caused by their guests. It is the responsibility of the host to inform their guest(s) about the rules and regulations of the campus and to accompany their guest(s) while on campus. An overnight guest is defined as anyone who is not a resident of a particular room but spends the night in that room. This includes Wilmington College students who live in other residence halls.

Students may occasionally have overnight guests. However, the host student must register his/her guest. Guest registration forms can be obtained from the Housing Office, RA of the floor, or the RA on duty in the residence hall upon the guest's arrival. This is done for safety and security reasons.

- Failure to register an overnight guest is a violation of the guest visitation policy and may result in loss of privileges.
- Overnight guests must carry a picture ID and copy of the guest registration form at all times.
- Guests must be escorted at all times while in the residence halls.
- Roommates must agree on having overnight guests each time a guest stays overnight. If one roommate is not comfortable, the guest must leave. The privacy of the roommate(s) or housemates takes priority over the presence and behavior of the guest. In all cases, the rights of the residents of the room or house to uninterrupted use of the space take precedence over the privilege of guest visitation.
- Overnight guests may only stay 48 hours or 2 nights in any seven-day period. Students and guests who abuse this policy may be subject to judicial action, fines, and loss of this privilege.

It is the responsibility of the host to inform his/her guest about the rules of the residence halls and to accompany their guest while on campus. The host is responsible for the actions of his/her guest. If a particular guest becomes a problem, visiting privileges may be revoked or restricted.

It is always advisable for a student and his/her roommate to discuss having an overnight guest. Permission of the roommate should also be obtained in advance of having an overnight guest each time that guest is planning to stay overnight.

Students enrolled at Wilmington College who visit students living in the residence halls are expected to abide by the following:

- As with non-student guests, consent is obtained from roommate(s) or housemates. In all cases, the rights of the residents of the room, house, or apartment are paramount and take precedence over the privilege of visitation.
- Unescorted Wilmington College student visitors are not permitted in residence halls between the hours of midnight and noon, Monday through Friday, and between the hours of 2:00 a.m. and noon Saturday and Sunday. Resident hosts must escort their visitors during these times.
- Sanctions for violations of this policy may include a restriction from visiting residential facilities. The resident in violation could be charged with trespassing.
- Residents are responsible for insuring that their Wilmington College student visitor(s) comply with all policies and procedures. A host student can be held accountable for any policy violations, damage, etc., attributed to his/her visitor(s).
- Wilmington College student visitors are permitted to stay in hosts' room overnight for no more than two (2) nights in any seven (7) day period.
- Abuse of the visitation policy can result in revocation of guest privileges.
- Cohabitation of anyone other than the assigned roommate(s) is not allowed.

HOUSING AND MEAL PLANS

All full-time traditional age students are required to live in the College housing and board at the campus dining hall, also known as the T.O.P. (Top of Pyle). Exemptions to these requirements are granted by the Housing Exemption Committee. Because housing on campus is limited, some upper-class students may be released from the housing requirement if the residence facilities are determined to be full.

Compliance with the Housing and Board Requirements is a condition of initial registration and continued enrollment at Wilmington College. Wilmington College does not discriminate in the assignment of residential housing on the basis of age, race, color religion, national or ethnic origin, gender, sexual orientation or ability. Students who transfer to Wilmington College may be able to secure residential housing on a space available basis. The College reserves the right to assign residential housing space to all students on the basis of the type of space available.

Exemptions to the housing requirement are granted for the following reasons:

- The student will live with his/her parents/guardians in a residence which is within 30 miles of the City of Wilmington.
- The student is legally married.
- The student is a single parent with custodial responsibilities.
- The student is 23 years of age or older by the first day of classes of the fall semester.
- The student attends part-time, taking less than 12 credit hours.
- The student lives in an approved off-campus fraternity house.
- The student is studying abroad.
- The student has lived in campus housing for at least 8 semesters.
- The student has had prior military service

Exemptions to the Meal Plan Requirements are granted for the following reason:

- The student has a medical condition (verified by the student's family physician and the College physician) which requires a special diet that cannot be met at the campus dining hall.

Requests for the exemption from the housing and/or board requirements must be submitted on the appropriate forms available at the Housing Office. Exemptions must be applied for, prior to the Housing Contract being waived and prior to moving off campus. See the current Academic Calendar/Planner for exemption deadlines.

If the exemption is not granted, the Housing and Board Requirements and the Housing Contract will bind the student. No release from the contractual obligations will be given after the Housing Contract is signed and the cancellation deadline has passed, except as provided in sections 23, 24, 27 and 28 of the Statement of Terms and Conditions. In such cases a cancellation fee is assessed (see housing office for more information. Proof of compliance with the College Housing and Board Requirements is the responsibility of the student. Failure of the student to comply with these requirements may be cause for denial or cancellation of registration of judicial action. The Housing Office acts as the authorized agent for administration of the Housing and Board Requirements for the College. All approvals for exemption from the College Housing and Board Requirements must be in writing.

Students on meal plans are required to present proper identification upon entry to the campus cafeteria. They are to maintain orderly conduct and bus their own trays. Violation of these dining service policies may be cause for judicial action.

INSURANCE AND VALUABLES

Wilmington College assumes no responsibility for damage, theft, or loss of student property. It is not wise to bring expensive possessions to College or to leave money in the rooms. Residents should lock room doors when no one is in the room and when the residents of the room are sleeping. The College suggests that students consult with their parents in regards to purchasing low-cost insurance to cover the student's property while the student is in College. All thefts must be reported, in writing, to Campus Safety and the Housing Office.

LAUNDRY FACILITIES

High-efficiency, front-load washers and dryers are located in every residence hall. This service is free of charge to all resident students. Wilmington College is not responsible for property that is lost, damaged, or stolen in the laundry machines.

It is required that students use only high-efficiency detergent in residence hall laundry facilities.

LITTERING POLICY

There are small wastepaper baskets (located in the bathroom) on every floor in all residence halls. Room trash is not to be left in these receptacles. It is the responsibility of every resident to dispose of his/her room trash in the dumpsters located outside of every building. Students found littering or leaving their room trash in any common area may be fined and charged with violation of the Code of Conduct. Students should not allow excessive trash to accumulate in their room. This could lead to unsanitary conditions, as well as a fire hazard in the residence hall. Sweeping floor dirt into the hallway is littering. Failure to keep rooms clean may be considered a violation of the Student Code of Conduct and may result in a fine or other sanction.

MUSICAL INSTRUMENTS

If the use of a musical instrument or an amplifier becomes a nuisance, the student will be asked to discontinue its use in the residence halls. In some cases arrangements may be made with the Music Department to practice in the Boyd Cultural Arts Center.

ODOR POLICY

All residents are expected to keep their rooms clean and free of odors. A violation of the Odor Policy will occur when an odor is detected from outside of a resident's room that is deemed offensive to the Housing Staff or another resident in the residence hall.

PET POLICY

Only herbivorous fish that can be kept in aquariums no larger than 20 gallons in capacity are allowed in student residence halls and houses. Housing and Physical Plant staff members have the right to periodically inspect fish and their environs. Pet owners must abide by the following rules:

- All roommates of the pet owner must not object to the presence of fish in the room.
- Pet owners must provide a proper and safe environment, appropriate food, and health care for their fish.

Due to allergies and other pest issues, students will be assessed a non-negotiable fee of \$300.00 or the cost for the disinfecting, cleaning, and flea/pest treatment of a room or residential area where a pet or unauthorized animal has been (whichever is greater). This will be assessed regardless of the type of pet or how long it was present. No pets may be on the premises at any time. Housing staff will not make a judgment regarding how long an animal has been present.

If students have questions concerning the Pet Policy, they should be directed to the Director of Residence Life. The only exceptions are service animals and emotional support animals that have specific processes.

PUBLICITY POLICY

Only Housing staff may post publicity in the residence halls. Publicity must be approved by the Dean of Students Office and follow the College's advertising regulations outlined on Section III B: "Advertising Regulations". Please allow one day for information to be posted. Any publicity not approved and/or found to be offensive in any manner will be disposed of immediately. The Office of the Vice President, Chief Student Affairs Officer also approves publicity posted outside of residential facilities.

Advertisement and publicity are permitted to be distributed in the Housing Office for RAs to post in Residence Halls following necessary approvals. Advertisements that are posted in residence halls that are NOT distributed via the Housing Office may be subject to removal.

ROOM ASSIGNMENTS

Upper-class students are given the opportunity in the spring to make room selections for the following fall semester. Details and information regarding room selection are distributed every spring. Should you have further questions about this procedure, please contact the Housing Office.

Room assignments for new students are made in the order that completed housing applications and housing deposits are received in Admissions. Contact the Housing Office if a student has special needs, or for special requests. Also considered in making room assignments are student preferences regarding residence halls, smoking, musical preferences, attitudes about alcohol, and roommates. The Housing Office tries to honor the preference requests made on the housing application but does not make any guarantees. Once a room assignment has been made, it cannot be changed, so students requesting roommates must coordinate their applications to reflect their roommate preferences.

All returning students who request on-campus housing must pay a non-refundable room reservation deposit and be registered for fall classes by the deadline (this day is announced and publicized in the Spring semester). This non-refundable room reservation deposit will be the final step in securing on-campus housing and will confirm fall semester room assignments. Students who do not pay the deposit by the deadline will not be guaranteed preferred housing assignments. Failure to pay the deposit or register on time results in the student's placement in an available space. These students may have no choice in their placement.

Unless necessitated by overcrowded conditions, only the designated number of students may occupy a particular residence hall room. For example, a double room may not house more than two residents and no more than two beds. If overcrowding occurs, double rooms may be tripled or quadrupled beginning with the last assigned first-year rooms, then going backward through the room assignment/selection order. Triples and quads will be broken down as soon as possible.

Room Changes

If for one reason or another it becomes necessary to make a room change, the RA must be contacted. The Housing staff will try to facilitate a resolution to the problem. If this cannot be

accomplished, the Director of Residence Life may approve a room change. The procedure for a room change is described step-by-step, on the Room Change Form. This procedure must be followed closely, or the room change will be considered illegal. Students who change rooms or exchange keys without authorization will be subject to fines and disciplinary action which may include loss of future room selection privileges.

No room changes will be authorized within the first three weeks of the semester.

Room Consolidation

Residents who find themselves in an under-assigned room or apartment may face consolidation. Consolidation exists to bring equity among residents. Students in under-assigned spaces must do one of the following by the third Monday of each semester, or no later than seven (7) calendar days from the date the space becomes under-assigned.

- Request a space buyout and pay the additional daily pro-rated charge (exact rate may be obtained by contacting the Housing Office).
- Have another student move into his/her open space (Secure authorization from the Housing Office).
- Transfer to another assigned space (Secure authorization from the Housing Office).

Single Room

During the year, single rooms will be issued according to the Single Room Waiting List as space in the residence halls allows. During room selection in the spring, no singles will be issued except those rooms designated as singles because of their small size. After room selection, single rooms will be granted according to the Single Room Waiting List. Residents who would like a single room should direct their request to the Housing Office. A single room costs 50% more per semester than a double room. Single rooms will be assigned on a first-come, first-served basis.

Triple Room/Quad room (Standard)

Standard triple and quad rooms are assigned during room selection in the spring. If a vacancy occurs in a triple or quad room, the Room Consolidation Policy applies. The cost of keeping a standard triple room as a double, or standard quad room as a triple, is 25% more than the cost of a double room. Standard triple and quad rooms are large enough to accommodate three people or four people respectively, therefore, standard triple and quad rooms are charged at the same rate as double rooms.

Standard triples or quads are not eligible to be bought out as singles.

Room Check-In

Students may begin checking into their residence hall rooms for the academic year or semester on the day that residence halls are scheduled to open. A returning resident checks in by picking up a room key and an outside door key in the lobby of his/her assigned residence hall and completing a

Housing Contract if he/she has not already done so. Shortly thereafter, the student receives a Room Condition Report to complete and sign to verify the current condition of the room. The purpose of the Room Condition Report is twofold:

1. All malfunctions in a room are recorded and reported to the Physical Plant so that attention can be given to them.
2. The Room Condition Report allows the student to verify the pieces of furniture provided by the College, note the condition of the room and any discrepancies. If, at the end of the school year, no additional damages have occurred, the student will not be held responsible for problems that predated his/her arrival. Failure to include damaged/missing items may result in the student being found responsible for the damages.

It is your interest to complete a Room Condition Report (RCR) or an Apartment Condition Report (ACR). These reports are our only means of tracking damages so that the responsible parties are held accountable. If you do not file an RCR or ACR with the Housing Office, we will not accept any damage charge appeals.

Unauthorized early arrivals will be billed on a per-day basis unless the student is on campus for a Wilmington College-sponsored necessity. Students who allow the unauthorized early arrival of a roommate are subject to charges or disciplinary action as well.

Room Checkout

When checking out of the room at the end of the academic year, it is imperative that the room is left as it was upon arrival: completely vacated and left reasonably clean. Students are required to check out within 24 hours after his/her last exam. Seniors must check out following their graduation ceremony.

The furniture that is in the room at the beginning of the year must be there when the student leaves at the end of the academic year. This also applies if a student leaves the residence hall at any time during the year, for any reason (even to move to another room). The cost of replacing furniture will be billed to the occupants of that particular room, unless individual responsibility is established.

Rooms are to be left in good condition, with trash properly disposed of and floors "broom clean." If debris is swept into the hallway, fines and charges will be assessed accordingly.

Students should arrange with a RA or RD to have a closing check made just before departure. Any damage not reported at the time of the original occupancy will be listed on the Room Condition Report, signed by the student and the RA/RD, and charged to the student's damage deposit account. When this is not possible, the student should make arrangements for Express Checkout. Room checkout is subject to verification by the Director of Residence Life or his/her designee.

Students may be charged a fee for improper checkout if they:

1. Fail to set up a checkout time.
2. Are not prepared to check out at their designated checkout time.
3. Fail to sign the RCR or ACR and/or fail to return keys before leaving.

In the event that the student does not arrange for the room check out with a staff member, the room will be checked after departure, a \$50 improper check-out fine may be imposed, and students will be billed for any damage found at that time.

Before the student leaves campus, keys must be returned to the Housing Office to avoid key replacement costs.

Appeal of any of the above charges must be submitted in writing to the Director of Residence Life within ten days of the date of the letter notifying a student of charges.

If, during a semester, a student plans to move out of the residence hall completely, the Housing Office must be contacted, and the appropriate forms completed. Any student moving out of a residence hall during the academic year will be considered a resident until the Housing Office personnel receive room keys. Charges will be made according to the Housing Contract and the College refund policy.

Withdrawals, Leaves of Absences, Suspensions, or Dismissals

Students withdrawing or taking leave of absence from the College must vacate the College residence facilities of all personal possessions and turn in their keys within 48 hours of the effective date on the withdraw/leave of absence form. If this 48 period falls on the weekend, the student should put keys in an envelope and drop in the mail slot on the Housing Office door. Write the student's name, building and room number on the envelope. If Pyle Center is closed, the envelope should be given to Campus Safety.

Students who are suspended or dismissed from the College must contact the Housing Office within 48 hours of receiving official notice from the Office of Academic Affairs. If you do not contact the Housing Office, you will receive a call from Housing to set up a time for you to remove your personal possessions.

If the student fails to vacate the facilities and turn in the keys within the designated 48-hour period, the College reserves the right to bill the student for continued occupancy of the space or pack up the belongings and discard at the owner's expense.

The College reserves the right to remove personal belongings from rooms/apartments/houses that have been abandoned. A space will be considered abandoned when: there is a failure to pick up and/or respond to mail (including voice and electronic mail) notices, and/or deliveries; failure to respond to written notice posted on student's door requesting verification of their presence on the premises; or removal of a substantial portion of the student's personal property.

Room Decoration

All rooms are supplied with beds, desks or tables, chairs, blinds, and other essential furniture. Students provide their own linen, pillows, blankets, spreads, towels, lamps, wastebaskets, etc. Other small furnishings may be provided by students, if desired.

Every student cares for his/her own belongings and room, and every student is financially responsible for his/her room and other common living areas in the residence hall. He/she will be billed for damages to these areas, as previously described in the section under Damages.

Students are financially responsible for their own belongings. Therefore, it is suggested that students purchase renter's insurance or verify that their belongings are covered by their parents' homeowner's insurance.

We respect differing lifestyles and the need for every student to make his/her room as personal as possible. Furniture in student rooms may be rearranged as the residents see fit. *Students are not permitted to move any furniture out of their rooms.* Room furnishings may not be moved from one room to another nor placed in hallways/lounges. Furniture may only be moved by Physical Plant or Housing staff.

If furniture is removed from a room, the student takes sole responsibility for it. If furniture is lost or misplaced, the student must pay to replace it. Furniture may not be moved from student rooms to lounges/study rooms or vice versa. A \$25.00-per-day charge will be assessed for lounge/study room furniture found in a student's room.

Students may bring furniture to decorate rooms. It should be remembered that space in the residence hall rooms is limited, so the amount of furniture brought from home should be limited. There is no storage available. Students should remember to keep furniture away from heaters to prevent fire hazards. Following is a list of additional guidelines:

Bunk Beds

Students living in residence halls who wish to bunk their beds may do so; however, there are a limited number of bunk extenders available. These are distributed on a first-come, first-serve basis through the Housing Office.

Carpet

Students may put carpet in their rooms. Carpet tape should not be used, since it mars the surface of the room floors. All carpet brought into the residence halls by students must be fire-resistant. Written proof of its fire resistance must be shown on request or it must be attached to the carpet.

Electrical Wiring

Any tampering with or rewiring of electrical fixtures is forbidden and violates the total safety of the residence hall.

Hazardous Conditions

Students will keep their rooms in a non-hazardous manner. Trash should be taken out to the dumpster regularly. In addition to the preceding, students are not permitted to use any furnishings that, in the opinion of the Director of Residence Life or the Wilmington Fire Department, violate city fire ordinances and/or would be considered unsafe. This may include, but is not limited to lofts, bookcases, platforms, etc. The College reserves the right to judge what is safe for its buildings and their occupants.

Lofts and Room Dividers

The construction of lofts and/or a room divider is prohibited.

Window and Wall Hangings

Posters and other decorations may be hung on the walls. Nails, screws, thumbtacks, and other items that will damage cement block, wood, or painted surfaces are not permitted. Windows are open to the public and are therefore restricted much as other public areas. The only permissible decorations include: items which identify the resident(s) as members of recognized campus organizations (e.g., fraternity/sorority paddles/plaques), holiday decorations (hung and removed in a timely fashion), and signs or letters put in place for the purpose of school spirit activities (hung and removed in a timely fashion). As with wall hangings, care should be taken to avoid using materials that will damage the window, frame, etc., and that the window is not obscured so as to hinder any access in emergency situations.

Window Screens

Screens must be secured at all times.

Room Inspections/Searches

The College reserves the right to inspect residence hall rooms for damage and to inventory furniture. If necessary, College staff members may have to enter residence hall rooms to make routine repairs while students are not present. The College staff members may also inspect student rooms in cases of emergencies, such as fire, tornado, or other emergency reasons affecting the health or safety of a student. Fire/Safety inspections will be conducted at least once each year. They will be conducted without advance notice.

Campus-wide searches may be conducted for missing College property with a 24-hour advance written notice that will be distributed through the campus mailboxes, via e-mail or posted on exterior doors of residence halls.

In specific cases, when there is reasonable cause to believe that a student is in violation of College policies, the student's room may be searched by a College official with a witness present whether the student is present or not. If illegal items are found, they may be confiscated.

SECURITY CAMERAS

Security cameras have been installed in all residence halls. The primary purpose of the security cameras is to provide safety to students. The cameras will also reduce damages and help identify responsible parties for other incidents that may occur in the buildings. Cameras are located on each floor and lobby. These cameras record and are backed up, they are not monitored 24/7.

SMOKING/VAPING

Smoking/Vaping is prohibited in all residence facilities. Students found responsible for violating this policy will be subject to the following actions:

- First Offense: Educational Sanction to be determined by Judicial Advisor/Judicial Board.
- Second Offense: Fine ranging from Twenty-Five (\$25) to Fifty (\$50) Dollars, plus community service of cleaning up cigarette butts outside of designated campus facilities.
- Third Offense: Fine ranging from Fifty (\$50) to Seventy-Five (\$75) Dollars plus cleanup as stated above.
- Additional Offenses: One Hundred (\$100) Dollar Fine, plus cleanup as above.

Students found smoking/vaping in their rooms may also be assessed additional cleaning fees should physical plant or housing staff determine that need based on odor/smoking residue present in furniture or room. The use of hookahs or electronic cigarettes (e-cigarettes) is prohibited.

SPORTS

Sports are prohibited in the hallways, lounges, and other common areas of the residence halls. The use of water guns, water balloons, water cannons or slingshots inside College property is strictly prohibited. Dropping/shooting water balloons or similar items from rooms is prohibited. Damage to any camera or equipment will be assessed and processed judicially.

BREAK HOUSING

All College residence halls are closed during all official vacation periods and summer. Closing and reopening hours for residence halls are specified and published in advance. Vacation housing at Wilmington College is a privilege and not part of the residential contract. The Village, College Commons, Fife, and other College-owned houses will not close for winter break or spring

break, but residents wishing to remain in their assigned space must notify the Housing Office of their intent and must complete and sign a *Break Contract*. All Student Handbook policies remain in effect during breaks.

Violation of these guidelines will result in judicial action and may also result in all apartment/area residents being sent home until classes resume. Questions regarding these guidelines should be directed to the Director of Residence Life.

At the conclusion of each semester, a student must properly check out of the residence hall after his/her final exam. A student must turn in his/her keys at the designated areas. A Twenty-Five Dollar (\$25) fine will be assessed for keys not turned in by the official closing. In addition, a Twenty-Five Dollar (\$25) fee will be assessed for each day a key is not returned (maximum fee is \$100).

If a student does not return to Wilmington College and does not return keys; the cost of re-keying the room will be assessed to the student's account.

Students returning to their same room in the spring semester may leave personal possessions in their room. All personal possessions must be removed at the end of spring semester. The College does not assume legal responsibility for lost, stolen or damaged property.

VISITATION HOURS

All residence halls have a 24-hour visitation policy. Although there is 24-hour visitation, all residence halls are locked around the clock. The exceptions to this policy include move-in days and other special events. Every resident has his/her own card access with which to enter the building. Visitors should notify their host before their arrival so the host can meet them at the door. A resident must accompany all visitors at all times.

WEAPONS

Except as otherwise provided by law, possession of weapons (firearms, handguns, including BB guns and air-soft guns), slingshots, knives (other than utility tools), explosives (including firecrackers), other weapons, dangerous chemicals (outside of a controlled laboratory environment), or any item used in a threatening matter is not permitted on College property or in College buildings. Possession of any "look-alike" item, toy, etc. that resembles a weapon is also prohibited. This policy applies to all persons coming onto the College property or in College buildings, including faculty, staff, students, visitors, vendors, and contractors, except where specifically permitted. This policy does not apply to law enforcement officers coming on to the College property or in College buildings while engaged in the performance of their official duties or while required to possess a firearm by rules of the officer's employing agency. Persons found to be in violation of this policy are subject to immediate action under College policies applicable to that individual. Such responsive action may include, but is not limited to, removal, expulsion, dismissal, or termination from the College. Persons found to be in violation of this policy may also be subject to criminal prosecution or a no-trespassing directive.

LOSS OF PREFERRED HOUSING

Living in College Commons, Preferred Housing, The Village, and College-owned Houses is a privilege and the ability to live there is determined by a competitive process called the Housing Lottery. The Housing Lottery formula is calculated by multiplying a student's Wilmington College GPA by their number of credit hours and then adding five points for each semester the student has spent in campus housing. Due to the Housing Lottery, many students are unable to live in apartment-style housing until their junior or senior year, so this privilege is highly valued.

The Housing and Residence Life Staff Council, in conjunction with the Student Life Committee and the Student Government Association, created a policy to give more weight to judicial sanctions.

The policy will be divided into various levels:

- One violation of a Level 1 violation,
- Two Level 2 violations,
- Three Level 3 violations, or
- Four Level 4 violations.

The above violations will result in a loss of Preferred Housing privileges. All students will begin with zero "strikes", regardless of their prior judicial history. If a student violates the Code of Conduct, the removal of Preferred Housing status will not occur until the following academic year.

An example of this would be: a student with a DUI who, as a result of the Wilmington College judicial process, is found responsible for violating the alcohol policy. One of the student's sanctions would be loss of Preferred Housing for the following academic year. If a student's behavior improves, with no additional judicial violations, then the student will be eligible to apply for Preferred Housing the following year. As with all judicial matters these sanctions can be appealed. Appeals must be made within five (5) business days of distribution of the sanctioning letter(s).

Level 1

- Alcohol Abuse/Public Intoxication (Arrest or Emergency Transport)
- Damage to College property (Over \$500.00)
- Disorderly Conduct (Arrest)
- Drug Use or Possession
- Fire Safety (pulling a fire alarm)
- Harassment
- Hazing
- Sexual Misconduct
- Stalking
- Theft of an item (value of \$100.00 or more)
- Second Level 2 offense
- Third Level 3 offense
- Fourth Level 4 offense

Level 2

- Computers/Technology (including violation of the College's Network Use agreement)
- Alcohol and Other Drug Policy (possession of alcohol or drug paraphernalia)
- Damage to College Property (\$100.00-\$500.00)
- Disorderly Conduct
- Fire Safety (tampering with fire equipment, failing to comply with fire alarm procedures, etc.)
- Harm to others/self
- Pet policy (dogs, cats, rabbits, snakes, etc.)
- Theft – resale/possession and/or use of stolen items (value less than \$100.00)
- Second Level 3 offense
- Third Level 4 offense
- Other

Level 3

- Alcohol (empty alcohol containers)
- Damage to College Property (under \$100.00)
- Fire safety issues (candles, smoking, unauthorized electrical items, etc.)
- Furniture removal (lounge furniture, dressers, desks)
- Misuse of phones (prank calls, phone harassment, etc.)
- Second Level 4 offense

Level 4

- Non-approved Postings
- Residence Life policies – (courtesy/quiet hours, door propping, visitation, solicitation, windows screens, etc.)
- Student Activities Policies
- Participating as an accessory to Level 4 (IV) offenses
- Other

NOTE: These Guidelines also apply to formal or informal organizations or groups.

COLLEGE EMERGENCY CLOSURE POLICY

1. No communication will be sent if Wilmington College is open, and all faculty and staff are expected to report to campus.
 - Wilmington (main) and Cincinnati (branch) will be treated as separate locations for weather-related decisions and announcements.
2. Any decision to alter the hours of operation or close the main or branch campus of the College will be determined by the Office of the President in consultation with the appropriate site administrator for on-campus or travel:
 - By 5:30am for main campus or travel of faculty and staff to academic activities
 - By noon for main campus or travel related to co/extra-curricular activities
 - This provision recognizes that conditions may improve during the day to allow activities planned for later in the day to occur
 - By 1:00 pm for any WC Cincinnati campus evening courses
3. Notification will be made to the appropriate campus community through the following:
 - The RAVE alert system
 - Posted on the College website
 - Posted to various local media outlets (TV, radio)
 - Posted to College social media outlets (i.e. Facebook, Twitter, Instagram, WC App)
4. In the case of an actual or projected weather emergency (e.g. Level-2 snow emergency), internal or external tragedy, natural disaster, or other act of God, the physical campus may be closed, and faculty, staff and students will be directed accordingly.
 - Staff will report remotely and may use College-issued equipment. A staff member may choose to request vacation or discretionary time as appropriate from their manager within the College guidelines during a physical campus closure.
 - In such cases, every effort will be made to send preemptive communication to faculty and staff from the Office of the President via Human Resources to allow faculty and staff to prepare to take appropriate measures to work remotely as directed.
5. In event of a campus closure, faculty will provide students with a synchronous or asynchronous academic activity.
 - Faculty will communicate any alternative academic requirements directly to students (i.e. – live video conference during the delay or alternative assignments) by the start of the academic day, not later than 8:00 am for morning classes, and 9:00 am for afternoon and evening classes.
 - Online course expectations will not be changed/disrupted due to the alteration of hours of operation or a campus closure.

- Plans for labs or field experiences in these instances will be coordinated by the faculty member in consultation with their area coordinator. Faculty will communicate these plans to students by 8:00 am for morning classes and 9:00 am for afternoon and evening classes.
6. On days when there is inclement weather, but the College does not officially close, off-campus personnel and commuting students should make reasonable attempts to get to classes. If, however, it appears that such attempts may put one's life or health in more than normal danger, it is wise to stay put. If ice or heavy snow prevail, the members of the faculty will be understanding if off-campus students cannot attend classes. In the event an individual faculty or staff member is unable to come to campus due to inclement weather in their area of residence the following procedures should be followed. Faculty at the main campus should notify the Office of Academic Affairs and their respective area coordinator as soon as they know they will not be coming to class. Branch campus faculty will notify the Vice President for External Program (VPEP) who will be in communication with the VPAA. In these instances, faculty will follow the protocols identified above in item #5 above.
 7. Staff at the main campus should notify their immediate supervisor and Human Resources as soon as they know that they will not be able to come to campus. Staff at the branch campus should notify the VPEP who will be in communication with the VPAA. Staff will report remotely and may use College-issued equipment. A staff member may choose to request vacation or discretionary time as appropriate from their manager within the College guidelines during a physical campus closure.
 8. If the Main or Branch campus closes during normal working hours and faculty and staff are sent home early or open late, non-exempt staff not able to work remotely will be paid for the time off equal to the number of working hours in their normal workday up to a maximum of 8 hours that day at their normal rate of pay. Staff that work during a closing will be paid for hours worked. The closing will not affect exempt faculty and staff pay.
 9. There will likely be instances when faculty and staff in essential operations are asked to report to campus on a day when the College is closed due to an emergency. Only those faculty and staffs called in will be considered essential to the College operation at that time. If a senior staff member, or his/her designee, asks a non-exempt staff to come to campus to work on a day when the College is closed for emergency reasons, that staff member will receive pay for his/her regularly scheduled hours plus an additional payment for the hours worked while the College is closed. The additional pay will be figured at the individual's regular hourly rate. Exempt faculty and staff will not receive additional pay for working during an emergency closure.

COLLEGE COMMUNITY SAFETY POLICIES

ALCOHOL POLICY

It is the College's intention to provide a nurturing environment that fosters student development and autonomy. This can best be accomplished by providing latitude for individual choice with regard to personal use of alcohol. However, that freedom of choice exists with the understanding that students will comply with federal and state law and College policies, take full responsibility for their conduct, and ensure that their behavior does not impinge upon the rights and needs of others. Freedom of choice also requires knowledge of the impact of alcohol abuse on one's health.

The Drug-Free Schools and Communities Act

The Drug-Free Schools and Communities Act requires each institution of higher education to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Failure to comply can result in the loss of funds and any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program.

The Drug-Free Schools and Communities Act further requires the College to inform faculty, students, and staff about:

- the College's standards of conduct regarding alcohol use and the sanctions that may be imposed on students who violate these standards;
- applicable legal sanctions under local, state, and federal laws for the unlawful possession, use, or distribution of illicit drugs and alcohol;
- the health risks associated with the use of illicit drug and the abuse of alcohol; and
- available counseling, treatment, or rehabilitation or re-entry programs in place that address substance abuse.

Campus and College-Owned Properties

As an academic community, the College is committed to providing an environment in which learning and scholarship can flourish. The College is a community where individuals respect one another and the environment. Students are expected to know and abide by the following policies and rules, which are in place to support the community's shared values. The College enforces these policies, as well as state and local laws.

Consumption of alcohol is permitted in the College Commons, Campus Village, and College-owned or provided houses by residents who have reached the legal drinking age (21 or older) (*see Fraternity/Sorority Life section of this Handbook*).

Upper Class Residence Hall (*Denver, Marble and Friends*) residents are permitted to have alcohol in their rooms, provided that each resident of the room has reached the legal drinking age. Alcohol may be consumed in the resident's specified room with the door closed. This privilege can be revoked as a result of violating the Student Code of Conduct.

Consumption of alcohol is strictly prohibited outside the resident's private room/apartment. This includes building common areas, balconies, Village courtyard, Commons patios, etc.

- No kegs, beer/party balls, or mixing of large quantities of assorted alcohol is permitted anywhere on campus, unless authorized by the President of Wilmington College.
- Alcohol is prohibited at athletic events.
- The sale of alcohol is prohibited on campus.
- Alcohol marketing/advertising practices are prohibited on campus.
- Alcohol may not be given as a prize for any contest.
- No open or empty containers of alcohol are permitted anywhere on campus except inside designated apartments (open alcohol containers are not allowed anywhere outside on campus grounds), consistent with the rules set forth above. Open containers of alcohol are defined as any container that has had its original seal broken. Alcohol poured into a container other than its original container is considered an open container.
- On campus, no student shall knowingly be present during the illegal use of alcohol or where there are containers of alcohol in violation of College policy.
- Drinking games involving alcoholic beverages, such as "beer pong," that contribute to high-risk drinking behavior, are prohibited.

Off-Campus Events Funded by Student Activity Fees

- No Wilmington College student activity fee money can be used to purchase alcohol or equipment used to dispense alcohol.
- Student activity fee-funded events where alcohol is present may only be held at locations that have a liquor license. If the location's primary business is selling alcohol, then admission must be limited to Wilmington College students and their guests. Only the licensed vendor may sell the alcohol, and no other alcohol is permitted.
- No student activity fee or departmental budget-funded events at which alcohol is present may be held on fraternity or sorority house property.

- Consumption of alcohol is only permitted within the approved area designated for the event. All those consuming alcohol must be of legal drinking age.
- Nonalcoholic beverages must be available and featured as prominently as alcoholic beverages.
- Promotional materials, including advertisements for any College event, shall not make reference to alcohol, "BYOB", or a cash bar. All advertising must be approved by the Vice President, Chief Student Affairs Officer Office and Dean of Students and must be in compliance with the College Posting Policy.
- The sponsoring organization must provide reasonable amounts of food.
- The sponsoring organization(s) is encouraged to provide transportation from the event by non-drinkers. Student activity fee money or departmental budgets may be used to rent vehicles for this purpose. Rentals must be made from a dealership or transportation company.
- Alcohol is prohibited while being transported in College vehicles.
- Irresponsible drinking behavior while representing Wilmington College in any capacity is prohibited.
- Individual departments of the College may choose to prohibit alcohol at their off-campus activities.
- No alcohol is permitted in any College owned/leased vehicle.

Privately Funded Off-Campus Events

- The possession, use, and/or consumption of alcoholic beverages while on Greek organization premises, at any event, or in any situation sponsored or endorsed by any recognized organization, must be in compliance with any and all applicable laws of the state, county, city, and College.
- No organization members, collectively or individually, may purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- The possession, sale, and/or use of any illegal drugs at any organizational activity or organization-sponsored event is strictly prohibited.
- No alcoholic beverages shall be associated in any manner or form with organizational member recruitment activities (i.e., Greek organization rush).

- The new-member initiation process/program (i.e., pledging) shall not require, force, or coerce the consumption of alcohol.
- Social events hosted/sponsored at off-campus locations where alcohol is present and is sold or there is an admissions charge to participants must adhere to the following procedures (*Does not include social events hosted at a tavern; "tavern" defined as an establishment generating more than half of its annual gross sales from alcohol*):
 1. Must complete an *Event Guest List Form* that all participants of the event must sign prior to entry into the event and submit the completed form to the Vice President, Chief Student Affairs Officer within 24 hours of the ending time of the event, or the following Monday after an event that begins on a Friday or a weekend.
 2. Must have a minimum of two contracted security guards* present during the duration of the event. Participants of the event must present a valid ID at the entrance to the event and sign the Event Guest list. Participants 21 years and older must display the proper color wristband to purchase or consume alcohol at the event.
(*Contracted security guards must be from a properly licensed and insured security company that has provided documentation to the Vice President, Chief Student Affairs Officer. Documentation must be updated annually.)
 3. Must secure an "F" temporary liquor permit issued by the State of Ohio and display it on the premise of the event. A copy of the F permit must be submitted to the Dean of Student's Office prior to the event and the completed Event Guest List Form after the event.
 4. Event servers of alcohol must have completed the College's approved Server Training Program.
 5. The sponsoring organization(s) must provide reasonable amounts of non-alcoholic beverages.
 6. Open social events that allow unrestricted access to non-members of the organization without specific invitation and where alcohol is present are prohibited.
 7. The possession, sale, and/or use of any illegal drugs at any organizational activity sponsored event is strictly prohibited.

Off-Campus Events, Regardless of the Source of Funding

Such events as study/service trips, departmentally sponsored student trips, music trips, and athletic trips may be funded with a combination of student activity fees, College funds, and private contributions. Regardless of the source of the funds, an event or trip sponsored by some part of Wilmington College is subject to the alcohol policy in this section.

As is indicated above, the sponsors of any off-campus College event may prohibit any use of alcohol during the activity, regardless of the age of the students participating. If this rule is to be applied to the event, information about the rule will be provided to the participants in advance.

Students are always subject to the laws of the state or country they visit, and are expected to inform themselves about local laws restricting the use of alcohol.

Sanctions for Alcohol Policy Violations

Students who use alcohol a way that violates this policy will be subject to the judicial process described in this Handbook. Consistent with state and federal law, the College may impose sanctions up to and including expulsion or termination, or referral for prosecution.

College employees supervising the activity are subject to the alcohol and drug policies in the Administrative and Support Staff Handbook or Faculty Handbook.

Alcohol and the Law

In addition to health risks, legal risks must also be considered. The use of alcohol by an underage person, the misuse of alcohol, or the abuse of alcohol raise the possibility of arrest and/or fines. The following is a brief summary of select laws concerning alcohol.

- **Underage Consumption.** In Ohio, a person must be 21 years old to drink beer, wine, mixed beverages, and spirituous liquor. No person under 21 years of age shall order, pay for, share the cost of, or attempt to purchase or possess or consume beer or intoxicating liquor in any public or private place.
- **Misrepresentation (Fake ID).** No person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purposes of obtaining or with intent to obtain beer or intoxicating liquor.
- **Open Container.** It is illegal for any person to possess an open container of beer, wine, mixed beverages, or spirituous liquor in any public place or to consume such substances in a motor vehicle anywhere in the state of Ohio.
- **Operating a Vehicle Under the Influence.** No person shall operate any vehicle if the person is under the influence of alcohol, a drug of abuse, or alcohol and a drug of abuse.

For detailed information on the laws of the State of Ohio, *see* the Ohio Revised Code at <http://codes.ohio.gov/orc/>.

Health Risks Associated with the Abuse of Alcohol

Researchers estimate that 1,519 College students between the ages of 18 and 24 die each year from alcohol-related, unintentional injuries, including motor vehicle crashes. Another 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking. About one in four college students report academic consequences from drinking, including missing class, falling behind in class, doing poorly on exams and papers, and receiving lower grades overall.

(See <https://www.collegedrinkingprevention.gov/statistics/consequences.aspx>).

Short-term effects of alcohol include slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, and blackouts. Long-term effects of alcohol include toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B1 deficiency, sexual problems, and cancer.

Education on reducing high-risk drinking behaviors that lead to mental and physical health problems is available free of charge through the Wilmington College Health Center Counseling Office. Evaluations are non-judgmental, with the primary concern being to help each student make their own responsible, healthy choices.

Campus and Community Resources

Wilmington College has a variety of prevention and education alternatives available to students, as well as sanctions designed to assist individuals determined to reduce alcohol or other substance abuse problems. Initial screening/assessment interactions and initial counseling sessions are available both on a voluntary basis and through the alcohol policy's sanctioning process. However, the most effective means of addressing positive change is the willingness of members of the community who know and care for each other to face issues such as these and address concerns, values, and expectations to one another.

Anyone experiencing problems with their own or someone else's use of alcohol should consult available resources, both on campus and in the local area. Screening, evaluation, and intervention for any student using drugs or impacted by another's drug use is available on a free and confidential basis in the Wilmington College Counseling Office. Evaluations are non-judgmental, with the primary concern being to help each student make their own responsible, healthy choices.

Phone numbers are listed below, and printed information is available in the Student Health Center.

On Campus:

- Director of Health Services – (937) 481-2217
- Director of Counseling Services – (937) 481-2272
- Campus Safety – (937) 382-0100
- Housing and Residence Life – (937) 481-2312

Wilmington and Clinton County:

- Mental Health and Recovery Center of Warren and Clinton Counties – (513) 695-1695
- 24/7 Crisis Help: If you or someone you know is in a mental health and/or alcohol/drug crisis, please call the crisis hot line 1-877-695-6333 or text "4hope" to 741741.
- Mental Health and Recovery Center of Clinton County – (937) 383-4441

- Wilmington Police – (937) 382-3833
- Clinton County Sheriff – (937) 382-1611
- State Highway Patrol – (937) 382-2551

Alcohol abuse among college students is a public health concern across the county. While this issue is not unique to the College, the College remains concerned about the ways in which high risk drinking impacts the campus and surrounding community. Wilmington College recognizes that addressing the important issue of alcohol misuse should be a college-wide effort.

To address alcohol abuse on campus, the College observes the prevention framework recommended by the National Institute on Alcohol Abuse and Alcoholism and the U.S. Department of Education. The prevention framework uses a broad, integrated approach to addressing alcohol use on campus that is supported by research. The main components of this prevention framework include:

- Individual-level strategies. These strategies are designed to change the students' knowledge, attitudes, and behaviors related to alcohol so that students drink less, take fewer risks, and experience fewer harmful consequences. Individual strategies include education and awareness programs, cognitive-behavioral skills-based approaches, motivation and feedback-related approaches, and behavioral interventions by health professionals.
- Environmental-level strategies. These strategies are designed to change the campus and community environments in which student drinking occurs and to educate the student body as a whole.

A mix of strategies and the greatest chance for creating a safer campus will likely come from a combination of individual and environmental-level interventions that work together to maximize positive effects. More information about these recommendations can be accessed at www.collegedrinkingprevention.gov.

DRUG POLICY

As an academic community, Wilmington College is committed to providing an environment in which learning and scholarship can flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the College's environment, as well as the individual potential of our students. The College enforces all applicable federal, state, and local laws and College policies.

Prohibition of Illicit Drugs

Wilmington College prohibits the unlawful use, possession, sale, manufacture, or distribution of illicit drugs on College property and as part of any College activity. Students must comply fully with all federal, state, and municipal regulations regarding the use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled substances. In addition, the misuse of substances which present physical or psychological hazards to individuals is prohibited.

Violations of the Drug Policy include, but are not limited to:

- Knowing possession of drug paraphernalia.
- Misuse of prescription drugs or over-the-counter medications.
- The use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled substances in violation of federal, state, or municipal laws is prohibited by the College and is not permitted in the residence halls or on any College property.
- Failure to report the use, cultivation, manufacture, sale, distribution, and/or possession of illegal substances on any College property to a College official.
- Being knowingly present during the use of illegal drugs or the misuse of prescription drugs, over-the-counter medications, or other substances which present physical or psychological hazards to individuals.

Illicit Drugs and the Law

In addition to health risks, legal risks of use of illicit drugs must be considered. Federal, state, and local laws strictly prohibit the use, possession, and distribution of illicit drugs. Penalties vary depending on the specific drug and the quantity involved. For detailed information on the laws of the State of Ohio, see the Ohio Revised Code at <http://codes.ohio.gov/orc/>.

Medical Marijuana

Ohio Revised Code Chapter 3796 legalized medical marijuana in Ohio. Although students with a medical marijuana card may now legally may possess and consume certain quantities of marijuana in Ohio, doing so is prohibited on the College's property or at college-sponsored events (either on or off campus) pursuant to federal law.

The College is subject to the Controlled Substances Act, the Drug Free Communities and Schools Act, and the Drug Free Workplace Act. Under the federal Controlled Substances Act, marijuana is classified as a Schedule I drug. The use, possession, cultivation, or sale of marijuana violates federal law.

The College may accommodate legally recognized Ohio medical marijuana users. Students who have a medical marijuana card and who wish to obtain an accommodation should contact the Director of Disability Services' office at accessibility@wilmington.edu or (937) 481-2444 and follow the accommodation process outlined in the Disabilities Policy herein in order to request an exemption to the housing and meal plan policies herein.

Health Issues

Illicit drug use causes varied and severe threats to the physical, mental and emotional health of students. The impact of drug use on all life areas makes it virtually impossible to maintain the level of healthy functioning required to thrive and succeed in the academic world.

Campus and Community Resources

Wilmington College has a variety of prevention and education alternatives available to students, as well as sanctions designed to assist individuals determined to reduce substance abuse problems.

Anyone experiencing problems with their own or someone else's use of drugs should consult available resources, both on campus and in the local area. Screening, evaluation, and intervention for any student using drugs or impacted by another's drug use is available on a free and confidential basis in the Wilmington College Counseling Office. Evaluations are non-judgmental, with the primary concern being to help each student make their own responsible, healthy choices.

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- Wilmington Police – (937) 382-3833
- Clinton County Sheriff – (937) 382-1611
- State Highway Patrol – (937) 382-2551

DISCRIMINATION AND HARASSMENT

DEFINITIONS

Discrimination

Discrimination is an action based on prejudice on the basis of race, color, religion, age, gender, sexual orientation, ability, national origin, veteran/military status, or any other status protected by law that results in unfair treatment of people. Discriminatory behavior makes a distinction between people on the basis of class or category without regard to individual merit.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as race, color, religion, age, gender, sexual orientation, ability, national origin, veteran/military status, or any other status protected by law.

Harassment may be directed at a person of any gender and includes, but is not limited to:

- Verbal harassment, such as derogatory or vulgar comments regarding a person's protected status including race, color, sexual orientation, religion, national origin, disability, or age; any verbal comment such as sexually suggestive or obscene comments, threats, slurs, epithets, and jokes about gender-specific traits.
- Written harassment, e.g., such as sexually suggestive or obscene letters, notes or invitations, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines, or any other written or graphic material regarding a person's protected status including race, gender, religion, national origin, disability, or age.
- Visual contact, such as leering, staring at another person's body or any type of obscene gesture.
- Physical harassment, such as hitting, pushing, aggressive physical contact, or threats to take such action.

POLICY

Wilmington College prohibits discrimination on the basis of race, color, religion, sex, age, veteran/military status, disability, national origin, or any other status protected by law. The College is committed to maintaining an environment that is free from sexual harassment and harassment based on race, religion, age, color, disability, sexual orientation, national or ethnic origin, political affiliation, veteran/military status, or any other status protected by law.

No College organization, team, faculty member, staff person, student or alumni shall engage in or condone discriminatory or harassing behavior that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's ability to meet his or her responsibilities or to participate in university activities; or
- Otherwise adversely affects an individual's opportunities at Wilmington College.

It is also a violation of this policy for a person to engage in any act of reprisal against a person for filing a complaint of harassment or discrimination or participating in an investigation of harassment or discrimination under this policy.

SEX DISCRIMINATION & SEXUAL HARASSMENT POLICY

1.0 Statement of Policy

Consistent with Wilmington College's testimony, "I will respect the dignity of all persons," Wilmington College (or the "College") is committed to providing a learning, working, and living environment free of discrimination, including discrimination on the basis of sex and gender by employees, students, and third parties.

Pursuant to Title IX of the Education Amendments of 1972 (Title IX), Wilmington College prohibits discrimination based on sex (including gender identity, gender expression, and sexual orientation) in its educational, extracurricular, athletic, or other programs or activities that it operates, or in the context of admissions or employment. Specifically, Title IX provides, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Wilmington College considers sex and gender discrimination in all its forms, including sexual harassment, to be a serious offense. Consistent with Wilmington College's commitment to compliance with Title IX, the College will promptly and equitably respond to all reports and formal complaints under this Sex Discrimination & Sexual Harassment Policy (the "Policy") in order to end the conduct, prevent its recurrence, and address its effects on individuals and the community.

Inquiries regarding the application of this Policy may be directed to the Title IX Coordinator, the Assistant Secretary of the Office for Civil Rights of the Department of Education, or both.

2.0 Policy Scope

This Policy applies to sexual harassment in the College's education programs or activities—*i.e.*, on campus or at locations or events, or under circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and includes any building owned or controlled by a student organization that is officially recognized by the College. It applies to face-to-face encounters, social media, and other forms of electronic communication.

This Policy applies to allegations of sexual harassment made against any person in the United States, including any member of the College community, by a member of the College community in connection with any education program or activity, including any person participating in or attempting to participate in the College's education programs or activities.

Any person may report sex discrimination and sexual harassment in accordance with this Policy (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment—*i.e.*, the complainant). Any person participating in or attempting to

participate in the College's education programs or activities may file a formal complaint of sexual harassment in accordance with this Policy.

This Policy applies regardless of gender or sexual orientation, as complainants and respondents—*i.e.*, the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment—may be female, male, non-binary, straight, gay, lesbian, bisexual or transgendered students.² For example, both male and female students can be complainants of sexual harassment, and the complainant and respondent can be of the same sex.

3.0 Definitions

3.1 Sex Discrimination

Conduct that denies or limits an individual's ability to benefit from or fully participate in educational programs, activities, co-curricular programs including athletics, or employment opportunities because of an individual's sex, gender, gender identity, gender expression or sexual orientation, and discrimination based on an individual's pregnancy.

3.2 Sexual Harassment

Sexual harassment is a form of sex discrimination and means conduct on the basis of sex that satisfies one or more of the following:

- a) An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct—*i.e.*, *quid pro quo* sexual harassment;
- b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- c) Sexual assault, dating violence, domestic violence, or stalking.

3.2.1 Sexual Conduct

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

- Making sexual propositions or pressuring an individual for sexual favors;
- Touching of a sexual nature;
- Writing graffiti of a sexual nature;

² The terms complainant and respondent apply where a report has been made or formal complaint filed and include situations in which a parent or guardian has the legal right to act on behalf of the individual.

- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or dirty jokes;
- Spreading sexual rumors or rating other students as to sexual activity or performance; or
- Circulating or showing e-mails or websites of a sexual nature.

Example: A College official sends a student a text message to arrange a time to meet for a sexual encounter. Sending such a text message would constitute sexual conduct.

Not all physical contact is sexual in nature. Legitimate nonsexual touching or conduct generally will not be considered sexual harassment. However, it may rise to that level if it takes on sexual connotations.

Example: A coach hugs a student who makes a goal. This by itself is not considered sexual conduct. However, a coach's hugging of a student could be considered sexual conduct if it is unwelcome and occurs under inappropriate circumstances.

Sexual harassment encompasses both unwelcome conduct of a sexual nature, as well as other forms of unwelcome conduct on the basis of sex.

3.2.2 Unwelcome Conduct v. Consent

The "conditioning" or "bargain" proposed in *quid pro quo* harassment may be express or implied from the circumstances. The inquiry into whether sexual conduct is unwelcome does not equate to whether an individual consented to the sexual conduct. When a complainant acquiesces to unwelcome conduct to avoid potential negative consequences, such "consent" does not necessarily mean that the sexual conduct was not "unwelcome" or that *quid pro quo* harassment did not occur. Whether conduct is considered to be "unwelcome" is a subjective inquiry (*i.e.*, whether the complainant viewed the conduct as unwelcome).

3.2.3 Consent

For purposes of this Policy, consent is defined as the act of knowingly and willingly agreeing verbally or non-verbally to engage in sexual activity.

An individual cannot consent if he/she/they

- a) Is incapacitated;
- b) Is impaired by any drug or intoxicant;
- c) Has been purposely compelled by force, including threats, intimidation, or coercion;
- d) Is unaware that the act is being committed;

- e) Is impaired because of a mental or physical condition; or
- f) Pursuant to Ohio law, is under the age of sixteen (16).

Consent must exist throughout a sexual encounter and can be withdrawn at any time.

3.2.4 Incapacity

Incapacity means a state in which rational or reasonable decision-making and the ability to consent is rendered impossible because of a person's temporary or permanent physical or mental impairment including, but not limited to, physical or mental impairment resulting from drugs or alcohol, disability, sleep, unconsciousness, involuntary physical restraint, or illness.

- a) An incapacitated person cannot give consent.
- b) Sexual activity with someone who one knows or should know to be incapacitated is not consented sexual activity and, therefore, is a violation of this policy.
- c) Incapacitation may result from taking "rape drugs." A rape drug is any drug intentionally used to incapacitate another victim to assist in the execution of drug-facilitated sexual assault. Possession, use and/or distribution of any so-called "rape drug" is prohibited, and administering these drugs to another person is a violation of this policy.
- d) Being under the influence of alcohol or other drugs will not excuse behavior that violates this policy.

3.2.5 Force

Force means the use of physical violence or physical imposition to gain sexual access, including the use of threat, intimidation (implied threats), or coercion to overcome a person's free will or resistance.

3.2.6 Threat or intimidation

Threat or intimidation mean actual or implied declarations to inflict physical or psychological harm, to cause damage, or to commit other hostile actions to obtain sexual activity from an unwilling participant.

3.2.7 Coercion

Coercion means unreasonable pressure for sexual activity from an unwilling participant.

3.2.8 Severe, Pervasive, and Objectively Offensive

Elements of severity, pervasiveness, and objective offensiveness are evaluated in light of the known circumstances and depend upon the facts of each situation and are determined from the perspective of a reasonable person standing in the shoes of the complainant. Whether conduct is so severe, pervasive, and objectively offensive depends upon the surrounding circumstances, expectations, and relationships, including, but not limited to, the ages, number, disability status, and positions of authority of the individuals involved, among other factors.

3.3 Sexual Assault

Sexual assault is defined under the Clery Act as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation ("UCR").

UCR defines a forcible sex offense as a sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and includes the following:

- 3.3.1 Forcible rape – the carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her/their temporary or permanent mental or physical incapacity.
- 3.3.2 Forcible sodomy – oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her/their youth or because of his/her/their temporary or permanent mental or physical incapacity.
- 3.3.3 Sexual assault with an object – to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her/their youth or because of his/her/their temporary or permanent mental or physical incapacity.
- 3.3.4 Forcible fondling – the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her/their youth or because of

his/her/their temporary or permanent mental or physical incapacity.

UCR defines a nonforcible sex offense as unlawful, nonforcible sexual intercourse and includes the following:

3.3.5 Incest – nonforcible sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law.

3.3.6 Statutory rape – nonforcible sexual intercourse with a person who is under the statutory age of consent.

3.4 Dating Violence

Dating Violence is defined under the Violence Against Women Act (“VAWA”) as:

- a) Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor; and
- b) Where the existence of such a relationship shall be determined based on consideration of the following factors:
 - i. the length of the relationship;
 - ii. the type of relationship; and
 - iii. the frequency of interaction between the persons involved in the relationship.

3.5 Domestic Violence

Domestic violence is defined under VAWA as:

- a) Felony or misdemeanor crimes of violence committed:
 - i. by a current or former spouse or intimate partner of the victim/survivor;
 - ii. by a person with whom the victim/survivor shares a child in common;
 - iii. by a person who is cohabitating with or has cohabitated with the victim/survivor as a spouse or intimate partner;
 - iv. by a person similarly situated to a spouse of the victim/survivor;
 - v. by any other person against an adult or youth victim/survivor who is protected from that person’s acts under the state’s domestic or family violence laws.³

3.6 Stalking

Stalking is defined under VAWA as:

³ See Ohio Revised Code 2919.25 and Ohio Revised Code 3113.31 for the state law definition of Domestic Violence.

- a) Engaging in a course of conduct,
- b) Directed at a specific person,
- c) That would cause a reasonable person to
 - i. fear for his or her safety or the safety of others, or
 - ii. to suffer substantial emotional distress.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Sexual assault, dating violence, domestic violence, or stalking are inherently serious sex-based offenses. However, stalking may not always be “on the basis of sex”—*e.g.*, when a student stalks an athlete due to celebrity worship rather than sex. When stalking is “on the basis of sex”—*e.g.*, when the stalker desires to date the victim—stalking constitutes sexual harassment. Stalking that does not constitute sexual harassment may still be prohibited under the College’s student code of conduct.

4.0 Reports & Formal Complaints of Sex Discrimination and Sexual Harassment

Individuals who have questions about Title IX or this Policy, or feel that they have been discriminated against based on sex, sexually harassed, or retaliated against for their involvement in such a report or adjudication, are strongly encouraged to directly contact the Title IX Coordinator or the Alternate Title IX Coordinator.

The College’s duty to respond under this Policy is triggered upon the College’s actual knowledge of sexual harassment or alleged sexual harassment that occurred within its education program or activity against a person within the United States. Actual knowledge is notice of sexual harassment or allegations of sexual harassment to the College’s Title IX Coordinator or any College official with authority to institute corrective measures on behalf of the College.

A formal complaint, as defined in Section 4.6 below, is not required to make a report of sexual harassment and initiate a response by the College, including the offering and providing of supportive measures, as defined in Section 4.4 below. However, only a formal complaint of sexual harassment will prompt an investigation and grievance process outlined in Section 5.0 below.

4.1 Officials with Authority

An official with authority is a College official who has authority to institute corrective measures on behalf of the College.

For reports involving only students, the College has designated the following individuals as officials who have authority to institute corrective measures on behalf of the College:

- a) President
- b) Vice President, Chief Student Affairs Officer/Dean of Students
- c) Vice President, Chief Academic Officer/ Dean of Faculty
- d) Vice President of External Programs (where the complainant or respondent participates in the College's Cincinnati branch)
- e) Senior Director of Diversity and Inclusion

For reports involving an employee, the College has designated the following individuals as officials with authority who have authority to institute corrective measures on behalf of the College:

- a) President
- b) Director of Human Resources
- c) Vice President, Chief Academic Officer/Dean of Faculty
- d) Vice President of External Programs (where the complainant or respondent participates in the College's Cincinnati branch)

Officials with authority who receives notice of sexual harassment or allegations of sexual harassment in one of the College's education programs or activities, directly or indirectly, are required to promptly report such sexual harassment or allegations of sexual harassment to the Title IX Coordinator or Alternate Title IX Coordinator. Reporting allows complainants to receive supportive measures and helps to maintain a safe campus environment.

4.2 Reporting Sex Discrimination and Sexual Harassment

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report, including reporting to the Alternate Title IX Coordinator listed in Section 4.3 below. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.⁴

⁴ For students, reports and complaints of sex discrimination that do not constitute sexual harassment under this Policy will follow the grievance procedure contained in the Student Code of Conduct in the Student Handbook. For faculty, reports and complaints of sex discrimination that do not constitute sexual harassment under this Policy will follow the procedure for grievances contained in the Faculty Handbook. For staff, reports and complaints of sex discrimination that do not constitute sexual harassment under this Policy will follow the procedure for grievances contained in the Administrative and Support Staff Handbook.

Officials with authority are required to promptly report incidents or allegations of sexual harassment to the College's Title IX Coordinator or Alternate Title IX Coordinator. Where an official with authority is the complainant, you are strongly encouraged to report the misconduct to the College's Title IX Coordinator or Alternate Title IX Coordinator.

Any person who is not an official with authority, including students and members of the College community, are strongly encouraged to promptly report incidents or allegations of sex discrimination and sexual harassment to the College's Title IX Coordinator or Alternate Title IX Coordinator.

4.3 Title IX Coordinators

The Title IX Coordinator is the designated agent of the College with primary responsibility for receiving reports and formal complaints of sexual harassment, signing formal complaints, and generally coordinating the College's compliance with Title IX. The Title IX Coordinator's responsibilities include overseeing the College's response to reports and formal complaints of sexual harassment, including supportive measures, as well as overseeing the College's documentation and recordkeeping set forth in Section 7.0. The Title IX coordinator provides educational materials and training on Title IX, and generally provides guidance and ensures a fair process for individuals involved in Title IX complaints. Below is the contact information for the Title IX Coordinator:

Libby Hayes
Director of Human Resources
1870 Quaker Way
Pyle Center Box 1186
Wilmington, Ohio 45177
Tel: (937) 481-2282 (Ext. 282)
E-mail: libby_hayes@wilmington.edu

If the Title IX Coordinator has a conflict of interest in handling or is otherwise unable to handle the Title IX matter at issue, the Director of Career Services will act as the Alternate Title IX Coordinator for that matter. Below is the contact information for the Alternate Title IX Coordinator:

Nina Talley
Director of Career Services
1870 Quaker Way
Pyle Center Box # 1306
Wilmington, Ohio 45177
Tel: (937) 481-2299
E-mail: nina.l.talley@wilmington.edu

4.4 Offering and Providing Supportive Measures

Where the Title IX Coordinator receives a report of an incident or allegation of sexual harassment from any individual, including an official with authority or complainant, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures and inform the complainant of the availability of such supportive measures with or without filing of a formal complaint. The Title IX Coordinator will also provide to the complainant a copy of this Policy and explain to the complainant their right to file a formal complaint and the process for filing a formal complaint, as outlined in Section 4.6 below.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, the following:

- a) Extensions of deadlines or other course-related adjustments;
- b) Modifications of work or class schedules;
- c) Campus escort services;
- d) Mutual restrictions on contact between parties—*e.g.*, a no-contact order;
- e) Changes in work or housing locations;
- f) Leaves of absence;
- g) Increased security and monitoring of certain areas of campus; and
- h) Other similar measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures and will consider the complainant's wishes with respect to supportive measures.

The College will maintain the confidentiality of any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. To the extent an individual chooses to report an incident or allegation of sexual harassment anonymously or without disclosing the identity of the complainant and/or the respondent, the College will be unable to provide supportive measures to the complainant and/or consider whether to initiate the grievance process against a respondent in response.

4.5 Emergency Removal & Administrative Leave

In addition to implementing supportive measures set forth in Section 4.4 above, in emergency situations that arise out of allegations of conduct that could constitute sexual harassment, the College

may elect to remove the respondent from the College's education programs or activities. Removal may be made only after the College conducts an individualized safety and risk analysis and concludes that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. Removal may take place before an investigation into sexual harassment allegations concludes or where no grievance process is pending. The Title IX Coordinator may make removal decisions on behalf of the College and may periodically reassess whether an immediate threat to physical health or safety is ongoing or has dissipated such that removal is no longer warranted.

Where the College elects to remove a respondent from its education programs or activities, it will provide the respondent with notice and an opportunity to challenge the decision immediately following removal. The respondent must make any challenge to the Title IX Coordinator.

Where a respondent is a non-student employee, the College may also elect to place the respondent on administrative leave during the pendency of a grievance process under Section 5.0. The Director of Human Resources may make administrative leave decisions on behalf of the College and may periodically reassess whether administrative leave is warranted during the grievance process.

4.6 Formal Complaints of Sex Discrimination and Sexual Harassment

While the College will promptly and meaningfully respond to reports of sexual harassment as outlined in Section 4.4 above, only a formal complaint of sexual harassment will prompt an investigation and grievance process outlined in Section 5.0 below.⁵ A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. A document filed by a complainant is a document or electronic submission—*i.e.*, electronic mail—that contains the complainant's physical or digital signature, or otherwise indicated that the complainant is the person filing the formal complaint.⁶

Third parties are not permitted to file formal complaints and formal complaints cannot be filed anonymously. However, where the complainant's identity is unknown—*e.g.*, where a third party has made a report—the grievance process may proceed if the Title IX Coordinator determines it is necessary

⁵ For students, reports and complaints of sex discrimination that do not constitute sexual harassment under this Policy will follow the grievance procedure contained in the Student Code of Conduct in the Student Handbook. For faculty, reports and complaints of sex discrimination that do not constitute sexual harassment under this Policy will follow the procedure for grievances contained in the Faculty Handbook. For staff, reports and complaints of sex discrimination that do not constitute sexual harassment under this Policy will follow the procedure for grievances contained in the Administrative and Support Staff Handbook.

⁶ Parents or legal guardians may also act on behalf of a complainant, respondent, or other party, including with respect to filing formal complaints.

to sign a formal complaint.⁷ Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party. Where the Title IX Coordinator signs a formal complaint knowing that the complainant did not wish to do so, the College will respect the complainant's wishes regarding whether to participate or not in the grievance process.

Filing of a formal complaint with the Title IX Coordinator may be accomplished in person, by mail, or by electronic mail, by using the contact information of the Title IX Coordinator listed in Section 4.3 above.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College.

4.7 Confidentiality of Reports and Formal Complaints

The College will keep confidential the identity of any individual who has made a report or formal complaint of sex discrimination or sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination or sexual harassment, any respondent, and any witness, except under the following circumstances:

- As may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99;
- As required by law; or
- To carry out the purposes of the Title IX regulations, 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

While consent from a complainant is not required, the Title IX Coordinator or alternate Title IX Coordinator will seek consent from the complainant before the Title IX Coordinator signs a formal complaint and pursues the grievance process. To the extent possible and consistent with the above exceptions, disclosure of any information relating to a formal complaint will be limited to the individuals conducting the College's investigation or resolving the complaint.

If the complainant requests confidentiality or asks that the complaint not be pursued or that the College stop the investigation process, the College will inform the complainant that its ability to respond may be limited as a result, but that it will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation. The College will also inform the complainant that Title IX prohibits retaliation and that it will take actions to prevent

⁷ The Title IX Coordinator may sign a formal complaint and a formal complaint may proceed without the consent of the complainant in order to initiate an investigation and adjudication of sexual harassment in order to protect the College community or otherwise avoid being deliberately indifferent to known sexual harassment.

retaliation and take strong action against anyone who engages in retaliation, as well as the complainant's right not to participate in the grievance process.

The College must weigh requests for confidentiality and/or requests that no action be taken against the College's obligation to provide a safe, non-discriminatory environment for all members of the College community, including the complainant. The College may not be deliberately indifferent to known sexual harassment. The College will likely be unable to honor a request for confidentiality or a request that no action be taken in cases indicating pattern, predation, weapons, violence, or if a minor is involved.

There are some sources to whom students may report sexual harassment who may maintain complete confidentiality. These sources include:

Professional Counselor. A professional counselor is an individual employed or contacted by the College who is responsible for providing mental health counseling to members of the College's community and acting within the scope of his or her license or certification. This includes professional counselors at the Wilmington College Health Center, which can be reached at 937-481-2272 (x272).

Pastoral Counselor. A pastoral counselor is an individual associated with a religious order or denomination and recognized as someone who provides confidential counseling by such religious order or denomination. This person must function within the scope of that recognition in order to keep confidentiality.

Doctors and Nurses. A doctor or nurse is an individual employed or contracted by the College who is responsible for providing medical health services to members of the College's community and acting within the scope of his or her license or certification. This includes doctors and nurses at the Wilmington College Health Center, which can be reached at 937-481-2217 (x217).

Victim or Survivor Advocates. Victim or survivor advocate. An advocate's role is to help the victim/survivor consider their options and provide them with the information necessary to make informed decisions. Once a decision is made, the advocate is responsible for supporting the victim/survivor in the implementation of that decision. The Campus Advocate at the College is employed through the Office on Violence Against Women (OVW) grant program and is located in the Support Services Office (Pyle Center, Room 2). However, the advocate shares this space with the other support staff and is not a full-time employee, so they should be directly contacted via email at advocate@wilmington.edu or through the Violence Prevention & Education office at (937) - 481 - 2325 (x325).

Please note that while the Campus Advocate is a confidential resource for survivors of sexual assault, domestic violence, dating violence, and stalking, they do not have privileged

confidentiality as the other confidential resources do; meaning they are confidential per campus policy but not in the court of law.

Nothing in this Policy prohibits or restricts the ability of either party to discuss the allegations under investigation.

5.0 Grievance Process for Formal Complaints of Sexual Harassment

5.1 Equity in the Grievance Process

The grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following the grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. Respondents are presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The Title IX Coordinator, Alternate Title IX Coordinator, investigator(s), any decision-maker(s), including any Adjudicator and the Appeal Board member, and any person designated to facilitate an information resolution process may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.2 Written Notice of Allegations

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to known parties that includes the following:

- notice of this grievance process;
- notice of the allegations of sexual harassment with sufficient details known at the time, including,
 - 1) the identities of the known parties involved in the incident,
 - 2) the conduct allegedly constituting sexual harassment, and
 - 3) the date and location of the alleged incident, if known;
- a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney consistent with Section 5.7.2 below;
- notice that the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint

- consistent with Section 5.7.5 below;
- notice of any provision in the College's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process; and
- notice that making a good faith formal complaint that is not later substantiated does not constitute providing false or misleading information.

Written notice will be provided with sufficient time to prepare a response before any initial interview.

If, in the course of the investigation, the College decides to investigate allegations about the complainant or respondent that were not included in the written notice provided above, the Title IX Coordinator will provide written notice of the additional allegations to known parties.

5.3 Dismissal of Formal Complaint

While the College will investigate the allegations in formal complaints of sexual harassment, it will dismiss a formal complaint where the conduct alleged:

- a) would not constitute sexual harassment, even if proved;
- b) did not occur in the College's education program or activity—*i.e.*, locations or events, or under circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs, including any building owned or controlled by a student organization that is officially recognized by the College; or
- c) did not occur against a person in the United States.

Such mandatory dismissal, however, does not preclude action under another provision of the College's code of conduct.

The College may dismiss a formal complaint or any allegation therein, if at any time during the investigation or hearing:

- a) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- b) the respondent is no longer enrolled or employed by the College; or
- c) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

For example, where the identity of a complainant is not disclosed, the College may not be able to gather evidence necessary to establish the elements of sexual harassment, such as whether the

alleged conduct was unwelcome or without consent. In such instances, discretionary dismissal may be appropriate.

The Title IX Coordinator will make determinations regarding dismissal and will promptly notify the parties in writing of any dismissal and the reasons therefore.

5.4 Time Frame and Temporary Delays

Upon receipt of a sexual harassment complaint, the College will exercise good faith to investigate and conclude the grievance process in a reasonably prompt time frame.

- a) Once a formal complaint of sexual harassment has been made, an investigation into the complaint will be conducted by the investigator(s) within sixty (60) days of the complaint being made.
- b) Consistent with Section 5.7.5, prior to the completion of the investigative report (see Section 5.7.6), the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in electronic format or hard copy, with any redactions required by the Family Educational Rights and Privacy Act ("FERPA"). The parties will have ten (10) days to submit a written response, which the investigator(s) will consider prior to completion of the investigative report.
- c) Consistent with Section 5.7.6, the investigator(s) will create an investigative report that fairly summarizes relevant evidence within ninety (90) days of the complaint being made.
- d) The Title IX Coordinator will send to each party and the party's advisor, if any, a copy of the final investigative report, in electronic format or hard copy, with any redactions required by FERPA, for their review and written response within three (3) days of completing the investigative report and at least ten (10) days prior to the hearing.
- e) A hearing before the Adjudicator will be held within one hundred and twenty (120) days of the complaint being made.
- f) The Adjudicator will issue a written determination regarding responsibility within fourteen (14) days of the hearing.

Temporary delay of the grievance process or a limited extension of time frames may be permitted for good cause. Good cause may include, but is not limited to, the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The Title IX Coordinator will provide written notice to the complainant and the respondent of any temporary delay or limited extension and the reasons for such action.

5.5 Evidentiary Standard & Evidence

Determinations regarding responsibility for all formal complaints of sexual harassment, whether against a student or employee, will be made using the preponderance of the evidence standard.

Parties are provided an equal opportunity to participate fully and robustly in the investigation process by gathering and presenting evidence, including fact and expert witnesses and other evidence, reviewing the evidence gathered, responding to the investigative report that summarizes relevant evidence, and asking questions of other parties and witnesses before the Adjudicator has reached a determination regarding responsibility.

However, while not a party to the proceedings, the College bears the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility provided that the College cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do so.

This Policy also does not require, allow, rely upon or otherwise use questions or evidence that constitute or seek disclosure of information protected under legally recognized privilege, such as the attorney-client privilege or the doctor-patient privilege, unless the person holding such privilege waives it.

Investigator(s) must objectively and impartially gather and present any relevant evidence to the Adjudicator in an investigative report, who, in turn, must objectively and impartially evaluate relevant evidence and reach a determination regarding responsibility.

All relevant evidence discovered during this grievance process, including inculpatory and exculpatory evidence, will be evaluated on an objective basis. All credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

5.6 Consolidation of Formal Complaints

The College may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one complainant or more than one respondent, references in this Policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.7 Investigation of a Formal Complaint

5.7.1 Investigators

Following the receipt of a formal complaint of sexual harassment, the Title IX Coordinator will designate one or more investigators to conduct the investigation. Eligible investigators include faculty or staff who have been trained in this Policy and the role of an investigator. When the complaint is made against an employee, at least one of the designated investigators will be a member of the Office of Human Resources.

Investigators are responsible for objectively and impartially gathering evidence and presenting any relevant evidence to the Adjudicator in an investigative report as set forth in Section 5.7.6 below.

5.7.2 Choice of Advisor

In any related meeting or grievance proceeding, the parties have an equal opportunity to be accompanied by the advisor of their choice, who may be, but is not required to be, an attorney. An advisor may be a member of the College community, an attorney, or another individual not affiliated with the College. During any related meeting or proceeding, however, an advisor's role is limited. Except as permitted during hearings as set forth in Section 5.8 below, an advisor is not permitted to engage in the grievance process on the party's behalf or participate directly in any related meeting or proceeding. An advisor may quietly consult with his or her advisee during a related meeting or proceeding in a manner that does not disrupt or interfere with the meeting or proceeding. If an advisor fails to act in accordance with these procedures, he/she/they may be asked to leave the meeting or proceeding.

5.7.3 Gathering of Evidence

During the investigation, both the complainant and the respondent may present written and oral statements, names of witnesses, and other evidence to the investigators. The complainant, respondent, and witnesses may be interviewed as part of the investigation. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. Follow-up interviews will be conducted by the investigators as needed.

All parties and witnesses are expected to provide truthful information. Knowingly providing false or misleading information is a violation of the College's policy and can subject a student or employee to disciplinary action. Making a good faith report to the College that is not later substantiated does not constitute providing false or misleading information.

Any employee respondent is expected to participate and cooperate in the investigation, including submitting to any requested interview by the investigators. If an employee refuses to participate or cooperate in the investigation, that person will be subject to discipline, up to and including termination. Consistent with Section 4.7, the investigation may still go forward if a respondent, whether an employee or a student, refuses to participate or cooperate.

5.7.4 Notice of Interviews and Hearings

The College will provide written notice of the date, time, location, participants, and purposes of all investigative interviews, hearings, or other meetings, to a party whose participation is invited or expected. Such notice will be provided with sufficient time for the party to prepare to participate.

5.7.5 Inspection and Review of Evidence

All parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

Prior to completion of the investigative report set forth in Section 5.7.6 below, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, with any redactions required by FERPA. The parties will have at least ten (10) days to submit a written response, which the investigator(s) will consider prior to completion of the investigative report.

The College shall make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

5.7.6 Investigative Report

The investigator(s) will create an investigative report that fairly summarizes relevant evidence. Within three (3) days of the completion of the final investigative report and at least ten (10) days prior to the hearing or other time of determination regarding responsibility, the Title IX Coordinator will send to each party and the party's advisor, if any, the final investigative report in electronic format or hard copy, with any redactions required by FERPA, for their review and written response.

The final investigative report will include all the written responses provided by the parties involved, with any redactions required by FERPA.

5.8 Decision Making of Formal Complaints

5.8.1 Adjudicator

Prior to the finalization of the investigative report, the Title IX Coordinator will designate a third-party decision-maker trained in this Policy ("Adjudicator") to conduct the live hearing and make a determination regarding responsibility.

The Title IX Coordinator shall provide the investigative report to the Adjudicator. The Adjudicator is responsible for reviewing the investigative report, conducting the live hearings set forth in Section 5.8.2, making a determination regarding responsibility, and determining remedies and sanctions. In reaching a determination, the Adjudicator will apply the preponderance of the evidence standard as set forth in Section 5.5. The Adjudicator will determine, based on the complete record and applying a preponderance of the evidence standard, whether or not the evidence is sufficient to support a conclusion that the conduct occurred and that there was a violation of this Policy. Following the close of the hearing, if the Adjudicator determines that there was a violation, the Adjudicator will also determine the appropriate remedies and sanctions that should be imposed consistent with Section 5.12. In doing so, the Adjudicator may consult with the Title IX Coordinator to obtain information about College precedent for such remedies and sanctions.

5.8.2 Live Hearing

Consistent with Section 5.4, a live hearing before the Adjudicator will be held within one hundred and twenty (120) days of the formal complaint being made.

The reporting party and the accused are entitled to the same opportunities to have others present during the hearing, including the opportunity to be accompanied by an advisor pursuant to Section 5.7.2.

5.8.3 Cross Examination

Both parties have an equal opportunity to cross examine the other party and any witnesses—*i.e.*, to ask relevant questions and follow-up questions, including those challenging credibility—through his/her/their advisor. Cross examination must be conducted directly, orally, and in real time by the party's advisor. A party may never personally cross examine another party or witnesses.

If a party does not have an advisor present at the live hearing, the College will provide an advisor of the College's choice, who may or may not be an attorney, without fee or charge, to conduct cross examination on behalf of the party.

Only relevant cross examination and other questions may be asked of a party or witness. As such, before a party or witness answers a cross examination or other question, the Adjudicator must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual

behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Where a party or witness does not submit to cross examination at the live hearing, the Adjudicator must not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, the Adjudicator cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

Cross-examination that may reveal faulty memory, mistaken beliefs, or inaccurate facts about allegations does not mean that the party answering questions is necessarily lying or making intentionally false statements. The degree to which any inaccuracy, inconsistency, or implausibility in a narrative provided by a party or witness should affect a determination regarding responsibility is a matter to be decided by the Adjudicator, after having the opportunity to ask questions of parties and witnesses, and to observe how parties and witnesses answer the questions posed by the other party.

5.8.4 Virtual and Remote Hearings

Live hearings may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

At the request of either party, the College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Adjudicator and parties to simultaneously see and hear the party or the witness answering questions.

5.8.5 Record of Hearing

All live hearings, whether they occur in person or virtually, will be recorded via audio or audiovisual recording or transcribed. The record shall be the property of the College. Such recording or transcript will be made available to the parties for inspection and review.

5.9 Informal Resolution

5.9.1 Use of Informal Resolution

Where a formal complaint is filed, and at any time prior to reaching a determination regarding responsibility, the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. An informal resolution process may not be utilized unless:

- a) The parties are provided written notice that discloses the following:
 - the allegations,
 - the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and
 - any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- b) The parties provide voluntary, written consent to the informal resolution process.

An informal resolution process may not be utilized to resolve allegations that an employee sexually harassed a student.

5.9.2 Informal Resolution Process

Where an informal resolution process may be utilized in accordance with Section 5.9.1 above, such process will be overseen by The Title IX Coordinator or Alternate Title IX Coordinator. The complainant and respondent have the right to an advisor as set forth in Section 5.7.2 above.

At any time prior to agreeing to a resolution under this process, any party may withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. In addition, any party can resume the grievance process where the party is dissatisfied with a proposed informal resolution.

As described in Section 4.7 above, the College may elect to pursue a formal resolution process even if the complainant does not wish to pursue a formal resolution.

5.10 Determination Regarding Responsibility

5.10.1 Written Determination Regarding Responsibility

The Adjudicator must issue a written determination regarding responsibility to be provided simultaneously to the parties that must include the following:

- a) Identification of the allegations potentially constituting sexual harassment;
- b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- c) Findings of fact supporting the determination;
- d) Conclusions regarding the application of the College's code of conduct to the facts;

- e) A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant; and
- f) The College's procedures and permissible bases for the complainant and respondent to appeal.

The Title IX Coordinator is responsible for effective implementation of any remedies herein.

The Adjudicator will issue the written determination regarding responsibility, which will be provided simultaneously to the parties by the Title IX Coordinator within fourteen (14) days of the hearing. The complainant will be informed of any specific sanctions imposed on respondent directly relating to the complainant in a manner consistent with the requirements of FERPA. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.11 Appeal to the Appeal Board

Either the complainant or the respondent may appeal any determination and/or sanction of the Adjudicator or any dismissal of a formal complaint or any allegations therein to the Appeal Board on any of the following bases:

- a) Procedural irregularity that affected the outcome of the matter;
- b) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- c) The Title IX Coordinator, Alternate Title IX Coordinator, investigator(s), or the decision-maker, including the Adjudicator, had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.11.1 Appeal Board

Upon receipt of a written request for appeal under Section 5.11.2, the Title IX Coordinator will designate an Appeal Board to conduct an appeal. The Appeal Board shall include three (3) members comprised of faculty and administration/support staff, all of whom have received training on this Policy. The Appeal Board may not include the investigator(s), the Title IX Coordinator, or the Adjudicator involved in the grievance process at issue.

The Appeal Board is responsible for reviewing the complete record of the investigation, the live hearing, and the determination of the Adjudicator.

5.11.2 Filing the Appeal

The appeal must be made in writing to the Title IX Coordinator within ten (10) days from when the party receives the written decision of the Adjudicator, including the day on which the party receives the written decision. The written appeal must include the bases for the appeal, as set forth in Section 5.11 above, and all relevant information and arguments in support. The Title IX Coordinator will promptly notify the other party in writing when an appeal is filed.

If an appeal is not filed within this time frame, the right to appeal is waived and the determination and/or sanction of the Adjudicator or any dismissal of a formal complaint or any allegations therein becomes final.

5.11.3 Review and Approval of Appeal

The Appeal Board will review the written appeal for scope and determine permissibility of the appeal, which will be limited to the bases set forth in Section 5.11 above, and notify the parties regarding whether the appeal is permitted or denied within ten (10) days of the written appeal.

5.11.4 Appeal Procedure

Upon notification that an appeal is permitted, the appellee will be provided with the written appeal and shall have ten (10) days, including the date of receipt, to respond in writing to the statement of the appellant.

The Appeal Board will determine the merit of the appeal, based on its review of the complete record and applying a preponderance of the evidence standard. Such determination shall be made by a majority vote of the Appeal Board. The Appeal Board may affirm, reverse, or modify the determination and/or sanction of the Adjudicator, or remand the matter for further investigation and/or analysis. If the matter is remanded, the process will repeat, generally beginning at the appropriate stage of the investigation or grievance process as indicated by the Appeal Board's remand.

The written decision of the Appeal Board describing the result of the appeal and the rationale for the result will be sent simultaneously to both parties, typically within five (5) days following the Appeal Board's determination and no more than thirty (30) days after approval of the written appeal under Section 5.11.3. The complainant will be informed of any specific sanctions imposed on respondent directly relating to the complainant in a manner consistent with the requirements of FERPA.

5.12 Remedies and Disciplinary Sanctions

This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the

respondent, and by following a grievance process prior to the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

The College is committed to taking action to eliminate all sex discrimination and sexual harassment. Where a determination of responsibility for sexual harassment has been made against the respondent, remedies are designed to restore or preserve equal access to the College's education programs or activities, to stop the conduct, prevent its recurrence, and address its effects. Such remedies may include the same individualized services that constitute supportive measures in Section 4.4 above, but may also be disciplinary or punitive and need not avoid burdening the respondent. To that end, when determining the appropriate remedies or sanctions to be imposed, consideration shall be given to the principle that the sanctions should be proportionate to the offense and seek to provide a remedy to the complainant and to prevent recurrence of the offense for the protection of the campus community. Any student or employee determined to be responsible for violation of this Policy should expect the imposition of remedies and/or sanctions.

Remedies and sanctions for students may include any of those set forth in the Student Handbook and Student Code of Conduct, including modification of living arrangements, dismissal, suspension, reporting to the local police, and other remedies and sanctions determined by the College to be appropriate.

Remedies and sanctions for employees may include any of those set forth in the Faculty Handbook or Staff Handbook, including termination, suspension, removal from campus, cancellation of contract, written reprimand, oral reprimand, and other remedies and sanctions determined by the College to be appropriate.

6.0 Retaliation

The College strictly prohibits retaliation—*i.e.*, intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX, its regulations, or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for Code of Conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its regulations, or this Policy, constitutes retaliation.

Retaliation does not include the exercise of First Amendment rights or a code of conduct violation charge for making a materially false statement in bad faith in the course of a grievance proceeding.⁸

Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or dismissal if they are a student.

7.0 Documentation and Recordkeeping

Where the Title IX Coordinator receives a report of an incident or allegation of sexual harassment or a formal complaint is filed, the College will create records of any actions, including any supportive measures, taken in response to a report or formal complaint. In each instance, the College will document the basis for its conclusion that its response was not deliberately indifferent and document that it has taken measures designed to restore or preserve equal access to the College's education program or activity. Deliberate indifference occurs only where a response to sexual harassment is clearly unreasonable in light of the known circumstances. Where supportive measures are not provided to a complainant, the College will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The foregoing documentation, as well as the following, will be maintained by the College for a period of seven years:

- a) Each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript;
- b) Any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the College's education program or activity;
- c) Any appeal and the result therefrom;
- d) Any informal resolution and the result therefrom; and
- e) All materials used to train Title IX Coordinators, investigators, decision-makers, including Adjudicators and Appeal Board members, and any person who facilitates an informal resolution process. The College will make these training materials publicly available on its website.

8.0 Education and Training

Wilmington College is committed to taking steps to prevent discrimination based on sex, including all forms of sex discrimination and sexual harassment, and to address its impact upon any victims. Efforts to address these issues are made by a variety of programs, departments and services available on

⁸ A determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

campus. For example, the College provides new student orientation and employee training programs addressing topics such as (1) the provisions of this Policy; (2) safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual harassment; and (3) information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks. The College also provides education on these topics on an ongoing basis for students and faculty.

Title IX Coordinators, investigators, any person who facilitates an informal resolution process, Adjudicators, and Appeal Board members will receive training on this Policy and the proper handling of cases of sexual harassment, including, but not limited to the following:

- a) the definition of sexual harassment,
- b) the scope of the College's education programs and activities,
- c) how to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes, and
- d) how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Adjudicators will also receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in Section 5.8.1 above.

Investigators and Adjudicators will also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth Section 5.7.6 above, and make relevancy determinations during live hearings, as set forth in Section 5.8.3 above.

Training materials will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

9.0 Guidance on Taking Immediate Action in Cases of Sexual Harassment

In the event that a sex offense (including sexual assault or stalking) has occurred, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future and will help in obtaining a protective order, if necessary.) Victims/survivors should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed, but if they are bring all original clothing to the hospital in a paper bag. (Plastic bags damage evidence.)

When necessary seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

In addition to the above College resources, there are also independent resources available to victims of sexual assault. The Alternatives to Violence Center serves any person who is a survivor of sexual assault, including providing court advocacy, counseling, support groups, temporary shelter, education, and a 24-hour crisis line. The Center is located at 94 N South St, 3rd Floor Suite D, Wilmington, OH 45177. The telephone number for the Center is (937) 383-3285 and the crisis line number is (888) 816-1146.

Though the College will undertake its own investigation of any report of sexual harassment, you may also: (1) notify law enforcement authorities, including the Wilmington Police Department; (2) be assisted by campus authorities in notifying law enforcement; or (3) decline to notify such authorities.

10.0 Additional Resources

10.1 College Resources

As listed in Section 4.3 above, students (including the reporting party or accused) may contact the Title IX Coordinator for information on the College's process for responding to reports and formal complaints of sexual harassment and for assistance through that process. In addition, students may contact the following, all of whom have been trained on the College's sex discrimination policies and procedures and who are available 24 hours per day. The following College resources may be able to provide assistance, but do not necessarily constitute officials with authority under this Policy:

Wilmington College Counseling Center
Tel: (937) 481-2272
Email: kazi-mcdowell@wilmington.edu
ana_lopez@wilmington.edu

Housing and Professional Staff
1870 Quaker Way
Pyle Center Box 1226
Wilmington, OH 45177
Business Hours Tel: (937) 481-2369
After Hours Tel: (937) 283-5158
E-mail: housing@wilmington.edu

Campus Safety
1870 Quaker Way
Pyle Center Box 2029
Wilmington, OH 45177
Tel: (937) 382-0100

E-mail: CampusSafety@wilmington.edu

Local Law Enforcement

The city of Wilmington, Ohio is served by two local law enforcement agencies: the Wilmington Police Department and the Clinton County Sheriff's Office.

Wilmington Police Department
69 North South Street
Wilmington, OH 45177
Tel: (937) 382-3833

Clinton County Sheriff's Office
1645 Davids Drive
Wilmington, OH 45177
Tel: (937) 382-1611
Hours: 8:00 am – 4:00 pm

11.0 Options Outside the College For Resolution of Discrimination Based on Sex

Students may file complaints under Title IX with the Office for Civil Rights, U.S. Department of Education, or with the State Department of Fair Employment and Housing. Contact the campus Title IX Coordinator or the U.S. Department of Education, Office for Civil Rights for current information. The Office for Civil Rights is not a party to the College's internal grievance process and a complaint may be filed with the Office of Civil Rights at any time.

Staff and faculty may file complaints under Title IX under certain conditions, as outlined above; under Title VII, with the Equal Employment Opportunity Commission; or with the State Department of Fair Employment and Housing.

The time limits for filing complaints with State or Federal agencies vary. Contact the relevant State or Federal agency for further information.

12.0 Accommodations for Disabilities

The Office of Accessibility and Disability Services works with students and faculty to ensure that a disability will not be a barrier to equal opportunity and access to educational programs and services. If a reporting party, accused, or witness needs an accommodation for a disability in order to participate in the investigation and/or grievance procedure, he/she/they should make the request for an accommodation to the Academic Services Director, whose contact information is below:

Amber Walters, Director of Accessibility and Disability Services
RCC 111
(937) 481-2444 (Ext. 444)
amber_walters@wilmington.edu

The Accessibility and Disability Services Handbook provides additional information about policies, procedures, and resources available at Wilmington College for students with disabilities.

SEXUAL OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Act. The Federal law requires state law enforcement agencies in Ohio to provide Wilmington College with a list of registered sex offenders who have indicated that they are either enrolled, employed or carry on a vocation at Wilmington College.

Wilmington College is required to inform the campus community that a registration list of sex offenders will be maintained and available from the Ohio Bureau of Criminal Identification and Investigation at:

www.esorn.ag.state.oh.us/Secured/p1.aspx

Wilmington College is located in Clinton County and its zip code is 45177.

The CSCPA further amends the Family Educational Right and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and the Ohio's Sex Offender Registration and Notification (SORN) Act. Ohio Revised Code Chapter 2950.

HAZING

In accordance with Ohio law and Wilmington College policy, no individual, group, team, or organization shall conduct, participate in, permit, or condone hazing, whether on or off campus.⁹ Hazing is defined by law as “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.”¹⁰

Hazing examples include, but are not limited to:

- Any brutality of a physical nature;
- Forced tasks of servitude including errands and clean-up activities where an active(s) is not participating in the task;
- Forced or encouraged consumption of food, beverages, including alcoholic and non-alcoholic beverages, or drugs, including prescription, over-the-counter, and illicit drugs;
- Forced or encouraged calisthenics or other physical activity which could adversely affect the physical health and safety of the individual;
- Forced or encouraged exposure to the elements;
- Sleep deprivation;
- Forced or encouraged exclusion from social contact;
- Forced or encouraged conduct which could result in extreme embarrassment or loss of dignity;
- Willful destruction or removal of public or private property;

⁹ This policy applies only where the hazing takes place between two or more individuals who are affiliated with the College.

¹⁰ Ohio’s anti-hazing law known as “Collin’s Law: The Ohio Anti-Hazing Act,” took effect on October 4, 2021 and may be found in Ohio Revised Code sections 2901.31, 2903.311, 3333.0417, and 3345.19 at <http://codes.ohio.gov/ohio-revised-code>. Pursuant to Ohio’s anti-hazing law, participating in or recklessly permitting hazing is a second-degree misdemeanor. Participating in or recklessly permitting hazing involving forced consumption of drugs or alcohol will constitute a third-degree felony.

For the purposes of this definition, any activity as described above which may be required for affiliation with or continued membership in an organization is presumed to be “forced or encouraged” activity, the willingness of an individual to participate in such activity notwithstanding.

Individuals who violate this policy will be disciplined, up to and including expulsion and termination. Additional penalties may include:

- The imposition of fines;
- Withholding of diplomas or transcripts pending compliance with the rules or payment of fines;
- The revocation of permission for an organization to operate on campus or to otherwise operate under the recognition or sanction of the College;
- The imposition of probation, suspension, dismissal, or expulsion.

All Wilmington College community members are required to report their knowledge of hazing to the Vice President, Chief Student Affairs Officer/Dean of Students. Ohio law also requires that College administrators, employees, faculty, consultants, alumni, and organization volunteers acting in an official and professional capacity shall not recklessly fail to immediately report their knowledge of hazing to a law enforcement agency within the county in which the victim resides or where hazing has occurred or is occurring.¹¹

¹¹ Reckless failure to immediately report such knowledge is a fourth-degree misdemeanor, except where violations cause serious harm, elevating the penalty to a first-degree misdemeanor.

KEY POLICY

To ensure the safety of all members of the campus community and of their property, as well as the College's property, it is imperative for all community members to use caution in the handling of their keys, including their student ID. Keys should not be loaned, duplicated, abused, or left unattended in a place where they might be stolen.

Only the Housing Office, Physical Plant, and the Campus Safety Office are authorized to issue keys. With the exception of residence hall keys for students, all community members must sign a key control card before a key will be issued. Residential students will sign key agreements for all keys issued and will be responsible for any lost or damaged keys.

Any person who has lost a key(s) must notify the Housing Office or the Campus Safety Office immediately. Notification should be made by telephone or in person and followed by a written statement. The cost to re-key an area will be the responsibility of the person who lost his/her keys. The minimum charge for lost keys is as follows:

- Preferred Housing (apartments, houses): \$120.00 to \$160.00. All units have multiple locks.
- Each residence hall room key – \$60.00.
- Elevator key – \$50.00.

The Student ID Card serves as a residential student's building access key and their meal card. Any student who has lost their ID card should immediately inform the Housing Office. The cost of a replacement ID card is \$20. Housing can offer a temporary ID and meal voucher for no more than 3 days.

All student keys must be turned in either to the Housing Office or the Campus Safety Office. Failure to do so will result in withholding of final paycheck for employees and student fines will be applied to their accounts.

DUPLICATION OF KEYS IS PROHIBITED AND SUCH ACTION WILL BE GROUNDS FOR DISCIPLINARY ACTION.

This Policy applies to all students, faculty, staff, and visitors.

PARKING POLICY

This defines the specific policies and regulations that apply to all faculty, staff, students and visitors operating vehicles on the Wilmington College campus.

Vehicle registration and the purchasing of permits was developed to organize and regulate campus traffic. Because of the limited availability of College parking space, it is necessary that we limit traffic in order to accommodate as many vehicles as possible.

These policies and regulations may be revised or amended as necessary. Any changes will be circulated through appropriate means of notification.

Wilmington College students and staff may operate motor vehicles on campus provided they are properly registered and parked in designated parking areas. Students and staff are required to purchase a permit if they desire to park their vehicle on College-owned property. Temporary and visitor permits are obtained free of charge from the Campus Safety office, located at the Boyd House on 588 Withrow Circle. Students bringing guests to the college are responsible for ensuring that the visitor secures a Visitor Parking Pass. Parking is on a first-come basis, with no guarantee of available space. All vehicles parked on College property must display a permit by 8AM on the Monday after the opening week of classes.

If you have an emergency situation or if you have a legitimate reason for which to request an exception to the established parking regulations, be sure to call the Campus Safety office to make appropriate arrangements. We will make every effort to help you determine an appropriate solution to your situation, and at the same time, avoid unnecessary tickets. The registrant of a motor vehicle is responsible for all violations incurred by that vehicle, regardless of who is operating it.

Fines on Campus

Fines for violating parking regulations may be paid at the Rydin website. Fines that are not paid will be automatically applied to the student's account. Parking privileges may be revoked for repeated violations of parking policies.

Appeal of a Fine

Appeal of a fine may be made to the Campus Safety Office within 7 working days of the citation. Appeals made after this time will not be accepted. Appeal forms can be obtained from the One Stop Center. Appeals will be reviewed by the Campus Safety Director.

Towing

Wilmington College reserves the right to tow any vehicle that has repeat violations or is parked in a "No-Parking" zone.

In the case of repeat offenders, a “boot” may be placed on the wheel of the car to immobilize it. DO NOT try to drive the car with the boot attached. An automatic charge of \$25 will be assessed before the boot is removed. Each day that the boot remains on a vehicle, an additional \$25 fine will be assessed. On the third day, the vehicle will be towed at the owner’s expense.

Non-Fee Registration

Students, faculty, or staff who intend to have a vehicle, but do not intend to park in the campus lots, still need to register their vehicle. This provides a ready means by which to determine vehicle ownership in the event of an emergency where a vehicle may need to be moved.

Permit Note

Tampering with, transferring, trading, or altering a permit in any way will result in a \$50 fine and/or loss of campus parking privileges. All such incidents are considered to be fraudulent.

Temporary Parking Permits

Temporary permits will be issued by Campus Safety to guests of students who have purchased a parking permit and to offices on campus with expected visitors. A temporary permit may also be issued when the driver of a registered vehicle is driving another vehicle than the one registered. The Campus Safety Office can better accommodate guests/visitors if arrangements for parking are made prior to your guest’s arrival. Temporary permits must be placed on the dashboard.

Restricted Spaces

- Handicapped Spaces
- Visitor Spaces
- Designated College/Company Spaces
- Health Center Spaces
- Admissions Spaces

No-Parking Zones

- Fire Lanes
- No-Parking Zones
- Sidewalks
- Lawn Areas
- Areas where access, traffic or other vehicles are blocked

Hours of Operation

Campus lots are for use by those with valid parking permits. Note: tickets may be issued 24/365. Visitor parking is available in College Hall and the Pyle lot.

REGISTERING A VEHICLE

If a student or college employee plans to park a vehicle in a college-owned lot, the following procedure should be followed:

- Simply go to the website listed, register your vehicle, and purchase your permit. The fee is \$100 for an annual permit or \$60 for a semester permit. The annual permit is valid from August 1 through July 31. The semester permit is valid for the semester it is issued.
- Attach the permit inside the windshield on the driver's side, facing outward. The vehicle is not considered registered until the permit is in place.

Duplicate Registrations

In the event that two family members will have more than one vehicle on campus at the same time, each vehicle must have its own permit. This will require that an additional permit be purchased.

Change of Ownership and Vehicle Information

Visit the One Stop Center immediately upon change of ownership, purchase of a new vehicle, temporary vehicle on campus, change of license plate, or loss of permit. When a registered vehicle is sold or traded, the old decal should be removed.

Faculty/Staff and Visitor Parking Spaces

These spaces are reserved from 8AM–5PM. These areas have signs posted. No student vehicle is permitted to park in these spaces during regular business hours. Student lots are reserved during the academic year.

15-Minute Spaces

These zones are strictly monitored. College guests or special visitors may park in the 15-minute zones for more extended periods of time.

Faculty and Staff

When the number of violations indicates that the faculty/staff member is refusing to comply with the parking regulations, the Campus Safety Director will issue a notice to the faculty/staff member's department head, and to the appropriate Vice President.

Wilmington College does not assume responsibility for any vehicle or its contents while it is parked on campus.

PARKING FINES

- Blocking a campus fire lane \$100+Tow*
- Parking in a designated disabled area \$250+Tow*
- Blocking an entrance or exit \$75+Tow*
- Blocking other vehicles \$75+Tow*
- Parking in a "No Parking" area \$75
- Using a stolen or borrowed permit \$75
- Unregistered vehicle/expired permit \$75
- Parking in a company or visitor parking area \$75
- Parking in a 15-minute loading zone \$50
- Parking in a yellow curb zone \$75
- Improper display of permit \$50
- Failure to park in marked lines \$50
- Boot removal \$25 per day

*Towed at owner's expense. The vehicle will be towed at the express request of the College.

Campus Safety can be reached 24 hours a day at 937.382.0100.

SALES/SOLICITATION/ADVERTISING POLICY

SALES AND SOLICITATION REGULATIONS

The Vice President Chief Student Affairs Officer or his/her designee will make decisions on whether sales or solicitations are permitted in approved areas. Door-to-door solicitation anywhere on campus is expressly forbidden. Anyone approved to solicit in the lobby areas of residential facilities or in Pyle Center must have a photo ID. Students or parents who are solicited by mail or telephone by various organizations selling birthday cakes, exam survival kits, etc., are encouraged to check with the College to find out if these solicitations are College-approved.

Generally, advertising and solicitation for products and services are prohibited from the Student App. No student or organization should post content that promotes a business (personal or otherwise). An exception to this rule is when a College-approved event is occurring off-campus. The business should be promoted only as it relates to a Wilmington College event. Disciplinary measures through the College judiciary system may be deemed as appropriate for any students that ignore or abuse this policy.

ADVERTISING REGULATIONS

All advertising must comply with College, local, state, and federal regulations. Only approved student-initiated commercial enterprises may be advertised on campus and must have prior approval by the Office of the Vice President Chief Student Affairs Officer in Pyle Center. Posting of signs will be restricted to designated bulletin boards only. No advertising information (signs/posters, etc.) can be posted on any glass surface, such as doors, windows, or placed on walls and pillars, etc. (except in the case of an emergency).

The following guidelines will be used to determine whether or not postings will be approved:

- Postings by any off-campus commercial enterprise must be approved by the Office of the Vice President Chief Student Affairs Officer and are allowed only in designated areas. This also applies to those commercial enterprises having student representatives. The only means of advertising such an enterprise through student mailboxes is by U.S. Mail. We reserve the right to censor or remove signs that are deemed offensive or inappropriate.
- The sale of personal articles may be advertised in designated areas. However, any advertising regarding term or research papers will not be allowed.
- No advertising of any kind may be placed under the doors of residence rooms or on any motor vehicle on campus, except for Residence Life staff communication and notification of campus emergencies.
- Use of duct tape, packing tape, or double-sided tape to hang signs is prohibited.
- Publicity relating to a specific event must be removed within 72 hours of the completed activity. All materials used to secure posters and/or signs should also be removed.
- In any non-residential College building, permission for posting in other non-designated areas should be obtained from the appropriate authority in individual buildings.

- Those wishing to advertise on the Campus Info Channel (32) must create a PowerPoint slide in LANDSCAPE format and email it to studentaffairs@wilmington.edu at least SEVEN business days prior to the event/activity date being advertised. Questions should be directed to the Office of Student Affairs in Pyle Center: x339.
- Sidewalk chalking is recognized as an acceptable form of communication by SGA-recognized organizations. Sidewalk chalk is permitted only on the two 10-foot sidewalks located through the center of campus and can be displayed for a maximum of one week. Sidewalk chalk is not permitted on any brick surfaces, or on vertical surfaces, such as walls. Only water-soluble chalk may be used. The chalk must be removed (washed off) by the sponsoring group after the event has concluded. Permission for chalking must be secured from the Associate Vice President for Student Engagement.
- Displaying inappropriate signs/posters is a violation of this policy.

RELIGIOUS PROGRAMMING

Wilmington College students, faculty, and staff who want to lead or organize religious programs or activities—such as bible studies, spirituality groups, religious observances, concerts or lectures—are free to invite members of the College community to participate. Information may be shared via the usual methods: bulletin board posters; tabling in Pyle Center; campus mail; the student newspaper; Facebook groups; and/or any other standard means of sharing information which exist. In keeping with the College policy against solicitation, religious information may not be shared by going door to door in the residence halls.

Wilmington College students, faculty, or staff may also invite faith leaders from off-campus to organize and lead a group or present a religious observance or program on-campus. Individuals or organizations from off-campus will be asked to fill out an application made available by the Campus Minister. The application will include a request for a supporting statement from the College-affiliated individual who has issued the invitation, and ask for an overview of the planned activity or group.

Individuals or organizations who desire to hold either a one-time or ongoing faith activity on campus and who have not been invited to campus by students, faculty, or staff may approach the Campus Minister for authorization. Suitability to the campus will be decided on a case-by-case basis, using Wilmington College's Core Values statement as a primary benchmark. For information on publicity in residential facilities, refer to Residence Hall Policies and Procedures.

Violations, in whole or part, of the posting policy are subject to judicial review and may result in, but are not limited to: loss of posting privileges, fines, and community restitution.

NO-SMOKING POLICY

In order to comply with Ohio's *Smoke-Free Workplace* law, Wilmington College has established the following policy:

Smoking is prohibited in all College buildings, residence halls, vehicles and within 25 feet of all building and facility entrances. In addition, smoking is prohibited within all athletic complexes and also restricted to the parking lots. Hookahs and electronic cigarettes are also prohibited on campus. We ask that all members of the campus community and campus visitors comply with Wilmington College's No-Smoking Policy.

Report all violations of this policy to Campus Safety at (937) 382-0100.

It is the responsibility of all members of the College community to observe this policy.

IT ACCEPTABLE USE POLICY

The Wilmington College (College) IT resources are a facility providing data communications and data processing services to members of the immediate College community. "Wilmington College IT Resources" refers to any device connected to the College data infrastructure, domains, servers, file shares, websites, cloud services and any other technology used to communicate and process data.

All devices attached to the college's resources must have appropriate software running on them to ensure a secure environment for all users. This includes, but is not limited to, encrypted wireless connections, anti-malware tools, up-to-date and patched operating systems and password security or other form of identity protection.

The college IT resources are provided to facilitate the educational process and the administrative efforts in support of research and instruction for faculty, staff, and students of the college. The use of the college's IT resources must be consistent with facilitating the exchange of knowledge and information while encouraging resource sharing and collaborative projects in education and research.

It is not permissible to share your Wilmington College passwords with anyone.

It is not permissible to use the college's IT resources for illegal purposes including, but not limited to, copyright infringement.

It is not permissible to use the college's IT resources to transmit threatening, obscene, or harassing materials.

It is not acceptable to use the college's IT resources to profit from a personal business or other commercial purposes.

It is not acceptable to use the college's IT resources for political campaign activities.

It is not acceptable to use the college's IT resources to interfere with or disrupt other users, services, or system resources of the college. Disruptions include but are not limited to: distribution of unsolicited advertising; creation and propagation of computer malware; using IT resources in such quantity as to prevent others from using it; and using the network to gain unauthorized entry to any college resource.

Violations of the Acceptable Use Policy may result in the immediate suspension of violators from access to the college's IT resources. Such cases will be delivered to the appropriate office(s) at the college for disciplinary action. Violations of local, state or federal laws will be referred to the appropriate legal authorities.

STUDENT RECORDS

POLICY

Wilmington College recognizes its responsibility to protect students and former students against the improper disclosure of information. The College will comply with all applicable state and federal laws, including the Family Educational Rights and Privacy Act of 1974 (FERPA), that relate to the retention and disclosure of information about students and former students.

DEFINITIONS

Attendance includes attendance in person, online, hybrid (both online and in-person) or by correspondence and the period during which an individual is working for the College under a work-study program.

Education records are all records, files, documents, and other materials, maintained in any medium, that contain information directly related to a student and are maintained by the College faculty, staff and/or its agents.

Education records maintained by the College include:

- Academic records;
- Financial records;
- Computer and network use records;
- Disciplinary records;
- Employment records;
- Security records; and
- Medical and counseling records.

Education records do not include the following:

- Personal notes made by professors, teachers, staff or agents, solely for his or her use that are not shared with anyone;
- Records created and maintained by the College for purposes of compliance with the Clery Act;
- Employment records of a student whose employment is not contingent on the fact that he or she is a student;
- Alumni records containing information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student; and,
- Applications for admission until an applicant has been officially accepted to and registers at the College.

Final results include the name of the alleged student perpetrator, the violation(s) committed (policies violated and essential supporting findings), and the sanction imposed (disciplinary action taken, date, and duration).

A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including College Security personnel and health and counseling staff); a person or company with whom the College has contracted (such as an attorney, auditor, financial aid processing agent, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Disciplinary Board or a grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility for the College.

Personally identifiable information is any information which can be used, by itself or in combination with other information, to identify an individual. Examples include name, address, telephone number, social security number, student identification number, photos, or fingerprints.

DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION IN EDUCATION RECORDS

With Consent

The College will not disclose personally identifiable information contained in a student's education records without prior written consent, except as authorized by applicable state or federal law. Federal law prohibits the disclosure of personally identifiable information from educational records to a third party without written consent from the student who is at least 18 years old, or written consent from their parent or guardian if the student is a minor. New students may sign a consent form when they are admitted to the College that allows them to consent to the release of educational records of their choosing to certain individuals (e.g., parents). Students can change their consent form at any time by visiting Academic Affairs in College Hall 202.

Without Consent

In addition to directory information, the College will disclose personally identifiable information contained in a student's education records without prior written consent to:

- School officials with a legitimate educational interest;
- Authorized agents of the state or federal government in connection with an audit or evaluation of federally or state supported programs;
- Authorized agents in connection with financial aid for which the student has applied or which the student has received;
- Accrediting organizations in order to carry out their accrediting functions;
- To comply with a lawfully issued court order or subpoena (the College will make reasonable efforts to notify the student prior to compliance with the subpoena) ;
- To appropriate persons in relation to a health and safety emergency, as specifically determined by the College, in accordance with FERPA;

- To an alleged victim, the final results of any disciplinary proceeding conducted by the College, where the behavior alleged constituted a crime of violence, or a non–forcible sexual offense. The disclosure will be made regardless of whether the alleged perpetrator was found to have violated any College policy with respect to the alleged crime or offense;
- To third parties, the final results of any disciplinary proceeding conducted by the College, where the behavior alleged constituted a crime of violence, or a non–forcible sexual offense, only when the alleged perpetrator has been found to have violated any College policy with respect to the alleged crime or offense;
- To comply with a court order obtained under the USA Patriot Act for education records considered relevant to a terrorism investigation or prosecution, without advance notice to the student;
- To disclose to a student’s parent information regarding any violation of law or of College rule or policy as to alcohol or use or possession of other drugs, if the student is under age 21 at the time of the disclosure and the College determines that such alcohol/drug use or possession constitutes a disciplinary violation;
- To disclose information provided to the College under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071) concerning registered sex offenders who are required to register under that section; and
- To the U.S. Citizenship and Immigration Services (USCIS) / Department of Homeland Security (DHS) concerning an F, J, or M non–immigrant alien, only to the extent necessary for the College to comply with Student and Exchange Visitor Program (SEVP) reporting requirements, as mandated by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, the USA Patriot Act, the Enhanced Border Security and Visa Entry Reform Act of 2002, and the regulation at 8 CFR 214.1(h). Consent is not necessary for the College to disclose required information to USCIS or DHS in compliance with SEVP reporting obligations.
- To the National Student Clearinghouse to function as the College’s agent in matters including but not limited to:
 - FLEP loan deferment;
 - Reporting enrollment to the NSLDS and other related enrollment and degree verification services.

Directory Information

Directory information will be disclosed by the College without prior written consent. Students may direct the College not to disclose their directory information by notifying the Office of the Registrar in writing, within two weeks of the first day of the fall term. Requests to withhold directory information will remain in effect until rescinded in writing by the student. (Reference our online FERPA policy: second paragraph)

At Wilmington College, directory information may include the following:

- Student name;
- Home and local address and telephone numbers;

- Major fields of study and College of enrollment;
- Degrees, honors, awards, and dates received;
- Teaching certificates/licensures received;
- Class (year of study);
- Dates of attendance;
- Most recent institution previously attended;
- Previous degrees earned and granting institutions;
- Participation in officially recognized activities and sports;
- Height and weight of members of athletic teams;
- Enrollment status (enrolled, withdrawn, full or part-time);
- Date of birth;
- Student email address; and,
- Student photo.

Records of Disclosures

The College shall maintain within the student's education records a record for each disclosure request and each disclosure, except for the following:

- Disclosures to the student;
- Disclosures pursuant to student's written consent;
- Disclosures to school officials with a legitimate educational interest;
- Disclosures in order to comply with a lawfully issued court order or subpoena;
- Disclosures to comply with a court order obtained under the USA Patriot Act; and
- Directory information.

Destruction of Records

Nothing in this policy requires the continued maintenance of any student record for any particular length of time. If, under the terms of this policy, an individual has requested access to a student's education record, the record will not be destroyed before the custodian has determined whether and to what extent access is permitted.

STUDENTS' RIGHTS WITH RESPECT TO EDUCATION RECORDS

Inspection

A student has the right, upon written request, to review the materials that are contained in the student's education records, except:

- Financial information submitted by the student's parents;
- Confidential letters and recommendations associated with admission, application for employment or receipt of an honor or honorary recognition to which the student has waived the rights of inspection and review;

- Education records containing information about more than one student, in which case the College will only permit access to that part of the record pertaining to the inquiring student.

Students wishing to review their educational records, excluding the records identified above, must make a written request to the Office of Academic Affairs or the Office of Student Affairs. The appropriate office will make the requested records available within forty-five (45) days of the receipt of the request. Unless the student has an outstanding financial indebtedness to the College, copies of the records can be made at the student's expense at prevailing institutional rates.

Amendment

Students who believe their education records contain information that is inaccurate, misleading or otherwise in violation of their privacy or other rights may request an amendment of the records. Students wishing to amend their records should submit a request for the amendment in writing to the Office of Academic Affairs. The request should clearly identify what records the student wants to amend and the reasons supporting the amendment. Within a reasonable amount of time, the Office of Academic Affairs will notify students of the decision regarding their request. If the education record is not amended pursuant to the student's request, the Office of Academic Affairs will inform the student of the student's right to request a formal hearing.

Formal Hearing

A request for a formal hearing must be made in writing to the Associate Vice President for Retention and Academic Success or the Vice President Chief Student Affairs Officer and Dean of Students, who, within a reasonable period will inform the student of the time, date and place of the hearing. A student may present relevant evidence to the issues raised and may be assisted by any person of their choice.

The panel for the hearing will consist of the Associate Vice President for Retention and Academic Success and the Vice President Chief Student Affairs Officer and Dean of Students. In the event that one of these individuals is the party alleged to be responsible for the disputed contents of the record, the President will appoint an alternate member to the panel.

The panel shall base its decision only upon the evidence presented at the hearing. Panel decisions are considered final and will consist of a written statement summarizing the evidence presented, the findings of the panel, and its decision. The written statement will be delivered to all parties concerned.

If the decision is in favor of the student, the education records will be amended according to the decision of the panel. If the panel finds against the student, the student has the right to place a statement commenting on the information in the record and that the student disagrees with the panel. The statement will be maintained as part of the student's education records and released whenever those records are disclosed.

Any student who believes that the adjudication of the student's request for amendment was unfair or not in keeping with the provisions of FERPA may make a written request for the assistance of the President of the College. In addition, students who believe the College is not in compliance with FERPA may file a complaint with the:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920
Phone: 1-800-872-5327 108

ADMINISTRATIVE OFFICES AND COLLEGE SERVICES

ACADEMIC AFFAIRS OFFICE

College Hall 202

Ext. 240

The Office of Academic Affairs can answer questions regarding advising, registration, placement, faculty issues, academic policies and requirements, academic appeals, the Honors Program, the Study Abroad Program, and the reporting of emergency or long-term absences. Any concerns regarding curriculum or other academic matters should be directed to this office. All students who plan to withdraw or take a leave of absence can initiate the process in this office or to the Associate Vice President for Retention and Academic Success.

Vice President, Chief Academic Officer / Dean of the Faculty Office

College Hall 202-C

Ext. 241

The Vice President, Chief Academic Officer/Dean of the Faculty is responsible for the overall function and coordination of all academic programs.

Associate Vice President for Retention and Academic Success

College Hall 202-A

Ext. 242

The Associate Vice President for Retention and Academic Success is responsible for academic advising and placement, academic standards and appeals, academic awards, and the Study Abroad Program.

Director of Institutional Effectiveness

College Hall 202 B

Ext. 280

The Director of Institutional Effectiveness is responsible for administering a comprehensive institutional effectiveness program and provides College leadership with the information necessary to support institutional planning, decision-making and policy formation. The IE Director has primary responsibility for institutional research, assessment, and data for regional and professional accreditation. The IE Director also serves the other divisions of the institution, including Student Affairs, Athletics, Enrollment Management, Business and Finance, External Programs and Advancement. This office is also responsible for design, collection, and analysis of institutional data and preparation of evaluations, reports, an institutional fact book and data for grants. It coordinates the assessment of all operations, including academic and co-curricular programming.

OFFICE OF ACADEMIC RECORDS
College Hall Room 105
Ext. 464

Services provided by the Office of Academic Records include:

- Academic policies, interpretation, and enforcement
- Advising guidelines/status of graduation requirements/degree audits
- Athletic eligibility
- Class Schedules
- Consortium/Cross registration (GC3, SOCHE)
- Degree applications
- Diplomas
- Grades, as distributed through *WC Portal*
- Honors, calculation/verification for Latin, Green Key, Dean's/Merit lists
- Registration and Drop/Add in conjunction with the Student One Stop Center
- Transcripts
- Transfer credit, advising/evaluation
- Transient course approval
- VA benefits/certification
- Verifications, enrollment and degree
- *WCportal* maintenance and permissions for academics

ADMISSION OFFICE
College Hall, Room 100
admission@wilmington.edu
Ext. 260

The Office of Admission assists prospective students through the enrollment process. In addition, students returning from leave of absence or withdrawal will initiate the process through the admission operation. Incoming and current students are interviewed and hired as Student Ambassadors to assist with on-campus programs such as high school visits, college fairs, program days, campus tours, and making telephone calls to prospective students. If you are interested in being an Ambassador, contact Jenny Tower, Senior Admission Counselor (Ext.332), in the Office of Admission. Students who are eligible to receive Federal Work-Study funding are preferred.

Potential students should be encouraged to apply and visit campus through the Office of Admission.

Students may apply for admission at <https://www.wilmington.edu/admission/apply/>

Students planning to schedule, and admission visit/campus tour can do so at:
<https://www.wilmington.edu/admission/visit-campus/>

ADVANCEMENT OFFICE

Galvin Alumni House, located at 113 College Street
Ext. 427

The Advancement Office is responsible for the fundraising efforts of Wilmington College. Our academic and formational success hinges upon the generosity and participation of alumni, parents, and friends of the College. Current students can get involved by working for the Advancement Office during the biannual Phonathon fundraising campaign and/or joining the Student Philanthropy Council Organization.

Senior Director of Advancement Operations, Advancement

Galvin Alumni House
Ext. 313

The Senior Director of Advancement Operations is responsible for the database of alumni and donor records; prospect research; the acknowledgement/recognition/reporting of all gifts; and serves as a liaison between Advancement and Information Technology. This position oversees all aspects of Annual Fund, Alumni and Family Engagement and Advancement Services.

OFFICE OF ALUMNI AND FAMILY ENGAGEMENT

Galvin Alumni House, located at 113 College Street
Ext. 427

The Office of Alumni and Family Engagement is the communication center for Wilmington College alumni. We receive and provide updated alumni data, coordinate all alumni related events, including but not limited to, Homecoming/Alumni Reunion Weekend, alumni receptions, and alumni chapters. We serve as advisors for Alumni Council, the First Decade Society, and the Student Philanthropy Council. We encourage students to stay connected to their alma mater after graduation by providing them information regarding opportunities to network with other alumni and how to join our alumni chapters and councils. We strive to keep alumni informed and encourage their continued participation in the life of Wilmington College and its students.

The best way to stay engaged with WC is keeping your contact information up to date. Email us at alumni@wilmington.edu anytime you have changes.

ATHLETIC COMMUNICATIONS OFFICE

QRC 114
Ext. 347

The Wilmington College Office of Athletic Communications is responsible for information dissemination for all 20 of the College's intercollegiate athletic programs. The office maintains the athletics website: www.wilmingtonquakers.com and is in charge of all media created and sent out about Fightin' Quaker athletics. This includes, but is not limited to: publications, social media, statistics, photography and printed material.

AVI DINING SERVICES

Pyle Center, Second Floor (Top of Pyle: The T.O.P.)

Ext. 218

All students living in campus residence halls are required to subscribe to a meal plan. Meal Plan diners can enjoy all-you-care-to-enjoy meals at The Top Dining Hall, which serves an array of hot and cold meals, beverages and snacks. From our fresh salad, soup & deli bar, to our fresh handmade pizzas, a made to order smoke & fire grill, our international fusion station and our americana homestyle food, the Top Dining Hall offers something for everyone. Vegetarian, vegan and gluten-free options are also available.

The Top Dining Hall – Daily Meal Rates

Breakfast	\$5.95
Lunch	\$7.00
Dinner	\$9.20

The Top Dining Hall Hours

Monday – Friday

Breakfast	7:30 am – 10:00 am
Lunch	11:00 am – 2:00 pm
Light Lunch	2:00 pm – 4:30 pm
Dinner	4:30 pm – 7:30 pm

Sunday – Thursday

Late Night	8:00 pm – 11:00 pm
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Saturday – Sunday

Brunch	10:00 am – 2:00 pm
Light Lunch	2:00 pm – 4:30 pm
Dinner	2:00 pm – 7:00 pm

** Hours of operation are subject to change.*

Your Student ID is your Meal Card, which allows you purchasing power equivalent to the plan you have selected. Here is how it works: The Housing Office adds the Meal Plan that you have selected, you must present your card each time you visit any of the dining locations. Your Meal Plan's encoded on your ID and each time the card is scanned, your purchase will be deducted from the plan. Should

you wish to change plans, please contact the Housing Office, which is located across from the mailroom in Pyle Center or by calling ext. 312

About Quaker Bucks

Quaker Bucks are the declining balance funds that is associated to your meal plan. Depending on the plan, these funds range from \$25 to \$100. They can be redeemed at Sips or The Top Dining Hall. Dining Dollars roll over from Fall Semester to Spring Semester, but not year over year.

Removal of Food from the Dining Hall

The Top Dining Hall Cashier upon request provides to-go boxes at the time of entry into the Culinary Center. Upon receiving and filling your to-go box you must exit the Top Culinary Center you may not consume your meal at the Top Dining Hall.

SIPS CAFÉ

Center for the Sciences and Agriculture
Ext. 465

Sips Café is our featured retail destination in the Center for Science and Agriculture. Sips Café features local coffee roaster, Crimson Cup Coffee & Tea. Serving a variety of hot and cold coffee drinks, teas, juices, assorted baked goods and grab n' go salads, sandwiches and snack packs, Sips Café is just the place to get your morning boost or energy. Meal Plan users can enjoy a meal exchange at Sips Café in place of a meal at The Top Dining Hall.

Sips Café Hours

Monday – Friday 8:00 am – 4:30 pm

Saturday – Sunday Closed

MARKET C

Retail space located in the basement of the Pyle center across the game room.

Market C is a convenient store located right here on campus, offering fresh sandwiches, salads, coffee beverages, energy drinks, sodas, candy, chips and more!

Market C Hours

Monday – Thursday Noon – 8:00 pm

Friday 10:00 am – 5:00 pm

Saturday/Sunday Closed

CAMPUS BOOKSTORE

Pyle Center, First Floor
Ext. 545

The Wilmington College Bookstore is your one stop shop for all your college needs. The Bookstore has all the course material for all classes and offers a textbook rental program and digital solutions to help make the cost of books more affordable. We also offer price match with Barnes & Noble and Amazon, check with the bookstore for details. You will find a wide selection of men's and women's Quaker apparel featuring Under Armour and Champion. Find convenience store items like snacks, candy, beverages, and healthy options. The staff will be happy to help you with UPS shipping and faxing. You will find computer software at educational discount prices. Need a workstation, notebook or monitor? Log on to www.efollett.com to source and ship directly to you. Please visit www.wilmingtonshop.com for more information on digital textbooks, textbook rental, and Quaker gear.

STREAMING TV SERVICE

Information Technology
Ext. 459

Wilmington College provides the SpectrumU streaming-TV service free of charge via campus Wi-Fi to all connected devices. Devices supported include PCs, Macs, Android & Apple tablets & mobile devices, Roku devices and smart TVs with Roku built-in. Students, once connected to the college's Wi-Fi, should either download the Spectrum app from their device's app store, or point their browser to <http://www.spectrumtv.net> to watch the TV streams.

CAMPUS MINISTRY OFFICE

Quaker Heritage Center
Ext. 239

Religious activities at the College include religious programs, worship experiences, and support groups for students of various faiths. All of these activities are under the supervision of the Campus Minister, who is available to help with problems, share ideas, discuss faith issues, and plan new activities. The Campus Minister helps interpret and explain the Quaker heritage of the College, raising awareness of the beliefs and practices of Friends.

CAMPUS SAFETY

Center for Service and Civic Engagement House
578 Withrow Circle
24 hours, (937) 382-0100

Wilmington College provides security for campus students, buildings, and grounds in an effective and non-aggressive manner. For the protection of all students, the Campus Safety Office maintains written records of persons found in academic buildings after scheduled lockup times, as well as reports and, at times, photographs of incidents involving violations of law or College regulations in which a Campus Safety officer is involved or receives a report. Violations should be reported to the Campus Safety Office as well as to outside law agencies when appropriate. An outside law enforcement agency will be contacted in cases involving a need for direct confrontation of law offenders or when health or property is threatened.

Whether a Wilmington College parking permit is purchased or not, all vehicles parked on campus property must be registered with the College. Parking regulations, including non-registration of vehicles, will be enforced by Campus Safety. These regulations and their associated fines can be found in the *Student Handbook*.

CAREER SERVICES

Pyle Center, Office #7 Ext. 299

Email: nina.l.talley@wilmington.edu

The Career Services Office assists students and alumni of Wilmington College develop the skills necessary to manage their career/work/life planning through a plethora of career education and career coaching resources.

All of the services offered are geared towards the ultimate objective of assisting students with professional development and to obtain meaningful employment. The primary goal of the office is to empower students and alumni with the skills needed to independently handle their career and professional development transition and planning. Career Services is not responsible for finding jobs for students/alumni, but has an arsenal of resources, career opportunities, and networking connections to equip and teach them how to effectively manage their personal development.

Services

- Career coaching and career decision making (through skill and competency assessments and development, goal setting, career planning, and graduate school)
- Career development workshops
- Wilmington College Chapter: National Society of Leadership Success (NSLS)
- College-to-Career Personal Planning Course: (for 2 credit hours)
- Resume and cover letter assistance
 - Resumes require two 30-minute appointments; at the end of second appointment student will leave with targeted resume
- Facilitated opportunities for students to connect with potential employers and professional development opportunities through career events, and on-campus hiring/recruiting events
- Graduate school planning, resources, and connections
- Internship (for 1–6 credit hours): administration, approvals, and orientations
- Job/internship listings through HANDSHAKE at <https://app.joinhandshake.com/login>

Hours

- The office is open Monday– Friday, 8:00–5:00 PM
- Open drop-in hours for each semester will be posted on the website
- Appointment times are available throughout the week and may be scheduled by emailing or calling, or stopping by during walk-ins' times
- Open-door policy: If the door is open, students are welcome to drop in. If the door is closed a coaching session is being conducted and a note will be placed on the door to note availability.

Please visit the website: <http://www.wilmington.edu/career-services/internship-program> for current internship policy, on-line resources, schedule of workshops, and on-line calendar to schedule individual appointments. Specific internship documents, internship postings, campus employment, off campus jobs, career opportunities and internship postings, all can be found on HANDSHAKE: <https://app.joinhandshake.com/login>

COMPUTER LABS – WILMINGTON CAMPUS

Robinson Communication Center

Rooms 100A, 101A, and 101B

(937) 481-2459

The Wilmington College Main Campus Computer Labs contain more than 60 computers connected to the College network. Additional public-access computers are located in the S. Arthur Watson Library, Pyle Center, Austin-Pickett Hall, and the Center for Science and Agriculture.

Institutionally supported software and programs designed to supplement academic studies are available to all faculty, staff, and students within these facilities. The Computer Labs are open:

Sunday 6:00 p.m. to 9:00 p.m.

Monday – Thursday 7:30 a.m. to 9:00 p.m.

Friday 7:30 a.m. to 5:00 p.m.

NOTE: These hours will vary during breaks, finals, and summer sessions.

CONFERENCE SERVICES

Kelly, Office 1 Ext. 295

Any faculty, staff member or student organization wishing to use College meeting rooms or other space on campus, must reserve at least one week in advance via Office 365 Calendar. All users are responsible for using Office 365 calendar to schedule their own meeting space. Scheduling tutorials and further information can be found on the Conference Services section of *WC@Home*. Activities not listed on the Office 365 Calendars in this office will not be recognized as official College events. Groups who have not reserved in advance are not assured space. Rooms can be used by off-campus organizations, but they will be charged for these services.

Note: Candles are strictly prohibited according to Wilmington College building officials and *Ohio Fire Code Section 308.3*, which states: "...a person shall not utilize or allow to be utilized an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, or awaiting transportation in group A or E occupancies without first obtaining a permit, in accordance with rule 1301:7-7-01 of the Ohio Administrative Code". To obtain a permit, you must contact the Wilmington Fire Inspector.

If your event required room set up, Conference Services requires advance notice of AT LEAST SEVEN (7) business days' notice for room setup requests. All requests must be made in writing and include a sketch of the room setup. Setup requests received by Conference Services less than SEVEN (7) business days prior to event dates are not guaranteed and are subject to schedule conflicts in which your organization will be responsible for your own setup and tear down. Conference Services does NOT provide tablecloths.

AVI FOODSYSTEMS, Inc. is our on-campus catering service company and can provide food service upon request. However, AVI FOODSYSTEMS, Inc. has the first right of refusal to provide your food needs for your events on campus.

COUNSELING SERVICES

Health and Wellness Center, located behind Hermann Court across from the outdoor practice turf
8:00 am – 5:00 pm and evenings by appointment
Ext. 272

Confidential counseling services are available to all students at NO COST through the Counseling Center located in the Health and Wellness Center. Confidentiality is strictly upheld, and services received are NOT a part of a student's academic record. Students are encouraged to use the counseling service to explore all types of concerns, ranging from mild to serious: homesickness, dating issues, social adjustment, time management, academic struggles, roommate conflicts, behavioral medication issues, drug and alcohol issues, sexual assault, sexual trauma, depression, anxiety, stress management, grief over the loss of a loved one, eating disorders, and many other areas of concern. You do not need a referral by someone but can make an appointment yourself. Appointment times are offered around your class schedule and all attempts will be made to provide an appointment as soon as possible.

Students are encouraged to make appointments, although walk-ins are accommodated whenever possible. During the semester, Counseling Services is available to present to any group on campus regarding a number of mental health topics. Time-limited groups may be offered to help manage stress, learn to develop, and use skills to increase mental wellness, strategies for academic success and other topics of interest to students. Appointments can be scheduled through SetMore, which can be found on the WC App, WC home page, or WC website.

CUSTODIAL SERVICES

WcCampusCleaning@wilmington.edu

Custodial Services is responsible for the cleaning of all buildings on campus. In the residence halls, the custodians maintain the restrooms, lounges, hallways, stairwells, study areas, and laundry rooms. Kitchen areas are to be maintained by the students who use them. Residents are responsible for cleaning their own rooms and disposing of their own trash in the dumpsters outside of the residence halls.

OFFICE OF DIVERSITY AND INCLUSION

Pyle Center, Room 6

Ext. 335

The Office of Diversity and Inclusion coordinates educational, cultural, and social programming designed to educate and inspire all students. The office's mission is to prepare students for success in a diverse society by promoting a campus climate of inclusion and respect, regardless of race, gender, religion, age, sexuality, or ability. This office also serves as a diversity liaison to the city of Wilmington, providing outreach and opportunities to the community at large. This office also coordinates the summer ACCESS Camp and/or will assist with other similar endeavors. Additionally, this office serves as a resource for the entire campus community, while providing under-represented students and their families with a direct and centralized connection to Wilmington College. Healthy dialogue among individuals is encouraged campus-wide, and all are welcome to visit the Office to discuss any ideas, questions, or concerns regarding diversity and inclusive practices as they pertain to the WC community. The Office provides support for a variety of programs and serves as the hub for the following organizations: Black Student Initiative, Diversity In Action, Indigenous Student Association, International Club, Jewish Culture Club, Ladies in Power, Latinx Student Association, Men Of Excellence and WC PRIDE (LGBTQ+).

EQUAL EMPLOYMENT OPPORTUNITY OFFICE

College Hall, Room 306

Ext. 282, 248

Wilmington College does not discriminate on the basis of age, race, color, religion, national or ethnic origin, sex, or any other category enacted by law in the administration of education policies, admission policies, financial aid, employment, or any other College program or activity. Inquiries regarding compliance may be directed to this office or to the Director of the Office for Civil Rights, Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-1100.

GREEK LIFE

578 Withrow Circle (Center for Service and Civic Engagement)
Ext. 383

The Director of Greek Life oversees Greek organizations. There are local, national, and international fraternities and sororities. For a comprehensive list please contact Michael Allbright, Director of Greek Life, or the president of Greek Council.

HEALTH CENTER & WELLNESS CENTER – HEALTH SERVICES

Health and Wellness Center, located behind Hermann Court across from the outdoor practice turf
Ext. 217 or direct dial 937-481-2217

Students can schedule appointments on-line in SetMore. Please use the following link to be directed to the SetMore scheduling system. <https://wchealthandcounselingappointments.setmore.com>

Prior to being seen in the Health & Wellness Center, you must have created a Privit Account and completed all of your medical forms.

Office and Physician hours vary. Please consult the website or WC@home for the most current weekly calendar.

Professional health care on campus is provided at the Health & Wellness Center. A registered nurse is available for the treatment of minor health complaints such as colds, viruses, etc. For more serious illnesses that indicate the need for prescription medications or other diagnostic tests please schedule an appointment to see physician or nurse practitioner by going to SetMore on-line at <https://wchealthandcounselingappointments.setmore.com>

Students should contact the Health & Wellness Center either by telephone or in person as soon as illness or injury occurs. By doing this, the student may be able to avoid a more serious condition. If the student lives in the residence halls and is too ill to eat in the dining room, they may obtain a sick tray by contacting their Resident Assistant. Flu shots are available on campus every fall and are offered by a local pharmacy. Please watch your emails, WC App postings, and signage on campus for dates, times, and how to sign up.

The clinic will relay information to the Office for Academic Affairs regarding absences when the clinic has written permission from the student. Off-campus students may call the Office for Academic Affairs (Ext. 240) when an absence from classes is necessary.

HERMANN COURT
Elm Street
Ext. 467

Hermann Court facilities are used for classes, intercollegiate athletics, intramurals, recreation, official campus functions, and campus community activities.

Faculty, staff, and students may use the facilities for recreational purposes whenever they are not occupied by some other scheduled activities. Check with the athletic office for availability.

HOUSING AND RESIDENCE LIFE OFFICE
Pyle Center, Office #5
Ext. 312/369

The Housing and Residence Life is responsible for the coordination of all services, activities, and policies for the Wilmington College residential facilities. The Residence Life Staff strives to help residents learn what it means to be a part of a community. As all full-time students must live on campus, housing must be assigned by this office, or students must be exempted from this requirement by the Exemption Review Committee. This office manages meal plans, room assignments and issues all keys and ID cards for students.

HUMAN RESOURCES OFFICE
College Hall, Room 306
Ext. 248/282

This office is responsible for all human resource matters, including student payroll. All students desiring to participate in either non-work study or work study employment at the College must complete required employment documentation. This includes federal and state tax forms, mandatory direct deposit form and a Federal I-9 Employment Eligibility Verification form. This documentation must be completed within 72 hours of beginning any work. Please note that the I-9 form requires (per federal law) the student employee to present appropriate original identification documents immediately upon employment. Copies, faxes or scans of these documents are not allowed. The following forms of identification are suggested:

- U.S. Passport,
- Drivers' License/State ID & Social Security Card/Birth certificate, or
- Student ID & Social Security Card/Birth Certificate.

Students that do not complete this required employment documentation will not be allowed to work.

Student workers should also ensure their employment information is up to date, including any changes to bank account information or home addresses.

Student workers are also required to complete accurate Time Cards for each work week. Time Cards must be submitted according to the published schedule to ensure receipt of the paycheck. Questions about the time card or paychecks should be directed to Payroll at extension 248.

INFORMATION TECHNOLOGY DEPARTMENT

Robinson Communication Center, IT Help Desk
(937) 481-2350

The Information Technology Department maintains all facilities and services associated with computer technology at Wilmington College. Faculty, staff, and students are provided with a comprehensive selection of computer technology for use in the classroom, office, and residence halls. Some services available include: Office365, OneDrive cloud storage, Papercut Web Printing, Wi-Fi internet access, WC@Home, WCPortal, Blackboard and SpectrumU Streaming TV Service.

Office hours are 8 a.m. to 5 p.m., Monday through Friday.

IT HELP DESK (AUDIO VISUAL AND PRESENTATION SERVICES, COPY SERVICES)

Robinson Communication Center
Ext. 350 and 459

IT Help Desk offers a variety of equipment and services for viewing laminating, copying, sublimating, and scanning. The center also provides significant services to the digital media conversion, Smartboard support, and consultations on media creation issues. In advance of important presentations, you may schedule practice sessions with the appropriate equipment in RCC – IT Help Desk. If the Watson Library does not have the needed media software (DVD, CD, etc.), you may check “available” holdings in the OhioLINK catalog (<http://www.ohiolink.edu>) and request delivery from another library. The Media Center supports campus media equipment setups by advance appointment (faculty mediated) as well as troubleshooting (x350). In addition, the campus copy center is located in the Robinson Communication Center and provides copy services to campus departments and organizations with a billable account number.

Media Center service hours are:

Monday through Thursday: 8:00 a.m. to 8:00 p.m.

Friday: 8:00 a.m. to 5:00 p.m.

Break and vacation hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

OFFICE OF INSTITUTIONAL EFFECTIVENESS

College Hall, Room 202 B
Ext. 280

This office is responsible for administering a comprehensive institutional effectiveness program and provides College leadership with the information necessary to support institutional planning, decision-making and policy formation. The Director of Institutional Effectiveness has primary responsibility for institutional research, assessment, and data for regional and professional accreditation and assistance in coordinating the Title III grant. The office also serves the other divisions of the institution, including

Student Affairs, Athletics, Enrollment Management, Business and Finance, External Programs and Advancement. This office is also responsible for design, collection, and analysis of institutional data and preparation of evaluations, reports, an institutional factbook and data for grants. It coordinates the assessment of all operations, including academic and co-curricular programming.

MAILROOM

Pyle Center, First Floor

(937) – 481 – 2227 Ext. 227

HOURS OF OPERATION

Monday – Friday: 8:00 A.M. – 5:00 P.M.

Saturday and Sunday: Closed

Scheduled hours may vary during exams, breaks, and holidays.

Wilmington College Mailroom follows the United States Postal Guidelines. We provide a service that keeps relatives and friends connected through mail and package deliveries. We deliver a proactive, knowledgeable, and reliable service at the first point of contact while offering direction to what may be the most cost-effective method for shipping mail or packages. Being dependable is a key factor in supporting and maintaining a strong relationship with students, faculty, and staff.

The campus post office can provide postage for your letters and parcels, providing various rates and services for specific transactions. However, we only accept cash or check for postage transactions.

To ensure that the U.S. Postal Service delivers your mail, you must use the full address as follows:

Your Name

Wilmington College

Pyle Center Box #

1870 Quaker Way

Wilmington, OH, 45177

Every student at Wilmington College is issued a mailbox assignment at the mailroom in the Pyle Student Center. Students may pick up their mail whenever the Pyle Center is open. It is received by 3:00 P.M. from the post office (USPS) and will be in mailboxes by 4:00 P.M. each day. We ask that students empty their mailboxes at least once per week. If a box becomes full, we will send an email notification to the registered student email address. If the mail is not retrieved within 90 days, it will be returned to the sender (unless other arrangements have been made).

To pick up packages stored in the mailroom, we require proper identification (student ID or photo ID) and a digital signature. Packages are available for pick up from the mailroom staff during operating hours. We will send a text or email notification for all packages scanned into the mailroom. Student will then have 90 days to accept and sign for packages or the package(s) will be returned.

Returning students; July 1st is the deadline to confirm your student status for the Fall Semester. Students who have not registered by July 1st will have their mailboxes closed and possibly reassigned. Students registering late will be issued a mailbox that is available at the time they register for classes.

Students keep the same Pyle Box number for as long as they are a registered student at Wilmington College. If you transfer, take a leave of absence, graduate, etc., we will forward your mail for up to 90 days if an updated address is provided.

The mailroom is dedicated to providing service that exceed the needs of the WC community. Please be sure to contact any member of the Mailroom staff with questions or comments relating to the mail service.

ORIENTATION/REGISTRATION

(Orientation will be the Welcome Weekend program immediately before the beginning of the academic term for the Fall Semester, and a one-day program at the beginning of the Spring Semester. Registration will occur during the summer period at different Student Orientation and Registration aka SOAR dates).

578 Withrow Circle (Center for Service and Civic Engagement)
Ext. 383

The main purpose of the new student orientation program is to ensure new students have a successful transition into the Wilmington College community. The program focuses on facilitating student integration into college life through intentional orientation activities and programs, during Welcome Weekend and subsequent Welcome Weeks throughout the first eight weeks of the semester, which help to prepare the new students for their academic journey, as well as help integrate the new students into the intellectual, cultural, and social climate of the college. The Orientation program operates from the Center for Service & Civic Engagement and utilizes student leaders known as Peer Navigators. Peer Navigators will help lead groups for Welcome Weekend, participate in ID 120 coursework, and provide programming and support for both the Fall and Spring semesters as students acclimate to campus.

PEACE RESOURCE CENTER

51 College Street
Ext. 371

The Peace Resource Center (PRC) at Wilmington College creates a vital connection between the campus community and efforts toward nonviolence, social justice, and global peace. The PRC was founded in 1975 by the Quaker peace activist Barbara Reynolds (1915–1990) who worked ceaselessly to create a world free of nuclear weaponry and war and to help atomic bombing survivors share their stories of the tragedy of military conflict. The PRC is the home of the unique archives, “The Barbara Reynolds Memorial Archives” with a rare collection of archival materials related to the atomic bombings of Hiroshima and Nagasaki. Additionally, the PRC develops events and programming that encourage dialogue on the Wilmington College campus about how to resolve conflict from the personal to the global level. The PRC assists faculty and students in creating student-led projects, internships, and local/global collaborations. Together with its nonviolence, social justice, and global peace programming, as well as its priceless archive and collection of historical documents, the Peace Resource Center is a unique “Hands On” space that promotes and affirms peace as a core value of the Wilmington College mission.

PHYSICAL PLANT SERVICES

Ext. 220

The Physical Plant Department is responsible for the preservation, enhancement, and economical operation of the physical facilities at Wilmington College. Any problems with rooms or common areas in the residence halls should be reported to an RA, who will notify the Housing Department.

PRESIDENT'S OFFICE

College Hall, Room 200

Ext. 200

The President is responsible for the overall operation of the College. The President meets regularly with college administrators, oversees meetings and communications with the Wilmington College Board of Trustees, and cultivates alumni relations. The President also addresses concerns relating to the College. Students with concerns should be aware that the appropriate College administrator should be consulted before requesting an appointment with the President. If a student is unclear about which administrator should be contacted, the President's Office can assist.

PUBLIC RELATIONS OFFICE

Kelly House, 107 College Street

Ext. 344

The Director of Public Relations oversees news releases, press conferences, feature stories, media tip sheets, College statements, branding issues and media requests. The PR office produces hometown news releases, feature stories about students, faculty, staff, and issues affecting the College. The office also publicizes accomplishments such as Commencement, the Dean's List, scholarships, and sports, and provides photographic coverage of events. Students with knowledge of newsworthy events are welcome to contact this office at brand@wilmington.edu

The Director of Public Relations is the spokesperson for the College in the local community. All news media contacts (questions and statements) are handled by this office. The director serves as advisor on media and public relations for members of the faculty and administrative staff.

The Public Relations Office also includes the associate director of digital marketing who manages the College website, social media, and digital presence, and who is involved in the editing and production of specialized publications. The associate director also develops and publishes video content and assists with brand compliance.

The Public Relations Office regularly sends news releases to students' hometown news media. These are "good news" items like a student's inclusion on the Dean's List, Commencement, cast member in a theatre production, sports accomplishments, etc. The College automatically provides this service, however, if a student wishes to not be included in such publications or digital media, please contact the Director of Public Relations as soon as possible after your affiliation with the College commences.

Also, the College typically features actual Wilmington College students in its publications and digital media, unlike other schools that use purchased stock photography. Students may be photographed or filmed engaged in academic, athletic, or other student life pursuits and used for the positive promotion of the College.

QUAKER ARCHIVES *see Collections, Special*

QUAKER RECREATION CENTER

700 Elm Street

The Quaker Recreation Center, located near the main entrance of the Center for Sports Sciences, has been open since the start of the 2017–2018 Academic Year. Available amenities include a basketball court, elevated track, weight/group fitness room, Spinning studio, exercise equipment and a study lounge area. A variety of QuakerFit (group fitness) classes are offered regularly. Please contact Wellness Director Paula Stewart at ext. 365 for more information.

S. ARTHUR WATSON LIBRARY

Circulation/Loan Services: 937–481–2345 or x345

ASK US (Reference) Desk: 937–481–2297 or x297

library@wilmington.edu

Library hours during the Semester are:

- Monday – Wednesday: 8:00 a.m. – 8:00 p.m.
- Thursday and Friday: 8:00 a.m. – 5:00 p.m.
- Saturday and Sunday: Closed.

Online Library is open 24/7/365.

Library hours during summer and holiday breaks are Monday – Friday, 8 a.m. – 5 p.m. The library is closed when the college is closed.

Watson Library Online (<https://www.wilmington.edu/watson-library/>) is available 24/7/365. Consult the library website for links to further information.

Library Mission and Services

Watson Library promotes intellectual discovery and creative interaction among students and faculty. The library provides a comfortable setting for inquiry and learning as well as a 365/24/7 online research center (<https://www.wilmington.edu/watson-library/>). Local information resources are selected by librarians and faculty to support the Wilmington College mission and curriculum and are made accessible through the local catalog <http://cat.opal-libraries.org>. Librarians help students individually and in classes make effective use of information resources including research databases, books, Internet sites, reference manuals, including citation manuals, etc. They can be reached at the “Ask Us” desk, by email (library@wilmington.edu), by telephone at x297 or x345, and by appointment.

Watson Library is a member of the OPAL and OhioLINK library consortia, which provide valuable privileges such as online requesting and delivery of materials from other member libraries, walk-in borrowing at any OPAL or OhioLINK member library, an extensive array of online research databases, online video, and e-book collections. Materials not available via OPAL or OhioLINK are requested through Interlibrary Loan, a Loan Service activity that locates materials from libraries anywhere in the United States. Watson Library offers wireless internet throughout the building. The Library also provides access to photocopying machines, computers with campus network internet access, printers – both color and black and white, and digital scanning.

Special Collections (including College Archive and Quaker Collections)

The Library houses the College Archives and Quaker Collections.

The College Archive preserves materials that document the history and development of Wilmington College, such as student newspapers, yearbooks, committee minutes, photographs, and departmental files. Student organization donations of publications, documents, and media are encouraged. The Quaker Collections contain several thousand books, pamphlets, and selected periodical titles related to Quaker history, philosophy, thought, and practice. Items that circulate are housed in the Ellen C. Wright Quaker Reading Room. Original records of the Wilmington Yearly Meeting and the Ohio Valley Yearly Meeting are preserved in the Quaker Rare Collection, along with early published materials. Quaker family genealogies are on long-term loan to the Clinton County History Center.

Quaker Rare and College Archive Collections are available by appointment only. Contact the Library's "Ask Us" desk: 937 – 481 – 2297, Public Services desk: 937 – 481 – 2345 or library@wilmington.edu to arrange an appointment with a Librarian.

CENTER FOR SERVICE & CIVIC ENGAGEMENT

578 Withrow Circle
Ext. 480

The Center for Service Learning and Civic Engagement (CSCE) provides a wide variety of volunteer opportunities for students to perform meaningful service to society. Service opportunities include ongoing projects, plunge (one-day) projects, special events (e.g., Quake, Martin Luther King Day of Service and Random Acts of Kindness Week), Greek service activities, residence hall service projects, and the Wilmington College Recycles program. The Office facilitates the Wilmington College Community Gardens for members of the campus and local community and provides interested faculty and staff with service-learning opportunities for select courses. This Office also establishes partnerships with local agencies to ensure its needs are met by the campus. Community based work-study opportunities are also available via the (CSCE). Along with service opportunities, this office also promotes student voter engagement via WC Votes, a team made up of WC campus community members (Students, Staff and Faculty).

STUDENT GAME ROOM

Pyle Center, Underground

The Student Game Room is accessible to the College community during regular operating hours of Pyle Center. There are pool tables, ping pong, televisions with available hookups for gaming systems, and other recreational offerings. All participants using the game equipment must sign the daily release and consent sign-in sheet. If no attendant is onsite, individuals use the equipment at their own risk.

STUDENT ONE STOP CENTER

Pyle Center

Ext. 600

The Student One Stop Center is designed to provide a "one stop" service area for families and the Wilmington College community. Students, parents, faculty, and staff may use the Student One Stop Center for the following:

- Obtain financial aid information
- Report the receipt of any outside scholarship or other educational resources
- Submit financial aid documents
- Apply for an education loan
- Obtain deadlines for payment of tuition and fees
- Make payment on a student account
- Discuss payment options
- Set up monthly payment plan
- Register for classes
- Cash College payroll checks (students only)
- Cash personal check up to \$50
- Obtain a class schedule, course authorization form, or drop/add form
- Change your major, minor, or advisor
- Request an enrollment or degree verification

**There is a \$25.00 fee for returned checks.

Walk In Hours:

8:00 a.m. – 5:00 p.m. Monday through Friday

Check Cashing Hours:

8:00 a.m. – 4:00 p.m. Monday through Friday

STUDENT RESOURCE CENTER

103 Robinson Communication Center

Ext. 208

The Student Resource Center offers interdisciplinary learning assistance through a variety of services to help students become more efficient and effective learners. All services, except credit courses, are free to Wilmington college students.

The services are:

- Peer tutoring – student-to-student support in most classes

- Quaker Writing Center – an appointment service for help with writing assignments
- Math Center – a drop-in or appointment service for help with math or math-related courses
- Supplemental Instruction – group study sessions that integrate learning strategies with course content
- Accessibility and Disability Services – support (such as extended time on tests) for students with documented disabilities
- Preparation for standardized tests (GRE, Praxis, ACT)
- Quaker Cupboard – provides non-perishable food, household, and personal hygiene items for students in need

STUDENT SUCCESS CENTER (SSC)

114 Robinson Communication Center (RCC)

The Student Success Center team provides academic support to help students develop key learning skills, enhance their confidence, and increase their dependence. As students navigate their college experience, the SSC staff provide guidance and support on topics such as academic goal-setting and planning, effective study habits, time management, and developing grit and resilience. The SSC staff and space provide students with great opportunities to make campus connections and maintain their path to personal and academic success.

For assistance from the Student Success Center team, contact:

Tammi Carpenter, Retention Coordinator	RCC 114	Ext. 249
Jillia Cook, Student Success Coordinator	RCC 114	Ext. 246
Troy Gregorino, Student Success Coordinator	RCC 114	Ext. 265

SUPPORT SERVICES

Effective October 1, 2020, the College was awarded the Office on Violence Against Women (OVW) Grant to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking Campus Program (Campus Program). The ultimate objective for the grant activities is to help the college create an effective, comprehensive approach to sexual assault, domestic violence, dating violence and stalking (SADVDVS); a comprehensive approach includes both prevention and intervention and requires a multi-faceted, coordinated effort that engages key stakeholders from the surrounding community throughout the campus, including students, faculty, staff, and administrators.

The Support Services office house the Campus Advocate and EPIC Educators, who collectively work to improve prevention and intervention efforts and are employed through the OVW grant program. The Services of the office include:

- Safety planning
- Information about victim/survivor rights and options
- Skills and education classes
- Campus-based advocacy and intervention

Support services are FREE and CONFIDENTIAL and available to victims/survivors who have experienced past or recent traumatic events as well as the family, friends, and loved ones of those victims/survivors who may need support as well. Visit www.wilmington.edu/ovwgrant for more information.

VENDING MACHINES

Food Service Offices – Pyle Center Second Floor (The Top Dining Hall)

Ext. 218

Soft drink and candy machines are located in most residence halls and in most classroom buildings, including:

- Marble Hall
- Boyd (Coffee machine is in this location also)
- Robinson Center
- College Hall
- Friends Hall
- Austin/Pickett
- Hermann Court
- CSS
- CSA
- Pyle (Main Floor)

If an AVI Vending machine malfunctions, please report it to Office Manager at the Top Dining Hall and it will be repaired as soon as possible. For a refund, see the Office Manager at the Top Dining Hall. The money will be refunded from AVI Vending Services and brought to the Office Manager on weekly delivery dates.

VICE PRESIDENT, CHIEF STUDENT AFFAIRS OFFICER / DEAN OF STUDENTS

Pyle Center, Office 8 and 9

Ext. 339 and 270

The Vice President, Chief Student Affairs Officer is responsible for the Student Affairs Division, which includes the Athletics; Bookstore; Campus Ministry; Campus Health and Counseling Services; Campus Safety; Career Center; Dining Services; Greek Life; Housing and Residence Life; Diversity and Inclusion; Service Learning and Civic Engagement; Victim Services; Student Activities, and the Mail

Room. Through the Vice President, Chief Student Affairs Officer, the Student Affairs Division is responsible for administering the student judicial process and for New Student Orientation, Family Weekend, Student Recognition, the Senior Luncheon and other events and activities. The Student Affairs office advises the Greek system, the Activities Programming Board, and the Student Government Association. Peer Mentors, the College's Mediation and Service-Learning Programs, the Summer Leadership Plunge, and Commuter Services are also part of the Division. Any questions or concerns regarding student services-related issues should be directed to this office.

WELLNESS PROGRAMS

Quaker Recreation Center

Ext. 365

The Director of Wellness programs works with a variety of offices to develop and implement wellness education and programs. The Quaker Recreation Center is directed from this office. The Director of Wellness supervises the *WC Wellness Committee*, a programming board for wellness and health promotions.

STUDENT INVOLVEMENT OPPORTUNITIES

Students have a right to form, join, and participate in groups or organizations for purposes including, but not limited to, intellectual, religious, social, political, or cultural interests. The College recognizes the right of all students to engage in discussion, express thoughts and opinions, and the freedom to assemble, speak, write or publish on any subject in accordance with College policies and state and federal laws.

To obtain official recognition by the College a group must be approved by the Vice President, Chief Student Affairs Officer. After approval from that office, the organization may file for recognition with the Student Government Association (SGA). To obtain student activity fee funding an organization must be recognized by the SGA. All student groups looking to do fundraising must seek approval from the Director for Service and Civic Engagement.

ATHLETICS

Intramural Athletics

A varied program of athletics is provided for all students, including flag football, basketball and volleyball. Some sports are offered as co-ed activities. Tabling in Pyle Center is held in the fall/spring for intramural programs.

WC Men's Volleyball Club

WCMVC is to promote teamwork, competition, and sportsmanship through club and intercollegiate competition of men's volleyball.

Water Polo Club

Water Polo Club is to promote teamwork, competition, and sportsmanship through both intramural and intercollegiate competition.

Intercollegiate Athletics

Wilmington College is a member of the National Collegiate Athletic Association Division III. We compete as members of the Ohio Athletic Conference.

Men's intercollegiate schedules are maintained in football, soccer, cross-country, basketball, baseball, track and field, swimming, and lacrosse. Students must maintain academic standards as stipulated by Wilmington College and the NCAA in order to be eligible for athletic participation. Academic eligibility is determined one week after grades are due to the Office of Academic Records each term.

Women's intercollegiate schedules are maintained in volleyball, basketball, softball, swimming, track and field, soccer, lacrosse and cross-country. The women hold the same academic standards as the men.

The College nickname is "Quakers" and the school's colors are green and white. Complete schedules for any College team may be obtained in the athletic office in Hermann Court or on the Wilmington College website: www.wilmington.edu/athletics.

FINE ARTS

Wilmington College Chorale

The *Wilmington College Chorale* is an ensemble of 20 to 40 singers. The group is open to all Wilmington College students, no matter your major. Previous experience in vocal/choral music is recommended but not required (but a voice placement audition is conducted at the beginning of each semester).

The chorale gives two main concerts each year and appears on- and off-campus for groups when asked. Students can elect to take for one hour fine arts credit or non-credit.

Quaker Thunder Athletic Band

The Wilmington College *Quaker Thunder Athletic Band* is a high-energy and exciting instrumental music ensemble, which functions as an extension of both the Music and Athletics departments. In addition, the *Quaker Thunder* has the distinction of representing Wilmington College as one of the most visible and regularly performing groups on-campus.

Membership is open to all Wilmington College students that play an approved instrument, regardless of academic majors/minors. Previous experience (performing in an instrumental ensemble, reading notated music, etc) is strongly encouraged; students with little or no prior experience may be required to receive individualized instruction before they are allowed to perform at public events.

Students in the *Quaker Thunder* rehearse regularly, attend occasional sectionals, and perform at select athletic events throughout the academic year, which are made available to students in advance via schedule. The average time commitment is approximately 3 to 5 hours per week. It is expected that members will perform at scheduled events as part of their academic requirements for this course. Students may elect to register for one hour of Fine Arts credit, or for non-credit. Students will need instructor approval in order to register, and should contact Stephen M. Wadsack at: stephen_wadsack@wilmington.edu.

Theatre Productions

Every year the Wilmington College Theatre Department stages three to four major productions: three during the academic year and one during the summer. Students from any area of study are

invited and encouraged to audition for these plays. Audition dates are posted around campus near the beginning of each semester.

Cast and Crew may take *Applied Theatre: THR185/385* for one credit.

GOVERNMENT

Student Government Association (SGA)

Pyle Center Office #4

Ext. 468

It is the responsibility of Wilmington College's SGA to serve as the representative voice of the student population; to encourage understanding and respect for the Quaker tradition of peace, service, and inner direction; to recognize and aid worthy student organizations; and to promote pride in the College. The SGA seeks to serve all the students' desires for improved student services and academic programs, as well as to promote honest and open communications among students, faculty, administrators, and staff. The SGA Steering Committee is also responsible for the allocation of the student activity fee.

All registered and enrolled students of Wilmington College main campus are members of the Student Government Association. Any member of the SGA has the right to present a concern or grievance in accordance with the SGA Bylaws (Article I, Section I). Any member of SGA has the right to appeal a decision in accordance with the SGA Bylaws (Article I, Section II).

The SGA Board meets every Tuesday afternoon at 4:15 p.m. in Thomas Lounge. On the Second and Fourth Tuesdays of each month, the Student Senate of Wilmington College will meet at 5:30 p.m. in the McCoy Room. The Student Senate is comprised of students from all academic major areas, with one representative for every 25 students in the major. The Student Senate will serve as the voice to the Steering Committee to bring forward issues, concerns, and questions from all around campus. The Steering Committee of SGA will rely on the Student Senate to provide bi-weekly reports at the weekly SGA meetings on their discussions and ideas.

PUBLICATIONS

The Witness

The *Witness* is the student-run digital newspaper. It is published online at WCWitness.com and on Facebook and Twitter at *WCWitness* throughout the academic year. Students interested in working on the paper in any capacity should contact the adviser at ext. 302 or at Box 1253.

GREEKS

Wilmington College currently recognizes 12 active sororities and fraternities. The sororities are Alpha Phi Kappa, Delta Omega Theta, Gamma Beta Eta Lil Sis*, Gamma Phi Gamma, Kappa Delta*, Sigma Gamma Rho*, and Sigma Alpha*. The fraternities are Delta Theta Sigma*, Lambda Chi Alpha*, Sigma Zeta and Tau Kappa Beta. This group of 12 Greek organizations constitutes the membership of the Greek Council. Phi Alpha Psi, Phi Alpha Psi Sweethearts, Iota Phi Theta* are inactive Greek organizations which are recognized by the College.

** Denotes affiliation with a national/regional organization.*

HONOR SOCIETIES

Sigma Tau Delta (International English Honor Society)

The purpose of this organization is to recognize excellence in Literature, Rhetorical Theory, Composition, Critical Theory, English Education, Linguistics, and Creative Writing. A GPA of 3.5 or better, and completion of two or more English classes beyond composition with a "B" or better are required for consideration for membership.

Green Key (Wilmington College Honor Society)

The *Green Key Honor Society* was founded in May 1951 by Dr. Samuel Marble, 12th President of Wilmington College. The purpose of this organization is to recognize superior scholarship. Green Key reviews students annually after the fall semester. Eligibility requirements are:

Seniors—90 semester hours completed; 3.50 GPA

Transfer students are eligible for membership in Green Key after completing a minimum of 32 Wilmington College semester hours and fulfilling the above hour and GPA requirements. The GPA is calculated using all grades, Wilmington and transfer.

For students seeking a second degree, all coursework from both degrees (Wilmington and transfer) is included in the GPA calculation for Green Key determination.

Omicron Delta Epsilon (International Economics Honor Society)

The purpose of this international organization is to acknowledge excellent scholarship in the field of economics and to promote interaction among Wilmington College students, faculty, and those interested in economics at other area institutions.

Membership is by invitation only, minimum qualification are that a student must have completed 12 semester hours in Economics with a 3.0 average and also have a 3.0 cumulative grade point average.

Order of Omega (National Greek Honor Society)

The purpose of this organization is to honor Greek leaders for their service to their organization, the College, and the community. To qualify, students must be a Junior or Senior and must be nominated by their membership. All nominees are reviewed by the officers and members of the Order.

Omicron Delta Kappa (National Leadership Honor Society)

This society honors juniors and seniors who are in the top 35% of their class academically and who have made significant contributions in one or more of the following areas:

- Academics
- Athletics
- Campus or community service, social and religious activities, and campus government
- Journalism, speech, and mass media
- Creative and performing arts

Students are further expected to *demonstrate "exemplary character, responsible leadership and service in campus or community life, and superior scholarship."*

Sigma Delta Pi (National Collegiate Hispanic Honor Society)

Sigma Delta Pi, the National Collegiate Hispanic Honor Society (*La Sociedad Nacional Honoraria Hispanica*), was established on November 14, 1919, at the University of California at Berkeley. It is not only the largest foreign language honor society in existence, but it is also one of the very best as attested to by its membership in the Association of College Honor Societies, an accrediting body which demands the maintenance of the highest standards and which has extended its recognition to only two other foreign language societies.

The purpose of this society is to honor those who seek and attain excellence in the study of the Spanish language and in the study of the literature and culture of the Spanish speaking peoples; to encourage College and university students to acquire a greater interest in and a deeper understanding of Hispanic culture; to foster friendly relations and mutual respect between the nations of Hispanic speech and those of English speech; and to serve its membership in ways which will contribute to the attainment of the goals and ideals of the society. In order to be a member, students must be a junior and have a minimum of 18 hours of Spanish courses, which includes Spanish culture and literature. Contact Jeff Stahley, Associate Professor of Spanish, for more information.

Wilmington College Honors Program

The Honors Program at Wilmington College is designed to enrich the academic experience of qualified students with special sections of courses, interdisciplinary seminars, opportunities for leadership and civic engagement, and a senior project.

Entering freshmen on the Wilmington campus who received a high school GPA of 3.3 or higher and an ACT score of 25 or higher are invited to participate in this program. Full-time main campus students who have a 3.3 GPA at the end of the first term, but were not previously invited to participate, may petition the Honors Program, and if approved, may participate in second term activities. Transfer students interested in joining the Program should contact the Director of the Honors Program.

Presidential and Dean's Scholarship recipients are required to complete the Program. To remain in the Program, students must maintain a 3.3 cumulative GPA, remain in good academic standing, comply with the Student Code of Conduct, and participate in the required Honors Program activities. Those who leave the program, voluntarily or involuntarily will have their scholarship reduced to the next highest level.

Students who complete the Honors Academic Program will receive notation on their official Wilmington College transcript and recognition at the commencement ceremony.

Anyone desiring further information should contact the Director of the Honors Program.

RELIGION

Worship and Prayer

The T. Canby Jones Meetinghouse is a place for worship, prayer, and encouraging one another in faith. Students, faculty, and staff gather for *Weekly Worship* in the Meetinghouse at the Quaker Heritage Center, on Wednesdays from 12:00 pm – 12:30 pm. Speakers and musicians are members of the campus and wider community. The Meetinghouse is available for personal reflection and/or corporate worship when not in use for other activities.

Campus Friends Meeting meets for worship every Sunday at the T. Canby Jones Meetinghouse, at 10:30 am. Many members of the Meeting are also members of the campus community, and students are always warmly welcomed. Worship at Campus Friends follows the traditional, "unprogrammed" Quaker form, where worshippers gather and center in silence, and anyone present is free to speak when moved by the Spirit of God.

Wilmington and the surrounding area host a number of churches with a variety of denominational affiliations, including Friends, Catholic, Methodist, Baptist, Church of Christ, Presbyterian, Pentecostal, Episcopal, Adventist, Non-denominational, and others. Many local congregations love to welcome College students.

More information on churches in the Wilmington area and how to reach them can be obtained from the Campus Minister at ext. 239.

Small Groups

Initiated by students, staff, and faculty, a variety of small groups exist on campus aimed at nurturing and deepening the faith life of individuals and of the College community. In addition, Wilmington College has a very active volunteer program which assists students in finding places for service. Groups which meet for regular fellowship, led by Wilmington College staff, include these:

Bible Study

Bible study groups meet weekly for study and prayer, seeking to tie the Scriptures to daily life and concerns. Groups are led by interested members of the Wilmington College community, or sometimes by faith leaders invited to the campus. Students are always welcome to initiate new groups, and the campus minister is available to assist in planning and organization. Some groups are listed below.

Builders on the Rock

Builders on the Rock Bible Study is led by pastors from Wilmington's Bible Baptist Church. Weekly meetings consist of study and prayer. All students are welcome. For more information, see the Campus Minister.

Catholic Campus Ministry

Catholic Campus Ministry is co-sponsored by St. Columbkille Catholic Church, Wilmington. The group offers a variety of activities that include opportunities for ministry within the parish, some Mass on campus, and retreats. Membership is open to all students, staff, and faculty. For more information, contact Bud Lewis, ext. 341.

Chi Alpha (XA)

Chi Alpha is a non-denominational Christian fellowship group. The group meets on campus, in all sorts of settings and sizes. The gatherings are informal and address topics that vary from relationships to the nature of truth. The goals of these gatherings are to meet with God, meet with friends, and meet real needs. For more information, contact Tina Dell (ext. 339).

Delight Ministries

Delight Ministries is to invite college women into Christ-centered community that fosters vulnerability and transforms stories.

Faith and Action

Faith and Action is to bring God's love through service in the community as well as the world.

Jewish Cultural Club (JCC)

JCC is to provide all interested students, Jewish or not, with an opportunity to interact and promote cultural awareness and reaffirmation through events and programming. Through the

organization and its members, JCC hopes to foster solidarity among Jewish students and harmony among all students at Wilmington College

Quaker Leader Scholars (QLS)

Recipients of the Quaker Leader Scholarship and other interested students meet regularly to develop their leadership abilities, plan service activities and deepen their spiritual life.

Interested students can contact the Campus Minister for more information.

SPECIAL INTEREST GROUPS

Fly Fishing Club

Advisor: Russ Kincaid ext. 361

President: Jacob Jubach

The purpose of Wilmington College Fly Fishing Club is to promote fly fishing as a form of outdoor recreation by bringing together students and faculty and providing an environment conducive to learning about the arts of fly fishing and to developing a conservation ethic. This club is part of Trout Unlimited's 5 Rivers College outreach program, and the club will be affiliated with MADMEN Chapter of Trout Unlimited so that the two organizations may jointly participate in conservation projects and fishing excursions.

Activities Programming Board (APB)

APB Office, Pyle Center

Ext. 355

The Wilmington College Activities Programming Board (APB) serves as the overall coordinating body for all student activities and programs. It is APB's goal to develop and maintain quality, diversity, and regularity in all student programs and activities. As a branch of the Student Government Association, APB works cooperatively with all SGA recognized student organizations to better plan, coordinate, and evaluate campus programming. Through this coordinated effort, APB hopes to encourage a greater sense of unity and participation in activities throughout the campus community. Students interested in APB should contact Pyle Box 636 for more information or call the Associate the Vice President for Student Engagement at extension 383.

Active Minds

Advisor: Vicky DeSensi ext. 375

President: Sharon McFall

The purpose of Active Minds is to increase awareness about issues surrounding mental health, symptoms related to mental health disorders, and mental health resources available both on campus and in the surrounding community.

Aggies (Wilmington College Student Agriculture Society)

Collegiate 4-H

Advisor: Daryl Nash ext. 338

President: Aubrey Schwartz

The purpose of college aggies and collegiate 4-H is to promote high scholastic standards, leadership, and good character among agricultural students, promote fellowship among agriculture students and with other collegiate 4-H clubs, promote agriculture and 4-H both on campus and in the Wilmington community, to cooperate with the student body, the agriculture department and other student organizations, and to coordinate activities with the Clinton County Cooperative Extension Service and surrounding counties.

Agricultural Education Society

Advisor: Javonne Mullins

President: Chyann Kendel

The purpose of the Agricultural Education Society is to promote food, agricultural, and environmental sciences, to stimulate interest in the profession of agricultural education and in leadership, to acquaint the members of the organization with the program of agricultural education, provide fellowship opportunities among those who are interested in agricultural education, to cooperate with other youth agencies and organizations whose objectives are similar to those of the organization, and to develop professional competencies and improve the abilities of members to conduct activities and work with organizations encountered in their professions.

WC Premedical Chapter of the American Medical Students Association (WC-AMSA)

Advisor: Savitha Krishna ext.216

President: Matthew Eggenpiller

The Wilmington College Premedical Chapter of the American Medical Student Association (WC-AMSA) supports students who aspire to careers as health professionals. We welcome students who want to be physicians, physician assistants, physical therapists, pharmacists, nurses, and others. WC-AMSA helps students build stronger resumes by providing opportunities for networking, community service, career-related experiences, and leadership.

Amnesty International

Advisor: Russ Kincaid ext. 361

President: Jacob Jubach

Amnesty International's mission is to undertake research and action focused on preventing and ending grave abuses of the rights to physical and mental integrity, freedom of conscience and expression, and freedom from discrimination, within the context of its work to promote all human rights. Amnesty International is independent of any government, political ideology, or religious creed. It does not support or oppose any government or political system nor does it support or oppose the views of the victims whose rights it seeks to protect. It is concerned solely with the impartial protection of human rights.

Black Student Initiative (BSI)

Advisor: Chip Murdock ext. 335

President: Jaymirr Johnson

The primary focus of BSI is to unify students of Wilmington College from various backgrounds and ethnicities. This organization, though initiated by African American students, strives to provide a welcoming and comfortable environment where all students of varying backgrounds may express, celebrate and share their heritage. BSI sponsors a wide variety of activities and programs with the goal of increasing cultural awareness and involvement throughout the entire campus and surrounding community.

The organization, in association with the Office of Diversity and Inclusion, will also serve as a resource and connection point to discuss and address concerns pertaining to the African American student body, and support all efforts to improve the recruitment and retention of students who identify as such, as well as other under-represented students. Membership is open to all students, regardless of race or ethnicity.

WC Bowling Club

The purpose of BCWC is to bring students together in a way that supports the community and allows students to release stress and have fun.

WC Billiards Club

Advisor: Keith Orejel ext. 356

President: Jonathon Vance

The purpose of the WC Billiards Club is to supply people with more and different events on campus for students to participate in.

WC Business Association (WCBA)

Advisor: Steve Cukovecki ext. 235

President: Trinity VanDusen

The purpose of the WCBA is to educate students and the community about the domestic and international business world, explore the nature of various opportunities in the business world, provide WCBA members with on campus interactions via speakers and dinners with business visitors and provide off campus visits to the work-place of business executives and industrial leaders.

WC Clay Target Club

Advisor: Eric Dick ext.301

President: Colton Miller

WC Clay Target Club's purpose is to provide the student body an opportunity to be involved in an activity, while intentionally targeting the largest major on campus, agriculture. This low-cost club encourages three primary objectives: firearm safety education, camaraderie and competition while representing WC.

Center for Service & Civic Engagement

578 Withrow Circle

Ext. 480

CSCE is to engage students, faculty, and staff in responsible and challenging actions for the common good. These actions foster the development of personal values, social responsibility, and a sense of caring for others. By coordinating volunteer opportunities, service learning and philanthropic activities, the CSCE serves as a direct link between the campus and local community.

Collegiate Farm Bureau

The purpose of Collegiate Farm Bureau is: to provide educational, leadership, and service opportunities for its membership; to facilitate political engagement in agricultural issues by way of advocacy experiences, roundtable discussions, lobby trips, and professional-development opportunities; and to network with other Farm Bureau members at the local, state, regional and national level.

EcoClub

Advisor: Kendra Cipollini ext. 367

President: Taylor Powell-Abbinante

EcoClub is to educate the student body, faculty, and surrounding community about environmental crises as well as ways in which we, as individuals and as a community, can work to improve environmental conditions.

E.T.C. – Educational Theater Company / A.C.T. – All Campus Theater

Advisor: Ashleigh Wellman ext. 530

President: Alyssa Jenkins

The Educational Theatre Company consists of freshmen, sophomores, juniors and seniors. Members of E.T.C. are not required to hold a Theater major or minor however they must have a passion for educating their peers. The student members of E.T.C. are not paid actors. They volunteer their time and skills to perform for diverse audiences using drama as an innovative way to educate.

Exercise Science Student Association (ESSA)

Advisor: Matthew Bliss ext. 343

President: Kaylee Warfield

ESSA is to enhance professional opportunities for students pursuing a career in exercise science at Wilmington College.

International Club

Advisor: Randy Sarvis, Ext. 344

Both international and American students are invited to become members of the International Club. Multicultural programming, including the *International Speaker Series* and the *International Festival*, as well as off-campus social activities and educational excursions, are planned throughout the academic year.

Ladies In Power (LIP)

LIP is to provide all interested students with an opportunity to interact and promote through events, service, projects and various programming. Through the organization and its members, Ladies In Power hopes to foster solidarity and harmony among all students at Wilmington College.

Latino Student Association (LSA)

LSA is a pan-Latino student group that seeks to unite students of Wilmington College interested in sharing, celebrating, and learning about Hispanic and Latino cultures. The purpose of LSA is to provide all interested students, with an opportunity to interact and promote cultural awareness and reaffirmation through events and programming. Through the organization and its members, LSA hopes to foster solidarity among Hispanic and Latino students and harmony among all students at Wilmington College.

The organization, in association with the Office of Diversity and Inclusion, will also serve as a resource and connection point to discuss and address concerns pertaining to the Hispanic/Latino student body, and support all efforts to improve the recruitment and retention of students who identify as such, as well as other under-represented students. Membership is open to all students, regardless of race or ethnicity.

Men of Excellence (MOE)

MOE is to be a group that serves as a resource and connection point to discuss and address various concerns pertaining to issues within the male identifying community at Wilmington College.

Indigenous Student Association (ISA)

ISA is to provide all interested students, Native American or not, with an opportunity to interact and promote cultural awareness and reaffirmation through events and programming. Through the organization and its members, ISA hopes to foster cultural pride, solidarity, education, and understanding among all students at Wilmington College.

Peace Corps Prep Organization

Peace Corps Prep Organization is to serve as a connection between the Peace Corps and Wilmington College. Students who are accepted and meet the criteria outlined through this

program will receive a certificate from the Peace Corps and priority consideration in their Peace Corps application, although acceptance to the Peace Corps is not guaranteed. It also helps prepare students who are interested in doing international service, like the Peace Corps, and to recognize their achievements.

Residential Student Association (RSA)

(Contact The Housing Office, Ext. 312)

The Resident Student Association (RSA) affords leadership and involvement opportunities for all residential students. RSA serves as a voice for on-campus students about residence hall policies and issues. The group also sponsors campus-wide activities such as a Homecoming Bonfire, Goodies for Goblins, Deck the Halls, and an Easter Egg Hunt. Wilmington College is a member of the National Association of College and University Residence Halls (NACURH) and RSA participates in leadership conferences for the Central Atlantic region.

WCPride

Advisor: Kenn Patterson ext. 241

President: Ali (Alyssa) Storer

WCPride strives to educate others and themselves, by raising awareness about sexual and gender identities, and working with other campus groups towards eliminating intolerance and prejudice. Their goal is to create an accepting environment within the Wilmington College community and be a safe place where everyone within the LGBTQIA+ community can feel comfortable and supported. They work closely with the Office of Diversity and Inclusion to advocate for the acceptance of all people through various forms of on-campus programming and support initiatives Membership is open to all students.

Sports Medicine Leadership Council (SMLC)

Advisor: Jennifer Walker ext. 393

This association is designed for Wilmington College Pre-Athletic Training and MSAT students. Its purpose is the furthering of students' education and career opportunities in the athletic training field and other allied health care fields. The association creates College community and public awareness of area health/fitness programs and sponsors guest speakers.

Student-Athlete Advisory Committee (SAAC)

SAAC is to build a sense of pride among the student body. This is accomplished through both sporting and social events, community service, and other SAAC sponsored occurrences. These events will promote togetherness and build a strong sense of community among the student-athletes of Wilmington College. This community will enable the student-athletes' voice to be heard within their school, administration, and community. The overall duty of Wilmington College's SAAC is to promote a more positive student-athlete image on campus and in the community.

Student Philanthropy Council

Ext. 427

Since its inception in the spring of 1985, the Student Alumni Association has worked to promote pride within the current classes at Wilmington College, along with generating future alumni support. The group also works with the Office of Alumni Engagement on various events including Homecoming/Alumni Weekend. The group also develops its own events to build school spirit and create relationships between alumni and students.

Veterinarians of Tomorrow (VOT)

VOT is to serve as a forum for discussion of current health issues in the veterinary field; to encourage, promote, and support the other student and non-student organizations on campus; to increase knowledge of veterinarian health information to the general public; to affect change in the pre-vet education process and curriculum and to make it more responsive to the needs of the students and society; to serve as a support forum for the years leading up to and throughout the application process; to maintain its status as an independent organization; to continue to develop pre-veterinary leadership; to provide an opportunity to develop closer ties of fellowship through a social atmosphere among students interested in veterinary medicine; to provide an opportunity for interested students to explore, and gain knowledge of the field of veterinary medicine.

WC Wellness and Health Promotion Committee (WHPC)

Advisor: Paula Stewart ext.365

WHPC is to provide the college community of students, faculty, and staff wellness programs and associated activities to educate, promote, develop, and enhance healthy life choices, behaviors, and activities.

STATEMENT OF ACCREDITATION

Wilmington College is accredited by The Higher Learning Commission (www.hlcommission.org, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604- 1411, info@hlcommission.org or 800.621.7440).

Wilmington College is authorized by the Ohio Department of Higher Education. This authorization continues through December 31, 2024. A copy of the State of Ohio Certificate of Authorization may be reviewed in the Academic Affairs office. Please see the following website to file a student complaint: <https://www.ohiohighered.org/students/complaints>.

The College is an institutional member of the Association of Independent Colleges and Universities of Ohio, the Council of Independent Colleges, Friends Association for Higher Education, The Greater Cincinnati Consortium of Colleges and Universities, the National Association of Independent Colleges and Universities, Ohio Foundation of Independent Colleges, and the Southwest Ohio Council for Higher Education.

All women graduates are eligible for membership in the American Association of University Women.

ATHLETIC TRAINING PROGRAM

The Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). After the last accreditation site visit, Wilmington was granted the maximum ten-year accreditation period. The next accreditation site visit will occur in 2022. A copy of the latest accreditation letter can be reviewed in the Academic Affairs office.

OHIO TEACHER EDUCATION PROGRAM

Wilmington College of Ohio Teacher Education Program, which is designed to prepare teachers in the liberal arts tradition, is granted Accreditation by the Teacher Education Accreditation Council, from October 2018 – December 2020. TEAC Accreditation is now administered by the Inquiry Brief Commission of the Council for the Accreditation of Educator Preparation (CAEP). A copy of the latest accreditation letter can be reviewed in the Academic Affairs office.



**Wilmington
College**

HANDS-ON LEARNING. HANDS-ON LIVING.

GENERAL HEALTH & SAFETY

CAMPUS PROTOCOL

Purpose

The following protocol was updated in conjunction with the update by the CDC to the quarantine guidelines.

Compliance with this protocol is mandatory for all employees, students, and visitors regardless of whether they have been vaccinated or tested positive for COVID-19 previously. Faculty, staff and students in non-compliance with protocols will be subject to disciplinary action through the Human Resources office and Student Affairs office, respectively.

The current protocols replace all previous campus protocols.

This protocol is considered part of the Faculty, Staff, and Student Handbooks and posted on the Wilmington College website COVID-19 page.

All faculty and staff are expected to be physically on campus to complete the expectations of their roles and responsibilities, even if classes are being taught on-line or meetings held virtually.

We will continue to monitor the medical guidance and governmental changes regularly and make any necessary adjustments as needed.

Campus COVID-19 Protocols

COVID-19 Vaccine:

Wilmington College encourages all faculty, staff, and students to get fully vaccinated.

The COVID-19 vaccination is now included the standard immunization requirements for all students. Students are eligible to apply for medical or religious accommodation for the COVID-19 vaccination and other vaccinations. All students must either have a COVID vaccination record or an approved exemption in their PRIVIT account.

For those faculty, staff, and students who are currently fully vaccinated, thank you for taking steps to protect yourself and our community.

The College will continue to take steps to make the COVID-19 vaccine available to make the process of getting vaccinated as convenient as possible.

Testing:

Additional testing will occur at the discretion of the College administration based on the campus and community COVID-19 cases that will be informed by current CDC and federal guidelines.

Testing of symptomatic individuals will continue for the Spring semester.

Testing of athletes will continue in accordance with OAC and NCAA guidelines.

Athletics:

Spectators are allowed at all indoor and outdoor events. Concessions will be available.

Facial Coverings / Masking Requirements:

Wilmington College will continue with a mask-optional policy campus-wide.*

**However, in keeping with our Quaker values, especially Respect for All Others, we must be mindful that there are staff, faculty, and students on campus who have concerns for themselves and/or their family members of being exposed to COVID-19. Therefore, it is expected that when asked to wear a mask in a classroom, office space, meeting room or personal space by any individual on campus that we are respectful to that individual during that time. (As a general practice, you should always carry a mask with you, in case you are asked to wear one.)*

Wilmington College fully supports those who choose to continue to wear a mask or need to wear a mask due to health concerns.

Faculty will communicate with their classes regarding mask requirements in classes, labs and offices.

Classrooms and Meeting Spaces:

Classrooms and meeting rooms have been reset to pre-pandemic furniture set-up, normal usage and capacity will be allowed.

Eating in classrooms during class/academic session is not allowed.

Food and beverages will be allowed during campus events outside of the TOP.

Dining Hall:

The TOP dining hall will continue to be an entrance and exit restrictions.

Seating and tables will return to normal capacity.

Travel:

Individuals requesting to participate in Wilmington College sponsored foreign travel/education opportunities will be required to be fully vaccinated and comply with current foreign travel guidelines.

Domestic travel as a part of a College sponsored event will be allowed where all individuals will be mandated to follow current COVID-19 protocols.

Group leader/driver of campus vehicles may require occupants to wear a mask.

Campus Activities/Meetings:

Student and campus activities (including academic and athletic events, except scheduled competitions) will continue to be monitored and managed utilizing the Event Approval Form process.

Library, Harcum Art Gallery, Quaker Heritage Center, Peace Resource Center, Theatre:

All facilities will operate under normal conditions.

COVID-19 Accommodations

The College will consider remote learning and working accommodations for individuals who provide supporting medical documentation from a physician. Employees who desire to learn more about receiving a COVID-19 accommodation,

please contact the Human Resources Department for more information humanresources@wilmington.edu. Students who would like more information about COVID-19 related accommodations should contact the Office of Student Affairs studentaffairs@wilmington.edu. The Office of Disability Services manages all academic

accommodations not related to COVID-19. Please submit any questions regarding COVID-19 protocols to askwc@wilmington.edu.

Individual Self-Assessment Requirements – Vaccinated and Unvaccinated

All students, staff, and faculty must continue to conduct a personal self-assessment, including taking their temperature, for the following COVID-19 symptoms daily:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4F or higher)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Nausea, vomiting, or diarrhea

Individuals experiencing the above symptoms will:

If an employee, contact their health care provider for assessment of the symptoms prior to coming to campus.

If a student, contact Student Health Services for assessment of the symptoms prior to reporting to class.

If directed to be tested by your health care provider, employees and students should advise Human Resources (humanresources@wilmington.edu) or Student Health Services (wchealthcenter@wilmington.edu).

Follow directives from your health care provider, student health services, and/or local health department about isolation or quarantine requirements. Advise Human Resources (humanresources@wilmington.edu) or Student Health Services (wchealthcenter@wilmington.edu).

Students will be required to attend classes via Zoom if: a) experiencing symptoms, or b) in isolation.

Employees should not come to campus or attend meetings or other campus events in person if experiencing symptoms.

Quarantine/Isolation Requirements

The campus will follow the current CDC guidelines for isolation as outlined on the attached and can be access via the links below. Residential students that are identified to isolate may be required to return home if they live within 3.5 hours of campus. Exceptions to this will be made on a case by case basis and based on space availability.

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html#print>

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html>