



NEBRASKA
WESLEYAN
UNIVERSITY

5000 SAINT PAUL AVENUE LINCOLN, NE 68504-2794

Nebraska Wesleyan University

2016-2017

IMPORTANT NUMBERS

Securitas Security 402-432-9238

Fire or Police (Emergency): 911 (Non-emergency): 402-441-6000

Student Health Services: 402-465-2375

The student handbook/planner contains information related to student services and resources, student activities, campus community standards, campus policies and the student conduct process. All students are expected to have read, be aware of and adhere to the policies, regulations and rules outlined in the student handbook. The plans, policies and procedures described in the handbook are subject to change by the University (provided notice of the change has been provided in a timely manner). The information included in the student handbook will be reviewed during various student gatherings (New Student Orientation, residence hall meetings, etc.). Questions concerning any portion of the Student Handbook can be directed to the Student Life Office.

As an enrolled student at Nebraska Wesleyan University, I acknowledge that I have been provided with a copy of the 2016-2017 Student Handbook and that I have had the opportunity to review the Handbook and ask questions about its contents. I understand that I am responsible for conducting myself in accordance with the Student Handbook while both on and off-campus.

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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PRAIRIE WOLF PROMISE

In pursuing an education at Nebraska Wesleyan University, we acknowledge the opportunity to explore our identity as students, as global citizens, and as individuals who recognize human dignity and the worth of all. By pursuing this opportunity, we voluntarily agree to a standard of conduct that exceeds minimum expectations for ethical and moral decency. With this commitment to Nebraska Wesleyan University, to the community - recognizing that community has no boundaries - and to ourselves, we pledge to uphold the standards embodied in the Prairie Wolf Promise.

Integrity

Students exemplify honesty, honor and a respect for the truth in all of their dealings.

Community

Students work to build, maintain and enhance their community by engaging in service in order to break cultural barriers and establish universal connectedness.

Social Justice

Students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

Respect

Students show positive regard for each other, for property and for the community, while accepting and encouraging diversity as a vital part of our University.

Responsibility

Students are given and accept a high level of responsibility for their actions through an environment in which personal and academic accountability are paramount.

MISSION STATEMENT

Nebraska Wesleyan University is an academic community dedicated to intellectual and personal growth within the context of a liberal arts education and in an environment of Christian concern.

Nebraska Wesleyan was founded by Nebraska Methodists and actively maintains its relation to The United Methodist Church. The University reflects the Judeo-Christian tradition in its efforts to integrate questions about meaning and value with the pursuit of learning and understanding. The University is committed to excellence of academic endeavor and to learning as a lifelong process. The curricula and programs are designed to assist students in gaining and expanding knowledge and skills, in developing their competence in rational thought and communication, in broadening their perspectives on humanity and culture, and in enhancing their spiritual, physical, emotional, and aesthetic resources. Nebraska Wesleyan intends that its students develop a sense of individual worth and become useful and serving members of the human community.

Approved by the Board of Governors

February 8, 1979 May 12, 2000

Reaffirmed by the Board of Governors

STATEMENT OF VISION

Nebraska Wesleyan University will be an outstanding national liberal arts university, where the educational experience transforms each student to lead a life of learning, service, leadership, and success in a diverse world.

CORE VALUES OF THE UNIVERSITY

EXCELLENCE Nebraska Wesleyan University is committed to excellence in all aspects of academic endeavor; in the curriculum, educational facilities, residence halls, and all programs available to students; in the hiring and professional development of faculty and staff; in all administrative policies and procedures; and in the processes which ensure the continuing renewal of the academic community.

LIBERAL ARTS Nebraska Wesleyan University is an academic community committed to the centrality of the liberal arts and to "those habits of the mind" which derive from the liberal arts: intellectual curiosity, critical and rational thinking, creative and artistic expression, respect for history and traditional values, independent analysis, and effective communication - in short, an academic community dedicated to the joy and freedom of intellectual inquiry and learning. Nebraska Wesleyan also affirms the importance of professional programs validated and enriched by the traditions of the liberal arts.

PERSONAL ATTENTION TO STUDENTS Recognizing that each student is a unique individual, a person of dignity and sacred worth, the faculty and staff of Nebraska Wesleyan University are committed to providing encouragement and opportunities for all students to develop maturity, personal responsibility, and a sense of values and to enhance their intellectual, spiritual, physical, emotional, and aesthetic resources.

DIVERSITY Affirming our commitment to provide programs, resources, and policies that broaden perspectives on humanity and its diverse cultural expressions locally, nationally, and internationally.

COMMUNITY As an academic community that "cultivates the desire for learning and nurtures the growth of the whole person," Nebraska Wesleyan University affirms its commitment to collegiality and to a community which unites students, faculty, staff, Board members, alumni, parents, and friends in an "environment of Christian concern," a learning community whose members respect the dignity and worth of all members of the University and who seek opportunities to serve the wider human community recognizing that community has no boundaries.

STEWARDSHIP Recognizing the University's distinctive United Methodist heritage and the values which derive from that heritage, Nebraska Wesleyan is committed to the careful stewardship and wise use of the human and financial resources needed to accomplish the mission of the University; at the same time, wise stewardship of resources also requires creativity and boldness in addressing the challenges which face independent higher education.

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CONTACT INFORMATION

Note: Most the telephone numbers below are on-campus extensions. If you are dialing from an off-campus phone, please include the area code of 402 and the prefix of 465 unless otherwise noted.

Accounts (Student)	Business Office	2311	Smith-Curtis 202
Academic Advising	Academic Affairs	2110	Smith-Curtis 311
Alcohol Information	Student Life Office	2223	Student Center (UL)
Athletics	Athletic Dept.	2245	Weary Center
Audio Visual Equip.	Library	2400	Cochrane-Woods Library
Banners	Graphics Center- Center for Student Involvement	2412	Student Center (LL)
Books	Bookstore	2293/2294	Student Center (UL)
Box Office	Theatre	2384	Elder Speech and Theatre Center
Career Counseling	Career Center	2224	Student Center (LL)
Change of Major (or) Name/Address (or) Schedule/Course	Registrar's Office	2243	Smith-Curtis 206
Check Cashing	Business Office	2311	Smith-Curtis 202
College Work-Study	Financial Aid Office	2166	Smith-Curtis 207
Community Service	History Department Office	2439	Old Main 320
Computer Services	Information Services Office	2341	Smith-Curtis 121
Instructional Technology	Helpdesk	7777	Smith-Curtis 121
Computer Usage	Micro-Computer Resource Learning Center	2419	Cochrane-Woods Library
Counseling	Counseling Services	2464	49th St. Bldg. (49th &St. Paul)
Custodial	Custodial Supervisor.	2320	Heating Plant/Security Office
Debt Management and Financial Counseling	Financial Aid Office	2167	Smith-Curtis 207
Discipline	Student Life Office	2223	Student Center (UL)
Drug Info/Counseling	Counseling Services	2464	49th St. Bldg. (49th &St. Paul)
	Drug Crisis Hotline	402-475-5683	
	Student Health Services	2375	Burt Hall North 1st Floor
Education Credential Files	Career Center	2224	Student Center (LL)
Emergencies			
Security		402-432-9238	Heating Plant/Security Office
Police/Fire		911	
Student Health Services		2375	Burt Hall North 1st Floor

Employment

Career/Professional On-Campus	Career Center Financial Aid Office	2224 2166	Student Center (LL) Smith-Curtis 207
Part Time (off campus)	Career Center	2224	Student Center (LL)
Evening Classes and Adult Education	Wesleyan Advantage Program	2329	Burt Hall South
Fax Service	Cochrane-Woods Library	2400	Cochrane-Woods Library
Financial Aid Info.	Financial Aid Office	2167	Smith-Curtis 207
Financial Aid Info. Wesleyan Advantage Program	Financial Aid Office	2582	Smith-Curtis 207
Fitness	Weary Center	2172	Weary Center
Food Service	Sodexo	2295	Student Center (UL)
Fraternity/Sorority	Greek Life Advisor	2412	Student Center (LL)
Gender Identity	Gender Advocacy Place (GAP)	7597	Student Center (LL)
General Univ. Info.	Switchboard	0	Smith-Curtis 147
Graduation Information	Registrar's Office	2243	Smith-Curtis 206
Graphics	Graphics Center- Center for Student Involvement	2412	Student Center (LL)
Greek Life	Center for Student Involvement	2412	Student Center (LL)
HIPAA	Student Health Services	2375	Burt Hall North 1st Floor
Housing	Residential Ed.	2161	Centennial 1st Floor
ID Card Lost	Mail Center	2121	Smith-Curtis 147
Illness/Injury	Student Health Services	2375	Burt Hall North 1st Floor
International Info.	Office of Global Engagement	2193	Student Center (LL)
Intramural Sports	Intramurals Office	2381	Weary Center
Leadership Programs	Center for Student Involvement	2412	Student Center (LL)
LGBTQIA Support	Gender Advocacy Place (GAP)	2412	Student Center (LL)
Library Services	Cochrane-Woods Library	2400	Cochrane-Woods Library
Liturgies on-campus	University Ministries	2222	Old Main 105
Lost and Found	Mail Center	2121	Smith-Curtis 147
Mail	Mail Center	2121	Smith-Curtis 147
Maintenance	Maintenance	2323	Heating Plant/Security Office
Meeting Rooms	see page 17		
Microcomputers	Microcomputer Resource Learning Center	2419	Cochrane-Woods Library
Multicultural Info.	Office of Diversity and Inclusion	2401	Student Center (UL)
Music Performances	Music Department	2269	Fine Arts Center (LL)

Newspaper	The Wesleyan YIP	2417	Student Center (LL)
Notary Public	Business Office	2311	Smith-Curtis 202
	Mail Center	2121	
Occupational Info.	Career Center	2224	Student Center (LL)
Orientation of New Students	Center for Student Involvement	2412	Student Center (LL)
Parking Violations	Buildings and Grounds	2321	Heating Plant/Security Office
Payment of Univ. Fees	Business Office	2311	Smith-Curtis 202
Personal Problems	Student Health Services	2375	Burt Hall North 1st Floor
	Counseling Services	2464	49th St. Bldg. (49th & St. Paul)
	University Ministries	2222	Old Main 105
	Student Support System	2777	Student Center (UL)
Photocopies	Library	2400	Cochrane-Woods Library
Plays (Theatre)	Theatre Box Office	2384	Elder Speech and Theatre Center
Poison Info.	Student Health Services	2375	Burt Hall North 1st Floor
	Poison Control Hotline	1-800-642-9999 (toll free)	
Posters	Graphics Center - Center for Student Involvement	2412	Student Center (LL)
Posting of Signs	Center for Student Involvement	2412	Student Center (LL)
Pregnancy	Student Health Services	2375	Burt Hall North 1st Floor
Rape Counseling/ Sexual Assault Reporting	Student Health Services Counseling Services	2375 2464	Burt Hall North 1st Floor 49th St. Bldg. (49th & St. Paul)
	Office of Student Life	2223	Student Center (UL)
	Rape/Relationship Violence Crisis Line (Voices of Hope)	402-475-7273	
Records	Registrar's Office	2243	Smith-Curtis 206
Recreation	Weary Center	2172	Weary Center
Residential Education Coordinators	Heim/White Suites & Townhouses Centennial Johnson/Pioneer Plainsman/Burt North Apartments	2541 2641 2608 2516 2161	
Room Change	See your Peer Assistant or Residential Education Coordinator		
Schedule of Classes	Registrar's Office	2243	Smith-Curtis 206
	University College	2329	Burt South
Scholarship Info.	Financial Aid Office	2167	Smith-Curtis 207
Security	Cellular	402-432-9238	Heating Plant/Security Office
Service Learning	History Department Office	2439	Old Main 320

Sexual Misconduct or Violence	Academic Affairs Human Resources Student Life Office President's Office	2110 2311 2223 2149	Smith-Curtis 311 Smith-Curtis 202 Student Center (UL) Smith-Curtis 305
Smith-Curtis Classrooms	Registrar's Office	2243	Smith-Curtis 206
Speech Preparation and Assistance	Cooper Center for Academic Resources	2326	Cochrane-Woods Library
Student Government	Student Affairs Senate	7505	Student Center (LL) Center for Student Involvement
Student Health	Student Health Services	2375	Burt Hall North 1st Floor
Student/Parent Loans	Business Office (Perkins loans)	2311	Smith-Curtis 202
	Financial Aid Office (others)	2167	Smith-Curtis 207
Student Organizations	Center for Student Involvement	2412	Student Center (LL)
Student Phone Numbers	Student Life Office	2158	Student Center (UL)
Student Support System	Student Life Office	2777	Student Center (UL)
Study Abroad	Office of Global Engagement	2193	Student Center (LL)
Study Skills	Cooper Center for Academic Resources	2326	Cochrane-Woods Library 317
Suicide Prevention	Counseling Services University Ministries	2464 2222	49 th St. Bldg. (49 th & St. Paul) Old Main 106
Transcript Thefts	Registrar's Office	2243	Smith-Curtis 206
	Security	2325	Heating Plant/Security Office
	Business Office	2311	Smith-Curtis 202
	Lincoln Police	402-441-7204	
Tutoring	Cooper Center for Academic Resources	2326	Cochrane-Woods Library 317
Verification of Enrollment	Registrar's Office	2243	Smith-Curtis 206
Volunteering	History Department Office	2439	Old Main 320
W-2 Income Tax Info.	Business Office	2311	Smith-Curtis 202
Weary Center Hours/Info	Weary Center Information Desk	2172	Weary Center
Wesleyan Entertainment Board	Center for Student Involvement	2412	Student Center (LL)
Writing Assistance	Cooper Center for Academic Resources	2326	Cochrane-Woods Library 317

ADMINISTRATIVE DEPARTMENTS

Note: Most the telephone numbers below are on-campus extensions. If you are dialing from an off-campus phone, please include the area code of 402 and the prefix of 465 unless otherwise noted.

Department	Phone	Office
Academic Affairs	2110	Smith-Curtis 311
Academic Advising	2110	Smith-Curtis 311
Admissions	2218	Smith-Curtis 207
Advancements	2314	Smith-Curtis 304
Alumni	2123	Smith-Curtis 310
Athletics	2245	Weary Center
Baseball	2171	Weary Center
Basketball (M)	2538	Weary Center
Basketball (W)	2163	Weary Center
Bowling (W)	2358	Weary Center
Cross Country/Track	2369	Weary Center
Football	2354	Weary Center
Golf (M)	2503	Weary Center
Golf (W)	2357	Weary Center
Soccer (M)	7507	Weary Center
Soccer (W)	7507	Weary Center
Softball	2381	Weary Center
Spirit Squad	7509	Weary Center
Swimming	2190	Weary Center
Head Trainer	7508	Weary Center
Assistant Trainer	7545	Weary Center
Volleyball	2373	Weary Center
Wrestling	7515	Weary Center
Bookstore	2294/2293	Student Center (UL)
Business Office	2311	Smith-Curtis 202
Career Center	2224	Student Center (LL)
Center for Student Involvement	2412	Student Center (LL)
Counseling Services	2464	49 th St. Bldg. (49 th & St. Paul)
Development	2124	Smith-Curtis 304
Event Management (Athletics and Intramurals)	7504	Weary Center
Financial Aid	2167	Smith-Curtis 207
Greek Life	2412	Student Center (LL)
Grounds Supervisor	2374	Heating Plant/Security Office
International Education	2193	Student Center (LL)
Intramural Sports	2381	Weary Center
Leadership Programs	2412	Student Center (LL)
Mail Center	2121	Smith-Curtis 147
Maintenance	2321	Heating Plant/Security Office
Marketing and Communications	2137	Smith-Curtis 310
Office of Diversity and Inclusion	2401	Student Center (UL)
Payroll	7527	Smith-Curtis 202

President	2217	Smith-Curtis 305
Provost	2110	Smith-Curtis 311
Registrar	2243	Smith-Curtis 206
Residential Education	2161	Centennial 1st floor
Security	402-432-9238	Heating Plant
Sodexo Food Service		
Dining Hall	2297	Student Center (UL)
Director	2295	Student Center (UL)
Student Life Office	2223	Student Center (UL)
Student Health Services	2375	Burt Hall North 1st Floor
Student Organizations	2412	Student Center (LL)
United Methodist Historical Cntr	2175	Cochrane-Woods Library (LL)
University Ministries	2222	Old Main 105
Weary Center	2172	Weary Center
Wesleyan YIP (The)	2417	Student Center (LL)

ACADEMIC DEPARTMENTS

Note: Most telephone numbers below are on-campus extensions. If you are dialing from an off-campus phone, please include the area code of **402** and the prefix of **465** unless otherwise noted.

Department	Phone	Office
Academic Affairs	2110	Smith-Curtis 311
Art	2273	Lucas Hall 210
Biology	2445	Olin 201
Business Administration/Economics	2213	Smith-Curtis 240B
Chemistry	2257	Olin 301
Communication Studies	7520	Smith-Curtis 330
Education	2275/2304	Smith-Curtis 130B
Elder Art Gallery	2230	Rogers Center for Fine Arts
English	2343	Old Main 102
Graduate Programs	2329	Burt Hall South
Health and Human Performance	2340	Weary Center
History	2343	Old Main 102
Honors Academy	2331	Burt Hall South
Computer Services/Instructional Technology (CS/IT)	2341	Smith-Curtis 100
Library		
Front Desk	2400	Cochrane-Woods Library
Reference Desk	2406	Cochrane-Woods Library
Math and Computer Science	2233	Olin 134
Modern Languages	2343	Old Main 102
Music	2269	Rogers Center for Fine Arts 182
Nursing	2333	Burt Hall South
Philosophy	2343	Old Main 102
Physics and Astronomy	2235	Olin 134
Political Science	2343	Old Main 102
Psychology	2427	Smith-Curtis 340B
Religion	2343	Old Main 102
Social Work	2296	Smith-Curtis 140
Sociology	2197	Smith-Curtis 140C
Theatre Arts	2395	Elder Speech and Theatre Center
Costume Library	2390	Elder Speech and Theatre Center
Theatre Box Office	2384	Elder Speech and Theatre Center
University College	2329	Burt Hall South
Forensic Science	2329	Burt Hall South
Honors Academy	2331	Burt Hall South
Master of Arts in Historical Studies	2461	Burt Hall South
Master of Business Administration	7541	Burt Hall South
Master of Education	7539	Burt Hall South
Nursing	2330	Burt Hall South
Omaha Advantage	3555	Burt Hall South
Senior College	2329	Burt Hall South
Wesleyan Advantage	2329	Burt Hall South

NEBRASKA WESLEYAN UNIVERSITY CAMPUS MAP

FACILITIES

- | | | | |
|-----------|--|-----------|--|
| 1 | Forensic Science Lab | 14 | Elder Donald Theatre - ETH |
| 2 | The Studio Theatre | 15 | McDonald Theatre and Miller Theatre |
| 3 | Olin Hall of Science - OLIN | 16 | Cochrane Woods Library - CWL |
| 4 | Olin Lecture Halls and Planetarium | 17 | Taylor Commons |
| 5 | (Olin A and B) Smith-Curtis Classroom-Administration Building - SC | 18 | Marion and Marian Weaverville Center for Health and Fitness - WCF |
| 6 | Rachel Ann Lucas Hall - LUC | 19 | Burn Hall Classrooms, University College Offices and Student Health Services - BH |
| 7 | Rachelong Center/University Communications | 20 | George A. Knight Field House and Varsity Field Track |
| 8 | Theatre Rehearsal House | 21 | Forensic Science House |
| 9 | Old Main - OM | | |
| 10 | Heating Plant/Student Center - SSC | | |
| 11 | Roy G. Sorenson Student Center - RGA | | |
| 12 | Harold G. Chaffee Practice Field | | |
| 13 | Vance D. Rogers Center for Fine Arts - RFA
<i>(Elder Gallery and O'Donnell Auditorium)</i> | | |

HOUSING

- | | |
|---|---|
| A | Wheatley Fraternity |
| B | Willard Sorority |
| C | Zeta Psi Fraternity |
| D | Student Theme Housing |
| E | Student Apartments |
| F | Student Apartments |
| G | Student Apartments |
| H | Johann Hall (Women) |
| I | Pioneer Hall (Coed) |
| J | Central Hall (Coed) |
| K | White Hall Suites |
| L | Hein Hall Suites |
| M | Twinhouse Village [®]
(including Finley House, Heuermann House,
Holder House, Higbee House and Univer House) |
| N | Alpha Gamma Delta Sorority |
| O | Plainview Hall (Coed) |
| P | Bur Hall (Coed) |
| Q | Student Apartments |
| R | Delt Zeta Sorority |
| S | Phi Kappa Tau Fraternity |

Admissions Reserved Parking

ent/Evening/Weekend Parking

USING CAMPUS FACILITIES

Closing hours of buildings are established to protect persons as well as property. Please leave when the facility closes, and if you need extra hours to finish a project or to practice for a concert or competition, make sure you have the appropriate permission. If you are in a facility after it closes, notify security at (402) 432-9238 of your presence and also when you leave. Always carry your student ID card, because if you are asked for identification by security or any University official, you must present it.

Building/office hours

Costume Library	Monday - Friday (when classes are in session)	3:30 am - 5:30 pm
Elder Theatre	Monday - Saturday Sunday	7:00 am - 11:00 pm Noon - 11:00 pm
Lucas Hall	Monday - Thursday Friday Saturday Sunday	8:00 am - 10:00 pm 8:00 am - 5:00 pm 11:00 am - 5:00 pm 4:00 pm - 10:00 pm
Marketing	Monday - Friday	8:30 am - 5:00 pm
Old Main	Monday - Friday	7:00 am - 5:30 pm
Olin Hall of Science	Monday - Thursday Friday Saturday Sunday	7:00 am - 10:00 pm 7:00 am - 5:30 pm Noon - 5:00 pm 5:00 pm - 10:00 pm
Residence Halls	Locked 24 hours a day	
Rogers Fine Arts	Monday - Friday Saturday Sunday	7:00 am - Midnight (doors lock at 9:00 pm and I.D. required for entry) 9:00 am - 5:00 pm 2:00 pm - Midnight (doors lock at 9:00 pm and I.D. required for entry)
Smith-Curtis	Monday - Thursday Friday - Saturday Sunday	7:00 am - 10:30 pm 7:00 am - 5:30 pm CLOSED
Story Student Center	Daily (during the academic year)	7:00 am - Midnight

CAMPUS COMPUTER LABS

Labs across campus provide access to personal computers, as well as to the campus network and the Internet. The Microcomputer Resource Learning Center (MRLC) in Cochrane-Woods Library contains more than 50 computers, roughly half running the Macintosh operating system and half running Windows. Other Macintosh labs can be found in Olin Hall of Science, Old Main, Rogers Center for Fine Arts, and Lucas Hall. Other Windows-based computer labs are located in Olin Hall of Science. Two computer labs in Olin Hall of Science provide 24-hour access to approximately 45 computers; both Macintosh and Windows-based computers are available. In addition, 38 computers are available in the residence hall general use areas. Including both Macintosh and Windows-based computers, the general use areas are open to residents 24 hours daily.

LOCATIONS AND EQUIPMENT

Cochrane-Woods Library

Microcomputer Resource Learning Center (MRLC)

28 iMac 21.5" (running Windows), 26 iMac 21.5", 2 HP LJ4015 printers, 2 Epson scanners and 2 Epson PowerLite digital projectors (for instructor use), 2 VCR/DVD players

Hours

Monday - Thursday	7:45 am - Midnight
Friday	7:45 am - 5 pm
Saturday	Noon - 6 pm
Sunday	2 pm - Midnight

Olin Advanced Lab

Olin Hall of Science, Room 113

28 Dell Optiplex 980, HP LJ4015 printer, Epson scanner and Epson PowerLite digital projector (for instructor use), VCR/DVD player

Hours

Open 24 hours with fob access; otherwise available during normal building hours.

Olin Macintosh Lab

Olin Hall of Science, Room 132

17 iMac 21.5", HP LJ4015 printer, Epson scanner, Epson PowerLite digital projector (for instructor use) and VCR/DVD player

Hours

Open 24 hours with fob access; otherwise available during normal building hours.

Modern Language Lab

Old Main, Room 217

24 iMac 21.5", HP LJ4240n printer, Epson digital projector (for instructor use), Epson scanner

Hours

Monday - Friday 8 am - 4 pm Sunday - Thursday 6:30 pm - 8:30 pm

eDesign Lab

Lucas Hall, Room 104

15 iMac 21.5", 6 Epson scanners, 1 HP LJ4250n printer, Epson PowerLite digital projector (for instructor use), VCR/DVD player

Hours

Limited by semesters' class and studio schedules

Rogers Music Lab

Rogers Fine Arts Center, Room 168

8 iMac 17", 8 Yamaha keyboards, 1 HP LaserJet 4050n printer

Hours

Open during normal building hours.

GENERAL USE AREAS**Burt North, Second Floor**

1 HP Elite 8200s, 1 iMac 20", 1 HP LJ4240n printer

Hours

Open 24 hours for residents.

Centennial Hall, First Floor

2 HP Elite 8200s, 6 iMac 20", 1 HP LJ4240n printer

Second Floor

1 HP Elite 8200, 1 iMac 20"

Hours

Open 24 hours for residents.

Johnson Hall, Fourth Floor

2 HP Elite 8200s, 4 iMac 20", 1 HP LJ4240n printer

Hours

Open 24 hours for residents.

Pioneer Hall, First Floor

1 HP Elite 8200s, 1 iMac 20", 1 HP LJ4300 printer

Hours

Open 24 hours for residents.

Plainsman Hall, First Floor

2 HP Elite 8200s, 3 iMac 20", 1 HP LJ4240n printer

Hours

Open 24 hours for residents.

White and Heim Halls, First Floor

1 HP Elite 8200s, 2 iMac 20", 1 HP LJ4250n printer

Hours

Open 24 hours for residents.

White and Heim Halls, Second Floor

4 HP Elite 8200s, 3 iMac 20", 1 HP LJ4240n printer

Hours

Open 24 hours for residents.

White and Heim Halls, Third Floor

3 HP Elite 8200s, 3 iMac 20", 1 HP LJ4240n printer

Hours

Open 24 hours for residents.

MEETING ROOMS

Note: The telephone numbers below are on-campus extensions. If you are dialing from an off-campus phone, please include the area code of **402** and the prefix of **465**.

If you wish to reserve meeting rooms or facilities for your organization, study group or other legitimate functions, contact these offices according to the facility desired:

Place	Contact	Extension
Academic Classrooms	Registrar's Office (in Smith-Curtis)	2243
Callen Conference Center	Academic Affairs Office	2251
Chapel	University Ministries	2222
Elder Gallery	Art Department	2273
Great Hall	Admissions Office	2218
Olin A, B	Physics Department	2246
Student Center	Center for Student Involvement	2412
	Prairie Point Dining Center	
	Sunflower Room	
	Student Center Lobby	
	Prairie Wolf A	
	Prairie Wolf B	
Athletic and Recreational Facilities	Athletics Office (Assistant to Athletic Dir.)	7504
	Abel Stadium (Greeno Track & Weary Field)	
	Chaffee Practice Field	
	Basketball Courts (Outdoor)	
	Sand Volleyball Courts	
	Tennis Court (Outdoor)	
	Taylor Commons (The Green Space)	
	Taylor Commons Shelter	
Weary Health and Fitness Center	Athletics Office (Assistant to Athletic Dir.)	7504
	All-American Room	
	Aerobics Room (Special Events Only, otherwise is first-come, first served)	
	Classrooms 105, 106A, 106B	
	Knight Field House	
	Racquetball Courts (Special Events Only, otherwise is first-come, first served)	
	Snyder Arena	
	Swimming Pool	
	Tower Conference Room	

STUDENT SERVICES

BOOKSTORE

You can buy textbooks, school supplies, gift items, cards, and clothing, in the Prairie Wolves bookstore, upper level of the Story Student Center. The majority of textbooks are available to rent. Rent your textbooks and save 80% off the new retail price. Save money: Digital/ebooks are often less expensive and available for many titles. Check with Prairie Wolves bookstore for program availability. Full refunds or exchange for purchased textbooks will be given if:

- a) books are returned within one week of the class start date.
- b) books are returned in the same condition in which they were purchased. No refunds will be given during the last three weeks of a semester or last week of summer and winter sessions.

You can anticipate books and supplies averaging \$700 per semester. Books and apparel can also be purchased online at www.prairiewolves.com. Cash, checks, and major credit cards are accepted. Financial aid/student loans accepted.

Unattended books can be stolen. Keep your books with you at meals, in the library, etc. If you are the victim of book theft, report it immediately to the bookstore before the thief tries to sell it. You should put your name in all your books. Do this in several locations in the book, e.g., close to the spine on a page corresponding to your birthday or using some other code. This will help the bookstore identify the proper owner.

Students desiring to sell unused texts may do so throughout the school year. However, the best time to sell books is during finals week in May and December. At those times of the year we have a list compiled of texts to be used the next semester and will pay more for titles on that list.

Price Match Program: Prairie Wolves Bookstore accepts price matches from Amazon, Chegg, and Barnes and Noble (exception: Amazon and B&N marketplace prices are not accepted.). Prairie Wolves Bookstore gift cards are given for the difference between the price match found and our price. Please contact store for details.

CAREER CENTER

As you move from being a first year student to a senior, the Career Center will assist you in identifying career and life choices that align with your interests and goals. Located in the lower level of the Student Center, the Career Center can help you choose a major, find a job or internship, or apply to graduate school. Following are some of the career services available:

- One-on-one career counseling and major exploration
- Inventories to assess your interests as related to your future career
- Career Assistance Network (CAN): over 1100 alumni willing to visit with you about their careers and assist you in your job/internship search
- One-on-one appointments to discuss job search, résumé writing, interviewing and graduate school searches
- Handbooks and handouts on writing résumés and cover letters, interviewing, job hunting, and applying to graduate school
- Access to the JobZone, which provides listings of full-time jobs, part-time jobs, summer jobs, and internship opportunities
- On-campus interviews for full-time jobs and internships, and our annual employer/student reception
- A website linking you to career exploration, employment and graduate school information: <http://career.nebrwesleyan.edu>

COCHRANE-WOODS LIBRARY

Cochrane-Woods Library provides access to research materials such as books, journals, videos, and electronic resources and helps students find and use resources for their research. Search the catalog and access e-resources on the library's website. The library also houses the Cooper Foundation Center for Academic Resources as well as both quiet and group study spaces. Students can also check out a wide variety of popular movies and TV shows on DVD. Materials should be returned on time or renewed.

Available Services

- **Circulation:** Check out books, videos, and other materials at the desk on first floor.. Devices such as cameras, laptops, and tablets are also available for one-week checkout
- **Research help:** Meet one-on-one with a librarian for help defining a research topic, choosing the best database or search engine, identifying effective search terms, and refining search results
- **Interlibrary loan:** Request books or articles not held by Nebraska Wesleyan University by creating an ILLiad account on the library's website
- **Reciprocal borrowing:** Use your Nebraska Wesleyan ID to borrow materials from the Lincoln City Library, UNL Libraries, or Union College
- **Copy, print and fax services:** Make copies; machines are available in the library for students' personal use for a fee. Copying services in the Copy/Mail Center are for departmental use only. The library also offers color printing, lamination, and faxing. Visit the circulation desk to request any of these services and check pricing
- **Computer labs:** Use a MAC or PC to write a paper or do research online. Wireless internet is also available throughout the library

COMMUTER STUDENT SERVICES

Students who live off campus as commuter students can still find their place at Nebraska Wesleyan. There are a number of organizations and services that commuter students can use. All first year commuter students will attend a special orientation in the fall and are eligible to participate in the Connecting to Campus program, connecting each with a first year on-campus residential facility.

Commuter students may wonder...

Where can I go when I am not in class?

There are lounges located in most academic buildings. In addition, the Story Student Center, Weary Center, Olin Hall of Science and Smith-Curtis offer multiple spaces for relaxing and meeting people.

Where can I study?

Cochrane-Woods Library, lounges, computer labs

Where can I store my stuff?

Lockers are available in the hallway between Olin Hall and Smith Curtis, around the corner from the vending machine, as well as just inside the entrance to the Library. They are free for student use.

What if I have car trouble or need to park on campus?

Commuter Students park free in designated student parking lots on the Nebraska Wesleyan campus. Physical Plant/Security staff will assist if there are minor vehicle problems (flat tire or need for a jump-start, for example). The Physical Plant Office 402-465-2321 is located in the heating plant in the center of campus. After 5 pm and on weekends, please contact security at 402-432-9238.

Where can I eat?

To purchase Munch Money for discounted meals in the Coffee House or Dining Hall, stop into the Sodexo Office, located in the Prairie Point Dining Center in the Story Student Center. Interested commuter students may also purchase a meal plan through the Residential Education Office in Centennial Hall.

Vending machines are located in buildings throughout campus.

Our coffee house, the Archway Café, is located in the lower level of the Story Student Center.

How can I meet other students on campus?

The Student Life Office sponsors a monthly Commuter Community Builder event. These events are announced through the weekly All-Campus e-mail, as well as through the monthly commuter electronic newsletter.

Each Monday, read the all-campus email to find out what is going on at NWU.

Check out the Involvement Fair during the first week of the fall semester or second week of spring semester.

Sign up for an intramural team on www.imleagues.com. If you do not have a team, you can sign up as a "free agent". For questions, email imsports@nebwesleyan.edu.

Consider an on-campus job. (Check with Financial Aid for eligibility.)

What other services are available?

Courtesy phones are available for student use at the entrance to all campus buildings. Commuter students who would like a fob to facilitate access to the 24-hour computer labs or the Weary Center may obtain one by contacting the Residential Education Office in Centennial Hall. Cell phone charging stations are available on both the upper and lower levels of the Story Student Center.

Residence hall rooms may be rented on a per-night basis for occasional use (exam periods or inclement weather, for example). Contact Residential Education at 402-465-2161 for more information.

COOPER FOUNDATION CENTER FOR ACADEMIC RESOURCES

(WRITING, SPEAKING, STUDY SKILLS ASSISTANCE AND SUPPLEMENTAL INSTRUCTION)

The Cooper Center for Academic Resources provides free services to all members of the Nebraska Wesleyan community. Cooper Center consultants can assist you with written and oral communication as well as study skills in a one-on-one setting, no matter what level of experience you may possess. The Cooper Center for Academic Resources is located in Room 317 of the Cochrane-Woods Library. Hours are Sunday, 6 -10 p.m. and Monday through Thursday, 4-10 p.m. during the fall and spring semesters. You can also reach Cooper Center staff at 402-465-2326. Additional Cooper Center Resources include:

Supplemental Instruction - Supplemental Instruction (SI) is a program where students in targeted classes have the opportunity to attend any or all of three additional hour-long sessions per week with a student leader. The SI student leader attends the targeted class and then earmarks difficult material to re-address during the SI sessions. SI sessions allow for students to ask specific questions, review materials, and clarify difficult concepts in a comfortable, student-centered atmosphere. The SI student leaders also hold office hours to provide individual assistance. SI sessions are typically held on the 3rd floor of the library. Contact the Cooper Center for more information about SI sessions.

Departmental Tutoring - Many academic departments provide tutoring during specific hours. Most of the tutoring sessions are held on the 3rd floor of the library. Contact the Cooper Center for more information or visit the Cooper Center website shown below.

Cooper Center Website - Be sure to visit the Cooper Center website for current information about the academic support resources available on campus:

<http://www.nebrwesleyan.edu/current-undergraduates/student-services/cooper-foundation-center-academic-resources>

COUNSELING SERVICES

Counseling Services provides personal counseling by licensed mental health practitioners. These services often address concerns in the areas of personal development, mental health, cultural issues, life planning, stress management, and the achievement of educational goals. NWU offers short-term mental health counseling and session limits apply. The first three sessions are free of charge. All subsequent sessions in the same academic year require a co-pay of \$10 per session. Counseling Services also offers a confidential online mental health screening tool. This screening tool and other information about Counseling Services may be found at counseling.nebrwesleyan.edu. In the fall of 2016, Counseling Services will move to a new location at 2641 N. 49th Street (49th Street and St. Paul Avenue). Contact Counseling Services at 402-465-2464 or email counseling@nebrwesleyan.edu for more information or to schedule an appointment.

FINANCIAL AID SERVICES FOR FULL-TIME TRADITIONAL STUDENTS

Through a program consisting of grants, scholarships, loans and other options, three-fourths of Nebraska Wesleyan students receive need-based assistance. On-campus employment opportunities include approximately 500 part-time jobs, some of which are funded through the Federal Work-Study Program, and others that are funded by Nebraska Wesleyan. The Financial Aid office is located in Smith-Curtis Room 207. The Financial Aid telephone number is 402-465-2167.

FOOD/DINING SERVICES

All first-year students will be required to be on the **Gold** Meal Plan as part of the Room and Board contract. The Gold Meal Plan provides 19 meals a week and \$100 in flex points a semester. Upper-class students have the option of purchasing either a Gold Meal Plan or the **Prairiewolf** Plan. The Prairiewolf Plan provides 140 meals per semester. Both the Gold and Prairiewolf Meal Plans include \$100 of flex points. Townhouse and apartment residents can prepare their own meals using the full kitchens provided in each unit. They also have the option of purchasing a Gold, Prairiewolf or **Pack** Meal Plan, which provides for 75 meals and \$250 flex points a semester. Commuting students have the ability to choose from any of the three meal plan options if they desire. Students' residential facility fobs allow access to the dining facilities. Nebraska Wesleyan is served by Sodexo Dining Services.

If students wish to add additional money to their meal plans, Munch Money can be added by visiting the Sodexo Office inside the Prairie Point Dining Hall. Students who add Munch Money receive a 10 percent bonus at the time of purchase. For example, if students purchase \$100 in Munch Money, they will be given \$110 to use in the Archway Café or Prairie Point Dining Hall. Munch Money balances will carry over from fall to spring semester. Unused balances of Munch Money shall be forfeited at the end of each academic year. More information about dining options is available in the Sodexo Office.

PRAIRIE POINT DINING HALL POLICIES

- All customers (students, faculty, staff and guests) must wear shirt and shoes in the dining hall.
- With the exception of Simply to Go meals and ice cream cones, no food may be removed from the dining hall. Simply to Go meals range from the traditional sandwich and chips to a carryout container usable in the Prairie Point Dining Hall
- Personal cups or glasses are prohibited in the dining hall
- You must have a residence hall fob or pay cash for your meal to enter the Prairie Point Dining Hall
- Gold Meal Plan meals and cards are non-transferable. Prairiewolf or Pack Meal Plan holders may opt to use meals for others.
- Guests must pay cash.
- Dishes are to remain in the dining hall

Prairie Point Dining Hall Hours

Monday-Friday

7:30 am - 9:30 am	Full Breakfast
7:15 am - 11:00 am	Continental Breakfast
11:00 am - 1:15 pm	Lunch
1:15 pm - 5:30 pm	Deli/Salad/Grill/Pizza
5:30 pm - 7:30 pm	Dinner
7:30 pm - 7:30 am	Prairie Point Dining Hall Closed

Saturday and Sunday

11:30 am - 1:00 pm	Brunch
5:30 pm - 7:00 pm	Dinner

Archway Café Hours

Monday-Friday

7:00 am - 11:30 pm	Archway Café Open
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Saturday

7:00 pm - 11:30 pm	Archway Café Open
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Sunday

7:00 pm - 11:30 pm	Archway Café Open
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Students can check out the Sodexo webpage to view menus, upcoming specials, hours, and food news from Sodexo. It can be accessed through the Nebraska Wesleyan home page under the "Current Students" link. Sodexo can provide food for your campus functions with an extensive catering menu. Faculty, staff and students call 402-465-2295 or lana.webb@sodexo.com to make arrangements.

GRIEVANCE PROCEDURE

In an effort to help identify sources of assistance to follow when a student has a complaint or grievance, the following procedures are outlined.

Ideally, situations should be resolved by direct discussion among the parties involved. All grievances should be addressed initially to the office or person involved in the dispute. When situations cannot be resolved on the basis of direct discussion, the dispute should be taken to the next level, normally the supervising person or office. Students may contact the dean of students for assistance in resolving a grievance or to find the appropriate office or person with whom to discuss a dispute or grievance. A student wishing to anonymously and confidentially report a grievance may contact the CAMPUS HOTLINE at 866-943-5787.

In order to comply with federal regulations, Nebraska Wesleyan University responds to student complaints in a timely manner and maintains records of formal written student complaints filed with the offices of the president, the provost, the dean of CLAS and the dean of students. Confidential files document the nature of the complaint and all subsequent responses.

LIED CENTER

Nebraska Wesleyan students enrolled in CLAS or who have paid the activity fee, have the opportunity to purchase discounted tickets to most performances at the Lied Center for Performing Arts, located at 301 North 12th Street. Nebraska Wesleyan student activity fees cover the remaining cost of discounted tickets. Reservations can be made at the box office in person or by telephone 402-472-4747. An NWU student ID is required for purchase of tickets and for entrance to the performance. The discount cannot be applied if tickets are ordered online.

MAIL CENTER

If you are a full-time student you have your own student mailbox whether or not you live on campus. Stop by the Mail Center with some form of ID to obtain your box number and combination. Check it frequently for campus announcements, letters, package notices, official University communications and special event notices.

Your campus address:

Name
Nebraska Wesleyan University
5000 Saint Paul Ave.
SMB# _____
Lincoln, NE 68504-2794

NOTE: SMB means Student Mailbox. If SMB does not precede your mailbox number, your mail will go to a Lincoln area post office that has an identical number. Your campus address is used for US Postal delivery, UPS package delivery, campus mail and special deliveries, such as flowers. This format is imperative for prompt delivery.

OFFICE OF DIVERSITY AND INCLUSION

The Office of Diversity and Inclusion provides support and programs to help recruit, retain, and graduate diverse students and to foster an inclusive climate and culture. The Office also seeks to help prepare all students to live, work, and serve in a diverse society.

The Office of Diversity and Inclusion facilitates regular programming addressing issues of cultural diversity. Programming includes speakers, workshops, films, discussions, etc., designed to engage the campus community in dialogue about relevant diversity issues. These programs are open to the entire campus community and often are open to the broader community of stakeholders, including alumni and local diversity advocates.

Location:

Story Student Center – Student Life Office, Room 105

Hours:

Monday – Friday

8:30 a.m. – 5:00 p.m.

Action Council on Diversity and Inclusion

The NWU Action Council on Diversity is composed of students, staff, and faculty members. The Action Council's primary focus is advocating for institutional initiatives and efforts that improve the campus climate and culture for all students, staff, and faculty.

Action Council Responsibilities:

- Advocate for Representational Diversity: Representational diversity refers to the degree to which Nebraska Wesleyan University attracts, retains, and develops students, faculty, and staff of diverse backgrounds and experiences, commensurate with the campus mission.
- Promote Campus Programming: Our university's commitment to diversity should be reflected in the extent to which principles of multiculturalism, pluralism, equity and diversity are currently incorporated into the university's campus programming.
- Manage Wolf Funds: The council will be responsible for the management of the Wolf Fund for Diversity, earmarked for the promotion of research, scholarship, programming, and creative activities that give voice and representation to marginalized, disenfranchised, or underrepresented groups that hold less cultural power.
- Improve Campus Climate: Our goal is to make diversity a strategic priority touching all aspects of the campus mission, and our success in creating a diverse and supportive campus climate will be judged by the degree to which the events, messages, symbols, values, etc. of the campus make it a welcoming and inclusive environment for all students, faculty, staff, and members of the broader community.
- Facilitate Institutional and Student Leadership: We will seek to be transparent in our efforts and to show clarity of expectations, investment of human and fiscal resources, and accountability as demonstrated through the words and actions of campus leadership at all levels.

Action Council Members for 2016-17:

- Tyre (T.J.) McDowell, Associate Vice President - 402-465-2149
- Rev. Eduardo Bousson, University Minister - 402-465-2398
- Lori Wellman, Advancement - 402-465-2379
- Brad Tice, Assistant Professor of English - 402-465-2351
- Lisa Wilkinson, Associate Professor of Philosophy - 402-465-2313
- Gerise Herndon, Professor of English - 402-465-2347
- Jeff Mohr, Associate Professor of Social Work - 402-465-3555
- Andrea Butler, Executive Director for UC Enrollment - 402-465-3555

Bias Education Response Team (BERT)

Nebraska Wesleyan University is committed to being a safe community for everyone to learn, work, and grow, and you make that possible. As members of the campus community, all of us have a responsibility to "speak up" when we witness bias incidents or hate.

What is a bias incident?

A bias incident is conduct, speech, or expression that targets an individual or group based on race/ethnicity, sex, gender identity, sexual orientation, age, disability, cultural background or other characteristics. Bias incidents include a range of behaviors including telling jokes or calling names, silently avoiding someone, or harassing someone based on their real or perceived membership in a certain group.

What is a hate crime?

A hate crime is a an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor and which has risen to the level of a crime. So, while all hate crimes are bias incidents, not all bias incidents are hate crimes.

What is the impact?

Hate crimes and bias incidents don't just victimize individuals; they harm entire communities making individuals feel frightened and unsafe. That's why we need to work together to reduce bias and eliminate hate on our campus.

How to speak up?

If you think you have experienced or witnessed bias or hate, or if you are advocating on the behalf of someone who may have, the Bias Education Response Team (BERT) wants to know about the incident so we can investigate it and respond appropriately to it, educating the campus community and providing support to victims.

If you have experienced or witnessed a bias incident, **make sure you are safe**. If a crime has occurred, call 911. Once you are safe, report the incident to the Bias Response Team as soon as possible by email or phone (reportbias@nebrwesleyan.edu or 7732).

What will we do?

BERT will investigate all reports of bias or hate within 48 hours of receiving the report. After investigating the incident, we will intervene if we determine it is appropriate including possibly referring the incident to the University Student Conduct Board, will follow up with impacted parties, and will monitor the situation. We will also provide feedback about reported incidents, suggest ways to prevent future incidents on campus, and suggest diversity programming to address the issue.

BERT Members for 2016-2017:

- T.J. McDowell, Associate Vice President – 402-465-2149
- Candice Howell – Assistant Dean of Students – 402-465-2401
- David Iaquinta – Professor of Sociology – 402-465-2426
- Brad Tice – Assistant Professor of English – 402-465-2351
- Sarah Berkeley – Instructor of Art – 402-465-2272
- Lisette Torres Gerald – Assistant Director of the Cooper Center – 402-465-2445

OFF-CAMPUS STUDENTS

Students living off-campus in rental units should be aware of their rights and responsibilities as tenants. A booklet explaining those Rights And responsibilities is available from the Student Life Office. A written lease is a legally binding document, and it should be read carefully before signing. If you believe your rights, as a tenant, have been violated, you should contact Nebraska Legal Services at 402-435-2161.

INTERNET ACCESS FOR STUDENTS RESIDING OFF CAMPUS

Students living off campus may reach many NWU information resources (e.g., email, Blackboard, Web Advisor) through accounts with local Internet service providers. Contact Computer Services 402-465-2341 for more information.

RELIGIOUS/SPIRITUAL LIFE

A healthy spiritual life is an important part of a successful college experience, and growing spiritually is as vital as growing physically, socially, and intellectually as you encounter the challenges of college life. One guide along the path of your spiritual journey is our University Minister, who serves as campus pastor to all members of the Wesleyan community regardless of their religious affiliation.

Along with University Ministries, different student religious organizations offer a variety of worship, discipleship, fellowship, service and interfaith opportunities throughout the semester. Regular Bible studies led by students and the University Minister provide a place to learn and grow in faith on campus. Internship and service-learning opportunities are available in the University Minister's office and in local, national and international religious communities. For more information about religious life activities and/or organizations, contact University Ministries in Old Main 105 and 106, 402-465-2222. To keep up to date on events, find us on Facebook: University Ministries at NWU or follow us on Twitter @spiritnwu.

RECYCLING

Recycling is important to the Nebraska Wesleyan community. Plastic, aluminum cans, paper and cardboard are currently being recycled. Recycle containers for paper, plastic and aluminum cans are located in all campus buildings. A cardboard recycle dumpster is located on the west side of the Story Student Center inside the brown fence. If you have any questions regarding the recycling program, please contact the Physical Plant 402-465-2321.

GLOBAL SERVICE LEARNING

Global Service Learning is a student organization that coordinates and participates in local, national and international service learning projects. For additional information regarding Global Service Learning (GSL), contact the Service Learning Adviser in the Career Center at 402-465-2224.

SMOKING POLICY

The University recognizes that tobacco smoke is a hazard to the health of the University community. To protect the health of the University community, the University designates all buildings as smoke-free. The use of smokeless tobacco is prohibited in all locations on campus. Smoking in vehicles owned or leased by the University is prohibited. Visitors to Nebraska Wesleyan University are included under this policy as temporary members of the University. The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. The University community shares in the responsibility for adhering to and enforcing this policy. Non-compliance will be addressed in the same way as other policy violations. Student concerns about their treatment under the policy will be handled through the existing resolution process.

STUDENT HEALTH SERVICES

Student Health Services is located on first floor of Burt Hall (north end). All students who pay the student activity fee have access to basic services offered. There are registered nurses on staff from 8 am -12 pm and 1 pm - 5 pm. In addition to full weekday services through the nurses' and doctors' hours, the Center provides a variety of other services. Visit www.nebrwesleyan.edu/offices/studenthealth for more information.

IMPORTANT: Student Health must have a completed confidential health history form on file for each student. It includes the following information:

- Address, phone numbers, insurance company name and policy number
- Family/self history
- Current immunizations
- Emergency instructions

Our Commitment to Your Privacy

Our practice is dedicated to maintaining the privacy of your individually identifiable health information (IIHI). We will create health records regarding you and the treatment and services we provide to you. We are required by law to maintain the confidentiality of health information that identifies you. We also are required by law to provide you with notice of our legal duties and the privacy practices that we maintain concerning your IIHI. By federal and state law, we must follow the terms of the Notice of Privacy Practices that we have in effect at that time. The full text of the Notice of Privacy Practices is available in the Office of Student Life, Student Health Services, and on the website.

SERVICES

- Walk-in physician service
 - Monday and Friday 9:30am-11:30 am (No physicians on Wednesday)
 - Tuesday and Thursday 2:00pm-4:15pm
- Referral to specialists
- Routine physical: assessment, diagnosis, and treatment
- Pelvic exams, diagnostic procedures
- Lab work (direct insurance billing): throat cultures, urinalysis, mono, strep, pregnancy tests, blood tests, etc.
- Allergy injections
- Immunizations - Flu, Hepatitis A and B, Tetanus, allergy, etc.
- Sexual responsibilities/birth control information
- Birth control counseling
- Alcohol/drug awareness information
- Stress management/awareness information
- Blood pressure/cholesterol screening
- CPR/AED information
- Resource library, videotapes, and printed materials
- Health Fair

NOTE: Some services have fees assessed to defray special costs not covered by your activity fee. These costs are typically well below those charged by other health providers. Prescriptions can be filled at any pharmacy. If transportation is a factor, Student Health can call HyVee or National Pharmacy, which provide free delivery.

ADDITIONAL EDUCATIONAL SUPPORT

- Illness
- Birth control information
- Health insurance
- Acne, skin problems
- Dietary concerns
- Nutritional and exercise information
- Sexually transmitted diseases (STD)

STUDENT SUPPORT SYSTEM

Nebraska Wesleyan faculty and staff are invested in our students' academic progress and personal growth. NWU's student support system includes an early alert and intervention program for students who are experiencing academic and personal difficulty.

Faculty, staff, parents and students may refer a student about whom they are concerned at <http://www.nebrwesleyan.edu/current-undergraduates/student-services/student-support-system>. When a referral is received, a member of the Student Support Response Team will reach out to the student. A listening ear and a caring approach can often help students get in touch with the resources they need. If you have any questions about the Student Support System, please contact Candice Howell by email at chowell@nebrwesleyan.edu.

STUDY ABROAD

Studying abroad will help you to live in our interdependent and culturally diverse world. Learn more from the Office of Global Engagement—whether you want to spend a year, a semester or a few weeks studying outside the U.S. NWU students can choose from more than 311 partner universities located in more than 50 countries studying another language or taking classes in English, as well as participating in a faculty-led study abroad program for a few weeks in the summer or winter. To talk about where in the world you might want to go, stop by the Office of Global Engagement (located in the lower level of the Student Center) or call the Director of Global Engagement at 402.465.2193. You can also check out studyabroad.nebrwesleyan.edu or facebook.com/NWUStudyAbroad.

WEARY CENTER FOR HEALTH AND FITNESS

Campus Recreation Program

Students, faculty and staff are asked to present their valid NWU ID or University Fob to gain admittance for open recreation at the Weary Center. An ID # will be accepted at the front desk, however, users are encouraged to use their fob/ID when possible to expedite the check-in process.

The following facilities are available for use:

- | | |
|--------------------------------------|--|
| • Aerobics Room | • Recreational Locker Rooms |
| • Cardiovascular Room | • Snyder Arena |
| • Circuit Training Room | • Swimming Pool (pool hours are subject to lifeguard availability) |
| • Knight Field House indoor facility | • Weight Room |
| • Racquetball Courts | |

Traditional Fall / Spring Semester Hours*

- Monday-Thursday: 6:15am - 11:00pm
- Friday: 6:15am - 7:00pm
- Saturday: 12:00pm - 5:00pm
- Sunday: 1:00pm - 9:00pm

Traditional Winter Break & Summer Hours

- Monday-Thursday: 11:00am - 1:00pm / 4:00pm - 8:00pm
- Friday: 11:00am - 1:00pm / 4:00pm - 7:00pm

*The Weary Center will be closed for open recreation on all home-football game days.

*The Weary Center may offer open recreation hours during other campus breaks and holidays (fall break, spring break, etc.) on a limited basis based on student worker availability. More information regarding these hours will be posted on the Campus Recreation web site when available.

Current hours and other announcements will be posted on the campus recreation website and via social media:

- <http://weary.nebrwesleyan.edu> (also found under Campus Recreation from the Current Undergraduates page of the NWU website)

Entering the Facility

Entry to the Weary Center must be made through the front tower entrance. All users entering the facility must check in with front desk supervisor when using any of the workout/recreation areas. Athletes while in-season and students attending an HHP class do not need to show ID to enter the facility for a scheduled practice/class; however, athletes/students must stop and indicate to the front desk supervisor they are attending a practice/class.

General Facility Policies

Food and drinks are restricted to designated areas. Pets, bicycles, skateboards, scooters and roller blades are not allowed in the Weary Center (with exception to the Weary on Wheels bike checkout program). Traditional outdoor sports (baseball, softball, football, frisbee, etc.) are restricted to scheduled practices. Any other outdoor sport activities must be approved through the assistant to the athletic director.

Nebraska Wesleyan University is not responsible for lost or stolen items. If it is necessary to bring valuables into the Weary Center, it is recommended those items be secured in lockers during workouts. Lost & Found items can be claimed at the front desk during open recreation hours. Open recreation hours may occasionally be disrupted by scheduled activities. Changes in the schedule will be posted on the Campus Recreation website (<http://weary.nebrwesleyan.edu>).

Shirts, athletic shoes, and proper athletic attire must be worn at all times; shirts must be worn over sports bras. Users are responsible for all valuables and personal items. Users should not attempt to use equipment on which they have not received instruction. Users may ask the area supervisor on duty if instruction is needed. Users should immediately report any injury or facility/equipment problems to the supervisor on duty. Dumbbells must be returned to the proper storage station. Equipment is not to be moved or modified in any way. Users must not rest weights on the benches between sets. Slamming or dropping of free weights is prohibited. Weights should not be leaned against walls, glass or equipment. Spotters are encouraged when appropriate. Users may ask the supervisor on duty to spot when appropriate.

Users must follow the time limits placed on equipment during peak times. Screaming, yelling or use of offensive language will not be tolerated in the facility. Equipment shall not be removed from the recreational areas at any time for any reason. The supervisor on duty will monitor radio/television station selection and volume.

Equipment Checkout

A variety of equipment is available for checkout at the Weary Center front desk, including basketballs and volleyballs for sand volleyball use. All equipment checkout will be done via an online equipment checkout process.

Weary On Wheels - Bike Checkout Program

The Campus Recreation program offers a voluntary bike checkout program to encourage the NWU community to recreate outside of the Weary Center. The program is open to all current students and employees. More information regarding the program can be found on the campus recreation website or at the Weary Center front desk.

Guest Policy

Users may bring one guest per day. Daily guest passes can be purchased for \$5 at the Weary Center front desk during open recreation hours. Guest passes are non-transferrable. Guests must be at least 18 years of age and have an NWU sponsor with them at all times. Guests may use all facilities that are open for recreational use. Only sponsors can check out equipment to be used by guests. Sponsors are responsible for any misconduct or damage by their guests. More information regarding guests is available on the campus recreation website.

Lockers, Locks and Towels

Commuter students, faculty and staff will have access to lockers located in the locker rooms by the pool at no rental charge. Lockers can be reserved at the Weary Center front desk and can be reserved for one semester at a time (limited availability). Users must provide their own locks and towels.

The recreational locker rooms near the Weight Room are available for day-use only. These lockers may not be checked out and all items must be cleared out and all locks removed at the conclusion of each workout. These locker rooms will occasionally be unavailable as these locker rooms are used to house visiting teams for athletic events.

Racquetball Court User Policies

No street shoes are allowed in the racquetball courts. Eye guards must be worn during all racquetball and handball activities and are available for checkout at the front desk. All courts are available on a first-come, first-served basis.

Weary Center Snow Day Hours

If classes are cancelled for an entire day due to weather, open recreation hours will be available from 2pm to 8pm. If only evening classes are cancelled, the Weary Center will remain open until 8pm that evening. If only morning classes are cancelled, open recreation hours will begin at the same time that classes resume.

All intramural sports and fitness classes will be canceled on all snow days.

GENERAL STUDENT POLICIES AND PROCEDURES

EQUAL OPPORTUNITY

Nebraska Wesleyan University provides equal opportunity for all qualified persons in all areas of University operation, including education, employment, and decisions regarding faculty appointment, promotion or tenure, without regard to race, religion, age, sex, creed, color, disability, marital status, national or ethnic origin, sexual identity or sexual orientation.

ACADEMIC POLICIES

(For additional policies, consult the Nebraska Wesleyan Course Catalog.)

Academic Integrity Statement

Academic integrity is one of the basic principles of a university community. Nebraska Wesleyan University encourages and expects the highest standards of academic honesty from all students. The Code of Student Conduct states that academic dishonesty is subject to disciplinary action.

Class Attendance

Each professor determines the specific attendance policy for each course; however, regular class attendance is expected of all students. Your professors will provide a written statement of the attendance policy for each class during the first week of the semester (usually on the course syllabus or Blackboard).

Down Slips (Midterm Progress Reports)

In order to alert students of less-than-acceptable academic performance, professors may submit midterm progress reports (also known as "down slips") for deficiencies in the following areas: tests, attendance, assignments, daily preparation, and homework/labs/papers. Since some faculty do not submit down slips, you should talk with your professor if you have any concerns about your performance.

Midterm reports are e-mailed to your advisor and to you at the midpoint of each semester. You will be notified through campus e-mail and instructed to go to WebAdvisor for the details. Students who receive a midterm progress report should meet with the relevant faculty member and adviser. Academic Information, including midterm deficiency reports, may be shared among administrators for the purpose of providing students with academic assistance and monitoring student retention.

Faculty Evaluation

You will be asked to complete course evaluation forms in most of your classes. All faculty are evaluated at least once a year, and untenured faculty are evaluated every semester. The results of the evaluations are provided to each faculty member after final grades have been submitted, and student evaluations are carefully considered by the Faculty Evaluation Committee in recommending promotions and tenure.

Culmination Period

For semester long courses, the culmination period is a weeklong interval in which no lecture examinations, tests or quizzes are given (laboratory practical examinations, activity examinations, final performances, make-up or repeat examinations, and self-paced examinations are exceptions). The Dean of the College of Liberal Arts and Sciences may grant other exceptions.

This period begins at 8 a.m. seven days before final examinations commence and remains in effect until the beginning of Finals Week. There is no culmination period for eight-week or five-week courses.

Final Examinations

All students, including seniors, have final examinations or final activities in each course for which they are registered unless the instructor exempts individual students from this requirement. All classes, including those whose entire enrollment has been exempt from the final examination, must meet for no fewer than 50 minutes during the period specified in the final exam schedule. Students wishing to change the time for a final exam must get signatures from the instructor, department chair, and dean of CLAS. Petition forms may be picked up in the Academic Affairs office.

Graduation

Faculty advising and a check system by the Registrar's Office help students monitor their progress toward graduation, **but each student is ultimately responsible for making sure that he or she has met all degree requirements**. You may check your progress with the Academic Analysis on WebAdvisor. Candidates for all baccalaureate degrees must complete the following general requirements: a minimum of 126 credit hours of which at least 18 are earned in upper-level courses. Students are referred to the catalog for more detailed information on requirements.

Grade Appeals

Grade appeals should be resolved informally with your instructor whenever possible. If the matter is not resolved, an informal discussion with the department chair is the next step. If the matter is still not resolved, a formal process is in place for you to follow. The following summary outlines the process; however, you are encouraged to contact the Academic Affairs Office for detailed information before filing a formal complaint.

- Step 1 Informal discussion with the instructor.
- Step 2 Informal discussion with department chair (or division chair).
- Step 3 Filing of a Formal Written Grade Appeal with the dean of the College of Liberal Arts and Sciences (within four months of the end of the semester)
- Step 4 Hearing with the Divisional Grade Appeal Committee (within three weeks of Step 3, unless it is the summer; then, within three weeks of the beginning of the following semester).
- Step 5 Decision of the Divisional Grade Appeal Committee (within seven days of the completion of Step 4).
- Step 6 Appeal to the chief academic officer [provost] (within two weeks of Step 5). The chief academic officer's decision is final.

You may also challenge the contents of your educational records under the Family Educational Rights and Privacy Act (see University Catalog).

ABSENCES FOR CURRICULAR AND CO-CURRICULAR ACTIVITIES

Students, coaches, sponsors, and directors should communicate as early as possible with faculty about schedules and anticipated absences. Students must take responsibility to be in touch with faculty regarding their anticipated absences for curricular and co-curricular activities and make arrangements to make up work. Students who anticipate absences because of curricular or co-curricular activities should make every effort to avoid other absences from classes.

For more information about these guidelines, contact the Academic Affairs Office or the Student Life Office. Curricular activities are those that relate to or are connected with a class that may be either mandatory or optional, including performing arts, and in some instances, athletics.

Co-curricular activities are those that enhance and extend the college experience and are fully supported by the institution, including athletics, some performing arts, departmental clubs, and student government involvement. Faculty, along with coaches, directors, and sponsors of these co-curricular activities, should collaborate to ensure both academic and participatory success for students.

Extracurricular activities are those that, while still important, are viewed as secondary to the academic program. Examples include intramurals, employment, and Greek activities.

Some professors do not distinguish between excused and unexcused absences. Please work closely with each of your professors.

PROFESSIONAL ETHICS

Nebraska Wesleyan has a statement of professional ethics that governs all faculty and staff. The statement includes four sections, two of which are titled Use of University Affiliation and Professional Responsibilities. The two other sections are of particular relevance to students:

Professional Integrity

Professional integrity is essential at Nebraska Wesleyan University and is expected of its students and employees alike. Employees at Nebraska Wesleyan University observe copyright laws and credit sources in their work, use university facilities and resources only for professional purposes, and model for students the highest standards of academic honesty in written and oral discourse. Employees of the university will not use materials produced by students for any purpose other than that for which the materials were produced without the students' consent, with the exception of materials collected for the internal assessment of student learning.

Human Dignity

All students and colleagues will be treated fairly and respectfully without regard to any personal differences. Relationships between Nebraska Wesleyan University employees and students enrolled at the university are, above all, professional. These professional relationships must not be compromised by social, emotional, romantic, or sexual attachments. More information on this statement is available from either the Dean of the College of Liberal Arts and Sciences 402-465-2110 or the Dean of Students 402-465-2154.

NEBRASKA WESLEYAN UNIVERSITY POLICY FOR EVENTS INVOLVING CANDIDATES FOR ELECTED POLITICAL OFFICE

Requests to host events on campus featuring or actively promoting candidates for elected political office shall be submitted in writing to the Provost with sufficient time prior to an event for planning and announcements. Include the following information with the request:

- Purpose of the event (NWU cannot be a site for any event associated with political fundraising)
- Name(s) of the candidate(s)/supporter(s) being featured
- Event sponsor(s) - both on and off campus, if applicable
- Contact information for campus sponsor and speaker(s) organization
- Preferred location, date, and time of the event, and activities, if any
- Expected attendance

POLICY FOR EVENTS INVOLVING CANDIDATES FOR ELECTED POLITICAL OFFICE

Events held on the Nebraska Wesleyan University campus that are attended by candidates for public office or are part of the candidate's general effort to build support for candidacy shall be free of charge and open to the general NWU community. (This requirement does not apply to small organizational meetings or class sessions.) An open invitation is defined as one for which no fewer than one-half the available seats or spaces are available to the general college community based on a distribution of tickets on a first-come, first-served or other unbiased basis. It is expected that these events will be structured in a way that encourages and accommodates a free exchange of ideas among individuals of diverse and divergent points of view. NWU programming will take precedence in scheduling of outside events. Use of NWU facilities is governed by the existing facilities rental agreement provisions.

POLICY ON CONSENSUAL RELATIONSHIPS

To ensure a learning environment which supports the university's mission, it is prohibited for a faculty member to engage in romantic and/or sexual relationships with any student unless they are married to each other, even when both parties believe the relationship is consensual. This prohibition applies even if the student is not under the faculty member's instruction, evaluation, or supervision.

POLICY ON STUDENT RIGHTS IN THE ACADEMIC CONTEXT

Students are free to discuss and express all views relevant to the subject matter of a course, subject only to the responsibility of the instructor to maintain meaningful progress in the course. Students have the right to academic evaluation that is neither arbitrary nor capricious. Students have the right to expect faculty members not to disclose information given by students in confidence about their views, beliefs and/or political associations to faculty members in their roles as instructors, advisors, or counselors. Such information may only be disclosed under legal compulsion or with written permission of the student. Questions relating to intellectual or skills capacity are not subject to the confidentiality standard.

PRIVACY AND SAFEGUARDING EDUCATION RECORDS

Students have specific rights regarding the privacy of their education records under the Family Educational Rights and Privacy Act of 1974 (FERPA). Nebraska Wesleyan may disclose directory information without student consent; however, students have the right to withhold its disclosure. Directory information includes a student's name, home and local addresses, home and local telephone numbers, email address, classification and major, date and place of birth, dates of attendance at Nebraska Wesleyan, degrees and awards received at Nebraska Wesleyan, institutions attended prior to admission to Nebraska Wesleyan, the student's photo, participation in recognized activities and sports and weight and height of members of athletic teams. If students do not wish directory information to be released without their consent, they must notify the Registrar in writing during the first week of classes.

Nebraska Wesleyan will not disclose the contents of student education records to other parties except under circumstances allowed by the Act, without a student's consent. One of the exceptions allows disclosure of a student's education record to an administrator, faculty member or other employee of Nebraska Wesleyan if that person needs to review that education record to fulfill his or her professional responsibilities to Nebraska Wesleyan. Also, on WebAdvisor, students may elect to allow parents/guardians to have access to their education records.

Students have a right to review their education records and may request Nebraska Wesleyan to amend their education record if information contained therein is inaccurate, misleading, or in violation of their privacy rights. If a student wants to review the student's education records or to request amendment of an education record, the student should contact the Academic Affairs Office or the Student Life Office to initiate the process. A full copy of the FERPA policy and procedures is available in each office. Students also have the right to file a complaint with the United States Department of Education concerning any alleged failures to comply with FERPA.

Nebraska Wesleyan also maintains student financial information which is subject to the requirements of the Gramm-Leach-Bliley Act (GLBA). In compliance with the GLBA Safeguards Rule adopted by the Federal Trade Commission, Nebraska Wesleyan has adopted an information security policy to ensure the safeguarding and confidentiality of customer financial information in its possession. The objectives of this policy are to:

1. Ensure the security and confidentiality of customer records and information;
2. Protect against any anticipated threats to the security or integrity of such records and information; and
3. Protect against unauthorized access to, or use of, such records or information that could result in substantial harm or inconvenience to an customer.

OFFICIAL MEANS OF UNIVERSITY COMMUNICATION TO STUDENTS

Important Note: Enrolled students are expected to check these sources regularly for important information from the university.

Official University communication to students may take any of the following forms:

- Email to a student's NWU account
- Student Mail Boxes (SMB)
- Telephone number provided by the student during Validation
- Correspondence to a student's permanent address (Students are responsible for reporting any change in permanent address to the Registrar's office).

This policy applies throughout students' enrollment at Nebraska Wesleyan. During the summer months, the student's permanent address and/or email will always be used as a means to communicate official university information. **Students are responsible for all official university communication that comes to them through any of the above media.**

AMERICANS WITH DISABILITIES ACT (ADA)

Federal law requires that Nebraska Wesleyan make "reasonable accommodations" to ensure that people with disabilities will have equal access to all educational programs, activities, and services. Therefore, Nebraska Wesleyan University, in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA), recognizes the University's obligation to make reasonable accommodations for qualified students with disabilities.

A "reasonable accommodation" is defined as any change in an environment or in the way things are customarily done that:

1. enables an individual with a disability to enjoy equal opportunities
2. does not fundamentally alter the nature of the activity, service, or program
3. A "disabled" person is defined as one who has a physical or mental impairment that substantially affects one or more major life activities.

To facilitate plans for any reasonable accommodations, it is the responsibility of students with disabilities, following their admission to Nebraska Wesleyan, to notify the University of their disabilities, to document their needs and to request accommodation. Students should contact Sandra J. McBride, coordinator of services for students with disabilities coordinator 402-465-2346.

STUDENT ACCIDENT INSURANCE

Nebraska Wesleyan provides a basic accident benefit for the nine-month academic year that provides up to \$1,000 for expenses relating to an accident occurring on or off campus at no cost to all full-time undergraduate students in the College of Liberal Arts and Sciences (CLAS).

Student athletes are required to have health insurance. That requirement can be met by documenting existing coverage or through the purchase of a short-term plan that covers the athlete's season. Questions regarding insurance may be directed to the Office of Student Life or Student Health Services.

MAIL CENTER POLICY AND PROCEDURES

Individuals wishing to send mail or leave a message for a student must include the student's name and mailbox number on the mail piece or message. The minimum size for mailbox inserts is one-fourth of an 8.5" x 11" sheet of paper. Smaller sized mailings will not be inserted in the boxes. All mass distribution by student organizations must be approved by the Director of the Center for Student Involvement or the Student Life Office. In the case of materials to be distributed for classes (for example, surveys), the class name and professor's name must be visible on all materials. In addition, all mail must include a return address and the name of the individual or sponsoring organization distributing the material. Mass mailings will be distributed by Mail Center staff, or by student organization members under the supervision of Mail Center staff. Persons should allow two complete business days for on-campus mail to be delivered. Special deliveries (for example: flowers) are accepted at the Mail Center. A pick up notice will be put in the mailbox and as time allows a voice mail will be sent. The Mail Center also serves as the Lost and Found Center.

REFUND POLICIES

Students who withdraw from school for any reason shall receive refunds for tuition according to the following percent of the semester rates:

During the Second Week	80%
During the Third Week	60%
During the Fourth Week	40%
During the Fifth Week	20%
After the Fifth Week	0%

If the withdrawing student has received a credit for a Nebraska Wesleyan funded scholarship and/or grant, such financial aid will be cancelled and may not be used to pay the tuition charges assessed for the period the student was enrolled.

Calculations are based upon the date of the first meeting of classes. Items designated as fees will not be refunded. Room and board payments will be refunded as stated in the current housing contract. No refunds are made to a student who withdraws from a special program, activity or field trip after the deadline for acceptance into the program has passed. Students should consult the director of the special program.

If a student registers for more than 18 hours and later wishes to reduce the load for any reason, the student must complete the procedure for withdrawal during the first five weeks of the semester to qualify for any refund of tuition charges for extra hours. Such refunds will be reduced by the original charge for each successive week of the semester as stated in the tuition refund schedule above.

If individuals believe extenuating circumstances merit a departure from the tuition refund schedule, they may appeal in writing to the dean of the College of Liberal Arts and Sciences for special consideration.

The Higher Education Amendment of 1998 established a new procedure for the return of Title IV Federal Student Aid when a student who is receiving Title IV aid withdraws from college before the end of the semester. The new Return of Title IV Funds policy follows.

The Business Office will calculate the percentage of the semester that a withdrawing student was enrolled for that semester based upon the student withdrawal information on file in the Registrar's Office. The date of withdrawal is the date the completed "Withdrawal from University" form is given to the Registrar's Office. The number of days enrolled will include weekends but will not include scheduled breaks which are five days or longer.

For example, if a student withdraws at the end of five calendar weeks, the percentage of the semester attended would be calculated as follows: 5 weeks x 7 days = 35 days divided by the number of days in the semester (not including scheduled breaks of five days or longer, $35 \div 112 = 31\%$). In this example, the student will be entitled to 31% of the Title IV aid but 69% will have to be returned to the Federal Government. When a student has attended 61% or more of the semester (68 days in this example), no title IV aid has to be returned. Returned aid is allocated in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, Federal SEOG Grant, and LEAP.

If there is a balance due on tuition and fees and/or room and board after the return of Title IV Federal Student Aid, the student will be responsible for the balance due.

COMPUTER USE POLICY

What can you do?

- You may use NWU Computing Resources for activities relevant to your role at NWU.
- You may use NWU Computing Resources for academic and educational purposes, including involvement in professional organizations.
- In using NWU Computing Resources you must respect the rights of other members of the NWU community and of the larger internet community.
- You may use NWU Computing Resources only while you are a currently enrolled student, an employee, or a faculty emeritus of Nebraska Wesleyan University, or as a participant in an on-going program of the University.
- You may use NWU Computing Resources for your personal entertainment or communication, but must relinquish the resources if they are needed for an academic or educational purpose.
- You must use NWU Computing Resources in an ethical and responsible manner.
- You must abide by all security restrictions on NWU Computing Resources.

What can't you do?

- You may not allow another person to use your username and password, nor use another person's username and password, to access NWU computing resources.
- You may not use NWU computing resources to support or advocate any commercial, political, or nonprofit organization without the written permission of the NWU Administration.
- You may not use NWU computing resources for any illegal or deceiving purpose including, but not limited to, unauthorized copying of software.
- You may not violate other NWU policies in your use of NWU computing resources.
- You may not be wasteful of NWU computing resources, use them unfairly, or disrupt their intended use.
- You may not intentionally damage NWU computing resources.
- You may not use NWU computing resources for unauthorized access to other resources.

What happens if you don't comply?

- Failure to comply with these guidelines will result in disciplinary action according to standard University policies and procedures.
- The Code of Student Conduct includes as conduct subject to disciplinary sanctions that relating to theft or other abuse of University computer resources.

NOTE: While NWU respects the privacy of email messages, safety, liability and business concerns may require the University to access any email on its system. All materials on or in NWU computers are the property of NWU and accessible by NWU administration.

WEBSITE PROCEDURES

A wide range of information about NWU, both academic and co-curricular, can be found on the University's website (<http://www.nebrwesleyan.edu>). The University information pages are maintained by the Marketing and Communications Office. All University-related pages must comply with the Policy on Appropriate Use of Computer Resources, Code of Student Conduct, as well as state and federal laws. Instructional, administrative, departmental, and personal pages for faculty and staff are supported on the University's web server. Details are available from Computer Services/Instructional Technology (csit.nebrwesleyan.edu). Web pages for students or student organizations are supported on the student web server (csit.nebrwesleyan.edu/student_sites). The Marketing and Communications Office and Computer Services are jointly responsible for monitoring Nebraska Wesleyan's website. Linked pages with content that violates the University's policies and/or federal and state laws will be removed.

UNIVERSITY CLOSING DUE TO INCLEMENT WEATHER

If weather conditions appear dangerous or threatening, Nebraska Wesleyan may cancel classes. The university will announce any cancellations through the Wesleyan Alert System, the university website, campus email and on participating television and radio stations.

- KOLN-TV (Channels 10/11)
- KTGL 92.9 FM
- KLKN-TV (Channel 8)
- KZKX 96.9 FM
- KETV (Channel 7, Omaha)
- KFGE 98.1FM
- WOWT-TV (Channel 6, Omaha)
- KMTV (Channel 3, Omaha)
- KKAR 1290 AM (Omaha)
- KBBK 107.3 FM
- KFAB 1110 AM (Omaha)
- KIBZ 104.1 FM • KFOR 1240 AM
- KLNC 105.3 FM
- KLIN 1400 AM
- KFRX 106.3 FM
- KLMS 1480 AM

Please do not call Nebraska Wesleyan officials to find out if classes are cancelled. Classes will be held unless there is an announcement to the contrary.

Since Nebraska Wesleyan is a residential campus, the residence halls and the student center will remain open during university closings, and walks will be shoveled for safety by the snow removal emergency crew. The library and the Weary Center, at the discretion of the directors, will offer limited hours of operation for students on campus. Library hours will be announced through a recorded message on the main library telephone line. Weary Center hours will be announced on the Weary Center website (<http://weary.nebrwesleyan.edu>). Athletic practices will take place during hours that the Weary Center is open for students on campus. The athletic director and dean of students will determine if intercollegiate athletic contests are postponed or cancelled due to weather, and the sports information director will follow procedures already established for notifying the media.

The City of Lincoln may issue a parking ban due to snow, which includes fines or towing for unmoved vehicles.

SAFETY AND SECURITY POLICIES AND PROCEDURES

PERSONAL SAFETY

Nebraska Wesleyan places a high priority on keeping its campus safe for students, employees, and visitors. The University works to lessen the chances of crime. Although Nebraska Wesleyan deals with the possibility of crimes through various measures, prevention and the reporting of crimes are ultimately the individual's responsibility.

Various programs designed to aid students in learning safe personal living habits are provided during orientation in the residential facilities and the Greek houses. The college newspaper, The Wesleyan Yip, also runs various articles related to campus safety.

The University is obligated to inform students when crimes are known to have occurred. The type of communication and its delivery will depend upon the circumstances of the crime. These announcements are made to alert community members of security precautions they may wish to take.

All members of the University community have the responsibility of reporting crimes to the local police. In emergency situations, dial 911. It is extremely important to report crimes promptly. Doing so will aid the University in providing timely notice as well as helping authorities investigate and apprehend suspects. For crimes reported in the evening, also notify NWU security 402-432-9238 and the police. For crimes reported in the daytime, notify the Physical Plant 402-465-2323 in addition to the police.

SEXUAL MISCONDUCT PREVENTION AND RESPONSE

Nebraska Wesleyan University is committed to proactively creating and maintaining a welcoming, safe, healthy educational environment for all students, staff, and faculty. If you or someone you know has experienced sexual assault, dating violence, domestic violence, harassment, discrimination, or stalking this is how to respond:

1. Safety: Our first concern is for your safety. If you are in immediate danger call 911 and/or Campus Security (402) 432-9238.

2. Connect: Support is available via campus and off campus resources:

Student Health Services: Student Health Services is located on the First Floor of Burt Hall North. The Health Center is open Monday-Friday from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. The Student Health Services is a walk-in clinic providing a variety of health services without cost (student fees cover most services).

- Nancy Newman, Director for Student Health Services - (402) 465-2375, njn@nebrwesleyan.edu
- Kim McLaughlin, Assistant Director for Student Health Services - (402) 465-2377, kam@nebrwesleyan.edu
- Counseling Services: Counseling Services is located in the 49th street Building (49th and St. Paul Streets). Counseling Services is open Monday-Friday from 8:00 a.m. to 5:00 p.m. (402) 465-2464.

• University Ministries: Eduardo Bousson, NWU University Minister, is located in Old Main - Room 105; ebousson@nebrwesleyan.edu; (402) 465-2222.

• Campus Advocate (Voices of Hope): Lindsay Spaulding, NWU Campus Advocate is located in the GAP Office (Lower Level of Story Student Center) and Burt Hall Room 110; lindsay@voicesofhopelincoln.org; (402) 465-2533.

3. Report: Report incidents to the NUW Title IX Coordinator: T.J. McDowell, Jr., (402) 465-2149 or via email at tmcdowe2@nebrwesleyan.edu.

MISSING PERSON

If a person has not been seen by a roommate, classmate, faculty member, family member or other campus staff in a reasonable amount of time, their absence may be cause for concern.

If a member of the Nebraska Wesleyan University community has reason to believe that a student is missing, whether or not the student resides on campus, efforts will be made to locate the student to determine their state of health and well being through collaboration with Lincoln Police, Campus Security and Residential Education. If a student resides on campus, either Campus Security or the residential education coordinator will conduct a welfare check into the student's room. If the student resides off campus, Campus Security will work with local police to request a welfare check. University officials will also attempt to determine the student's whereabouts through contact with friends, faculty or on-campus employers of that student verifying class attendance, work schedules, organizational or academic meetings.

If located, verification of the student's state of health and intention of returning to a campus routine is made. When appropriate a referral to Counseling Services will be made.

If not located, notification will be made to the emergency contact provided by the student within 24 hours of receiving the initial report. If the student resides off campus emergency contacts and family will be encouraged to report the situation to the appropriate law enforcement agency.

Suzanne's Law requires law enforcement to notify the national Crime Information Center when someone between the ages of 18 and 21 is reported missing (Federal law as of 2003 and part of the national "Amber Alert.") Students are encouraged to register an emergency contact in case they are determined missing. Students living on campus should register their emergency contact person with the Residential Education Office. Students residing off campus should inform the Registrar's Office of their emergency contact.

GREEK HOUSING SECURITY

The fraternity and sorority chapter houses on the perimeter of the campus are not operated by Nebraska Wesleyan University; however, Greek chapter houses meeting approved University Housing standards are considered to be approved housing. The 1990 Campus Security Act includes these facilities within the jurisdiction of the Act. Members should familiarize themselves with the particular safety and security procedures for their individual chapters. Members who detect any physical structures that present a safety or security risk should report them to the house manager, chapter president, or house director. Members should follow the procedures for emergencies established by each chapter; generally these are to call 911 for life-threatening situations and to report criminal activity to the Lincoln Police Department. The University's security guards are not authorized to provide services to the interiors of Greek chapter houses. Access to Greek chapter houses is restricted to members and their invited guests. Chapters differ in their security systems for key distribution and access to external doors. House Managers or chapter presidents will inform members of these policies and procedures. Ultimately, the security of each chapter house depends upon the full cooperation of every resident and member. It is each member's individual responsibility to be aware of safety and security concerns and to comply with those policies and procedures that affect the safety of persons and property of residents.

NWU SECURITY

Nebraska Wesleyan employs a security agency to provide security for students, faculty, staff and facilities. Their purpose is to be the "eyes" and "ears" of our campus, and to assist the Lincoln Police Department. Having security personnel is a proactive measure with the intent to prevent crimes. In conjunction with students' own precautions, security guards can be an immediate resource in preventing crime.

Security staff are trained in crime prevention, fire prevention, safety, patrol techniques, first aid and public relations. Each guard also receives training on campus to familiarize him or herself with the facilities and procedures.

Security staff are equipped with a cellular phone 402-432-9238 to take calls. Security staff duties are twofold: to protect students and other persons, and to protect University property. Their responsibilities include: securing buildings, checking offices and laboratories, noticing signs of break-ins, patrolling campus grounds and parking lots, providing an escort when requested, and reporting security related maintenance requests.

Nebraska Wesleyan University is under the jurisdiction of the Lincoln Police Department's Northeast Team. Lincoln police have the right and the obligation to come onto campus property. Security staff is independent of local and state police agencies; however, they provide regular reports of crime to the Lincoln Police Department and may call the LPD for service as conditions warrant. The Police Department communicates to the University on a timely basis any criminal activity engaged in by our students.

The Fire Department responds to all fire and rescue calls to the campus and is authorized to investigate and prosecute incidents regarding false fire alarms, fire extinguisher tampering and any fires of suspect origin.

CAMPUS ESCORT SERVICE

Security officers can escort students, faculty and staff on campus 24 hours a day 7 days a week. The security officer on duty will escort the individual as he/she is available. More information about the program can be obtained through the Physical Plant.

PARKING

Nebraska Wesleyan University encourages the use of alternative transportation such as carpooling, city bus service and/or bicycling.

Vehicle hang tags for enrolled full- and part-time students are required on all vehicles regularly using Nebraska Wesleyan University's parking areas, and can be obtained at the Physical Plant. With the exception of the 24-hour reserved lot located south of the Townhouse Village, there is no fee for parking.

Nebraska Wesleyan University parking areas are designated by a sign near the lot entrance or individual stall signs. Vehicles without the appropriate permits as specified on the signs during the designated times are subject to violation tickets and/or towing. "No Parking" areas are designated by signs or by red curb painting. Parking is prohibited in entrance driveways, fire lanes, near fire hydrants, in delivery and service drives, at street crossing areas, blocking other vehicles, on sidewalks and on grass.

This policy is enforced by parking violation tickets and/or vehicle towing. Security cellular 402-432-9238, and/or Physical Plant staff 402-465-2321 are authorized to enforce compliance of the parking policy.

PARKING POLICY

Vehicle hang tags are required on all vehicles using NWU parking lot areas. Each student and faculty/staff member will be assigned one hang tag for the academic school year at no charge. Student parking hang tags can be found in each student's mail box. If the hang tag is lost or stolen, the cost for replacement will be \$20 for first replacement and \$50 for second replacement. Tag owners are responsible for any violations committed with their tag.

All parking areas have signage specifying whether they are restricted, reserved or general parking. Areas will be monitored Monday-Friday 7 a.m. to 5 p.m. The areas are marked by color coding on parking lot entrance signs.

Student Only Areas: (Green hang tag required)

- Lot 5 (East of Centennial and Pioneer Halls)
- Lot 8 (South side of Huntington Avenue between 52nd and 53rd Streets)
- Street parking on North side of Huntington (vehicle must be moved every 24 hours as required by the City of Lincoln)

Student, Faculty/Staff Areas: (Green or gold hang tag required)

- Lot 1 (West side of 50th Street)
- Lot 2 (West side of 50th Street)
- Lot 3 (Corner of 50th Street and Huntington Avenue)
- Lot 4 (North side of Huntington Avenue between 54th and 56th Streets)
- Lot 6 (North side of Madison Street)
- Lot 7 (North side of Lucas Hall)
- Lot 9 (South side of Huntington Avenue between 53rd and 54th Streets)
- Lot 10 (South side of Huntington Avenue between 54th and 56th Streets)

Faculty/Staff Only: (Gold hang tag required)

- Area A (Horseshoe area west side of Olin Hall of Science and Old Main)
- Area B (West side of Rogers Fine Arts)
- Area C (Horseshoe driveway outside McDonald Theatre)
- Area D (South side of Story Student Center)

PARKING VIOLATION TICKETS

Tickets will be issued to improperly parked vehicles. This includes vehicles parked in parking lots without proper permits, driveways, delivery areas, "No Parking" and reserved areas, sidewalks, grassy areas, and vehicles parked over the lines in parking lots. The cost for a ticket is \$15. This amount will be added to NWU student/employee account as applicable. Payment can be made at the Business Office window. Consistent with City of Lincoln policies, a \$100 fine applies for parking in fire lanes, near fire hydrants, or handicapped areas.

TOWING POLICY

After accumulation of three (3) unpaid tickets within the academic year, violators are subject to tow upon the next violation. Our 24-hour towing company is Capital Towing, 101 Charleston 402-477-7676. Capital Towing will accept cash or bank card only. NWU is not involved in the towing, storing, or release of vehicles, and assumes no liability for vehicles.

CAMPUS SAFETY VIOLATION FINES

To protect the safety of all Nebraska Wesleyan students, visitors and other community members, individuals who operate vehicles on the campus beyond approved drives, and individuals who are on the roof of any campus building will be automatically assessed a \$300 fine. In addition, these individuals may be subject to further disciplinary action under the Code of Student Conduct.

OUTDOOR RECREATIONAL ACTIVITIES

In order to ensure the safety of all members and guests of the Nebraska Wesleyan community, students, staff and faculty are asked to be considerate of others while engaging in any recreational or sporting activity on the campus. Any sporting or recreational activity being conducted must not interfere with any classroom activity or present a safety hazard to others on the campus. Additionally, the use, possession or storage of hover boards or similar devices on this campus is not permitted.

WEAPONS

Possession, storage or use of any type of firearms or weapons including, but not limited to knives, paintball guns, B.B. and air guns, or explosive material of any kind, including but not limited to fireworks and flammable liquids are not allowed on University property or in Greek Houses. Firearms or other weapons confiscated by Nebraska Wesleyan officials will be turned over to the Lincoln Police Department for appropriate disposal and the student will be referred to the Student Conduct Board.

TORNADOES AND STORMS

Severe weather usually comes in the form of ice, snow, high winds, hail and rain in Nebraska. There are cases in which severe weather will result in a tornado. The following definitions and precautions should be understood and taken seriously:

- Tornado Watch: indicates that the weather conditions are such that a tornado could form in our area (Lancaster County).
- Tornado Warning: indicates that a tornado has been sighted which places the area in immediate danger.

Radio warnings and the public address siren (which is tested every Wednesday morning) will be heard. You must seek shelter immediately.

- If you are outdoors without shelter, lie flat in a ditch or low area. Protect your head.
- If you are in your car, leave your vehicle for a ditch or low spot. Never try to outrun a tornado.
- If you are in a residence hall/apartment building or Greek living unit go to the designated shelter area (often the basement). Stay away from all windows, doors and outside walls. Protect your head.
- If you are in a large building, interior hallways on the lowest floors, or a basement, offer the best protection.

LEGAL SERVICES FOR STUDENTS

Nebraska Wesleyan provides no legal assistance for individual students or student groups unless they are functioning as an authorized representative of the University. Nebraska Legal Services is available at 402-435-2161.

ALCOHOL AND DRUGS POLICY

Because of the serious problems related to the use of alcoholic beverages and controlled substances, and because this practice can lead to a loss of effectiveness in human life and does not contribute to the teaching-learning process, the Nebraska Wesleyan community reaffirms its position of serious concern about the use of alcoholic beverages and/or controlled substances in this college environment. The Nebraska Wesleyan community urges that all of its members exercise mature judgment and social responsibility when making decisions regarding the use of alcoholic beverages and other drugs. This University community further denounces and prohibits the sale, possession, distribution or use of illegal drugs by students, faculty or staff. The University is committed to helping individuals who are suffering from a chemical dependency or drug abuse problem, and we urge the members of this academic community to become actively engaged in drug and alcohol education, prevention and treatment programs where appropriate.

While the Board of Governors recognizes the rights of students to be protected from intrusive drug testing, the Board acknowledges that substance abuse or illegal drug usage may hinder a student's performance (academic, athletic or other), health, or safety. Additionally, the Board recognizes that such abuse or use may adversely affect the interests of the University community. As such, it is the determination by the Board of Governors that Nebraska Wesleyan is authorized to implement appropriate procedures to protect the interests of the students and the University community. Such procedures may include the implementation of a screening process or the request for an evaluation from a qualified professional to determine the seriousness of the problem. In the implementation of these procedures, Nebraska Wesleyan is committed to protect the due process and privacy rights of students.

Violations of law and/or violations of the Code of Student Conduct shall be adjudicated by the proper student conduct bodies.

ENFORCEMENT OF ALCOHOL AND DRUGS POLICY

In enforcing this policy, the following guidelines will be followed:

- The laws of the State of Nebraska pertaining to the possession and use of alcoholic beverages shall be followed specifically. This means that it is a violation of the alcohol policy for students under the legal drinking age (21 years of age) to consume or possess alcoholic beverages on campus. It is also illegal for a person under the age of 21 to be present at gatherings where alcohol is present.
- The laws of the State of Nebraska pertaining to the unlawful possession, use or distribution of illegal drugs and controlled substances shall be followed specifically. These laws may be reviewed on the Alcohol and Drugs Policy page on the Nebraska Wesleyan University website. Violations will be referred to the University Student Conduct Board and/or local authorities. If a person's behavior simultaneously violates a University regulation and the civil law, the University may take disciplinary action independent of that taken by civil authorities.
- Neither the college nor any group which owes its existence to Nebraska Wesleyan, whether officially or unofficially, formally or informally, will be permitted to use any organizational funds held by the institution for the purchase of any kind of alcoholic beverage, without approval of the Administration.
- Nebraska Wesleyan University cannot accept responsibility for the conduct of individuals while they are off campus. Neither can the sale of alcoholic beverages to members of the Nebraska Wesleyan community by the management of off-campus businesses be regulated by the University. The establishment shall be responsible for checking identification when alcoholic beverages are purchased. Nebraska Wesleyan University organizations may not provide alcoholic beverages at off-campus functions. All members of the Nebraska Wesleyan University community are responsible for abiding by this policy and for its enforcement.
- Individuals and their guests will be held responsible for their behavior and any destruction that occurs while under the influence of beer, wine, distilled spirits or other drugs. The University will not tolerate the endangerment or injury to any person, including the self, while under the influence of any alcohol or drugs.
- Guests of students are bound by the same rules regarding alcoholic beverages and illegal drugs as are students. Violators will be asked to leave the campus and/or referred to local authorities.
- The procurement of alcoholic beverages for minors is not only a violation of state law; it is an act which raises severe personal liability for a student and his/her parents should a minor be injured or injure another while under the influence of alcoholic beverages. Because it is so potentially devastating from a liability perspective, the University will take action against students involved in procuring alcoholic beverages for minors. Such actions preclude warning and will be considered in the same fashion as repeated violations of this policy.

- It is a violation of the law, as well as Nebraska Wesleyan's Alcohol and Drugs policy, to be under the influence of, to possess, to distribute, to use or to sell illegal drugs or any other controlled substance or agent having the potential for abuse, except pursuant to a physician's or dentist's prescription, or to possess paraphernalia for drug use on University-owned or controlled property.
- Violations of the Alcohol and Drug Policy may be referred directly to local authorities and/or action may be taken by the Student Life Office. The University will impose sanctions on students for violations of the Alcohol and Drugs Policy (consistent with local, state and federal law). The local authorities may impose legal sanctions that may include incarceration and/or fines for those found guilty of violating the local, state, and federal law. These laws and potential sanctions may be viewed on the Alcohol and Drugs Policy page on the Nebraska Wesleyan University website.
- The Student Life Office, with the cooperation of Student Affairs Senate, other members of the Nebraska Wesleyan University community, and living unit representatives, shall develop and implement an alcohol education program in which the college community is provided information related to the use of alcohol in our society and to the enforcement of the Nebraska Wesleyan University policy. It is expected that the total Nebraska Wesleyan University community will accept and abide by the standards implicit in this policy.

Alcohol Policy for Any Residential Facility

Students who choose to consume, provide, or serve alcohol, with an understanding of the responsibilities imposed by Nebraska state law and the policies of Nebraska Wesleyan University, should do so with a sense of responsibility and concern for themselves and others. Students have the responsibility to confront others whose behavior under the influence of alcohol is inconsistent with their own welfare and the welfare of others in the community.

Alcohol Policy for Any Greek Living Units

Greek houses (fraternities and sororities) meeting criteria for approved campus housing are subject to the laws governing beverage alcohol and illegal drugs and are subject to the policies governing the possession and consumption of alcoholic beverages established by Nebraska Wesleyan University, by national fraternity organizations and alumni boards. Alcoholic beverage policies and procedures affecting Greek houses are established by the Interfraternity Council and the Panhellenic Council and are enforced by the council judicial boards and the Greek Life Director. University policies do not prevent a chapter from invoking other restrictions.

Health Risks

The health risks of using illegal drugs and/or alcohol are difficult to predict due to the unknown chemicals involved in these substances. Beverage alcohol is a central nervous system depressant. It slows down bodily functions such as heart rate, pulse and respiration. Drinking large enough amounts of alcohol over a period of time can produce psychological and physical dependence or alcoholism. Prolonged heavy drinking can lead to stomach irritation, ulcers, malnutrition, high blood pressure, lowered resistance to disease, and possible irreversible brain and nervous system damage. Alcohol can be harmful to unborn babies, resulting in fetal alcohol syndrome. The safest choice is not to drink at all during pregnancy. Operation of a motor vehicle or boat while under the influence of alcohol or drugs can result in impaired driving, presenting a health risk to the driver, passengers and others. There is also a wide range of health risks associated with the use of illegal drugs such as marijuana, cocaine and anabolic steroids. The diminishment of intellectual ability, long-term genetic damage and other health risks may be severe and lead to permanent impairment or even death. Even occasional use or experimentation can have significant negative consequences.

If you or someone you know is having difficulties because of alcohol or substance abuse, please seek assistance. The campus and the Lincoln community include individuals and agencies with the resources to help. The staff in Student Health Services 402-465-2375, Counseling Services 402-465-2464 and/or the Lincoln Council on Alcoholism and Drugs 402-475-2694 are good places to start. These resources can provide information and access to counseling, treatment, support groups and rehabilitation programs.

NOTE: Nebraska Wesleyan University complies with the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226) through the publication of the Alcohol and Drugs Policy and other written materials distributed annually to students and employees. Further information is available from the Student Life Office 402-465-2223.

HEALTH AND WELFARE OF THE CAMPUS COMMUNITY

Nebraska Wesleyan University intends to provide to all members of the academic community (students, faculty and staff) a healthy and supportive campus environment as well as information that contributes to the community's health and welfare. The University provides health and wellness support within the context of an educational program, including information on the dangers of HIV and sexually transmitted infections. Students will have access, at University-authorized locations, to an array of educational information and personal products relevant to such matters. The University may also authorize individual students or organizations to provide specific information and personal products in conjunction with class presentations or other educational programs. The availability of any of the foregoing should in no way suggest an endorsement of student sexual activity. Furthermore, the University does not warrant or represent that the use of any specific educational information or product ensures that sexual activity is either appropriate in the circumstances or safe from risk. The University specifically encourages and expects students to accept full, final responsibility for their own choices and actions.

HEALTH, SAFETY AND ACADEMIC SUCCESS

Nebraska Wesleyan cares deeply about students' physical and mental health and provides services to support students. Some students may experience such extreme health conditions that their ability to function successfully and/or safely as students is significantly impaired. In the most extreme emergency circumstances the University may take action for the welfare of the individual student and the community, including but not limited to requesting assessment of condition, regular meetings with the dean of students, hospitalization, and in the rarest circumstances medical interim suspension. The University has adopted procedures to address these emergency medical or psychological conditions. The procedures are available upon request from the dean of students 402-465-2223 or dean of the College of Liberal Arts and Sciences 402-465-2110. Hospitalized students may be required to meet with the dean of students before returning to campus.

COMMUNICABLE DISEASES, PROCEDURES FOR RESPONDING

The University attempts to follow appropriate laws in reporting cases of communicable diseases and to take appropriate measures to alert the University community to the risk of disease when circumstances warrant such caution. The University intends to respect individual confidentiality and to treat individuals on a case-by-case basis, consistent with the advice of qualified medical and professional personnel.

The University has adopted guidelines for institutional response to AIDS. These guidelines are available upon request from the Student Health Services 402-465-2375 and the Student Life Office 402-465-2223.

IMMUNIZATION RECORDS

In accordance with the recommendations of the Nebraska State Department of Health, and the American College Health Association, all new students born after 1957 are required to present documented proof of vaccinations for Measles, Mumps and Rubella (MMR). Documentation should be included with the completed health form and must be received by Nebraska Wesleyan Student Health Services before enrollment for the semester. Meningococcal (Meningitis) vaccine is required for all first-year students and all students must have a second immunization if the first Meningitis vaccine was given before age 16. Information is available from Student Health Services. 402-465-2375.

PARENTAL NOTIFICATION

NWU strives to support students in their academic and personal endeavors. We believe in the importance of confidentiality; however, state law and NWU's mission require that confidentiality guidelines do not apply to students who are at risk of hurting themselves or others.

In the event that a student in a residential facility attempts and or seriously threatens suicide or harm to self or another student, the Residential Educational Coordinator, the Dean of Students or the staff of the Student Health Services will notify the student's parents or guardians regardless of the student's age. Hospitalized students may be required to meet with a mental health professional from Counseling Services.

WESLEYAN ALERT SYSTEM

Nebraska Wesleyan University places a high priority on keeping its campus safe. Nebraska Wesleyan offers the Wesleyan Alert System, a campus-wide text message alert system that allows subscribers to receive emergency messages via cell phone. During an urgent situation, an emergency or safety notice will be delivered within seconds to a subscriber's cell phone. To register, go to <http://www.nebrwesleyan.edu/about-nwu/campus-safety/wesleyan-alert-system>. Once registered, participants will need to join the "safety notification" group to receive all emergency and safety messages. Only those with Nebraska Wesleyan email accounts are allowed to subscribe to this service.

WESLEYAN WHEELS

Wesleyan Wheels is Nebraska Wesleyan's safe ride program for all students. It is funded by student fees and administered through the Student Affairs Senate. Nebraska Wesleyan contracts with a Lincoln cab company to provide one-way rides for Nebraska Wesleyan students to their registered home or school address within the Lincoln city limits from 7:00 pm to 7:00 am seven days a week. Students must call the contracted cab company at 402-202-2222 and show a valid student identification card to be eligible for transport. For additional information, call the Student Life Office 402-465-2223 or email wesleyanwheels@nebwesleyan.edu.

RESIDENTIAL EDUCATION

RESIDENTIAL EDUCATION

The Nebraska Wesleyan Residential Education program provides an environment that supports the institution's mission. More than residential facilities, the residential environment cultivates the academic and social achievement as well as growth of all residents. Living on campus is a privilege and residents who do not make academic progress by not attending class or turning in assignments on time may be asked to leave their living unit.

All students living on campus have certain rights and responsibilities. Responsibility is not simply knowing and obeying written rules and regulations, it also means contributing to a positive experience for the group as a whole, respecting the rights of others and differing points of view, personal integrity, refraining from causing harm to another person or to property, and living a purposeful and productive life in the community.

FIRST YEAR RESIDENTIAL LIVING

Living on campus is a significant learning experience in a residential liberal arts college. Students who live on campus are often better connected to the University because of the community that is created and developed by the students on their floor, pod or building.

Residential students learn critical life skills from living with others. To assist in building a community, professional educators and Peer Assistants staff all first year buildings in addition to the Heim/White Suites. Through programs, service opportunities and informational resources, they also teach skills that help residents learn to live and study together in the halls. Their role is to assist each resident in becoming more assertive, understanding of diverse perspectives, lifestyles and experiences, learning how to resolve conflicts in a civil manner, developing individual identity as a person of worth, developing healthy relationships, and becoming a citizen leader.

BREAK/VACATION HOUSING

In general, all halls close over Thanksgiving, winter, spring and summer breaks. Students that need housing during this time will need to fill out a break housing contract and pay an additional, daily fee if not required to stay by an NWU activity. Students should also expect to move over to Centennial Hall during these breaks. Townhouse Village, theme house and on-campus apartment residents, who sign an academic year contract, may stay over all breaks with the exception of summer, while those with 12-month contracts may occupy their unit throughout the year unless graduating in May, at which time the contract ceases.

Staying in break housing is a privilege and not a right. Students who break the guest policy by letting in other students who have not completed a break housing contract, are found in violation of any housing policies during the break period, or return to housing without an approved contract may be subject to financial penalties and the conduct process.

CONTRACTS

All residents must sign a room and board contract. Only students who are registered full-time for classes (for the upcoming term) may sign a housing contract. The contract is a legal document and should be read carefully in its entirety before signing.

Students who break their room and board contract for reasons including, but not limited to: moving home, transferring to another institution, or withdrawing from Nebraska Wesleyan University will be assessed a \$250 fee for breaking the contract. New students will not be assessed this penalty if they break their contract prior to the Monday of the second week of the first semester of the contract term. Returning students, who sign contracts during spring housing selection and then are granted an exemption to the residency policy must notify the Residential Education Office within a week of receiving an exemption or forfeit their housing deposit. All other returning students have until June 1 for a two-semester contract. Residents selecting a 12-month contract for the townhouses, theme houses and on-campus apartments must notify the Residential Education office by March 1, to avoid the \$250 penalty. Residents must maintain a full-time student status to remain in the residence halls.

GREEK LIVING

Students who are active members in good standing have the option of living in a sorority or fraternity chapter house after two full semesters in a residence hall with the permission of the dean of students in collaboration with each chapter president. The Greek system is self-governed, yet professional staff advisor(s), chapter advisors and live-in chapter directors/parents assist students and individual chapters with the challenges of living and learning in Greek chapter houses. Greek houses meeting appropriate standards are considered approved campus housing. Copies of "Approval of Greek Chapters as Approved University Housing," including the standards, and "Procedure for Greek Chapter Houses to Fulfill University Residency Policy" are available in the Center for Student Involvement and Residential Education office.

PEER ASSISTANTS

Peer Assistants (PAs) are instrumental in helping residents to create a community focused for student success. PAs are primarily responsible for creating a personally supportive, but challenging, connected community so that all residents feel welcomed. They develop programs with residents, create issue-oriented bulletin boards, and facilitate meetings to discuss community standards, provide resources, and serve as peer helpers.

A year round training program is provided to prepare Peer Assistants for their service and leadership experience. Each receives specific training in CPR and general first aid, conflict management, program development, academic and peer helping skills, and general crisis management. Applications for PAs are available in January for the following academic year. The best resources to answer any questions about the job and application process are current Peer Assistants and/or a Residential Education staff member.

RESIDENCY POLICY

As a residential campus, it is the residency policy of Nebraska Wesleyan University that undergraduate students reside in approved on-campus living units for three years or six semesters (not including summer terms). All first year students must live in University-administered residential facilities. Students in their third through sixth semesters who are members of sororities or fraternities may reside in Greek chapter houses meeting criteria for approved residential facilities.

Students may apply for an exemption to this policy if they live with parents/guardians (as defined by Section 30-220917 of the Nebraska Probate Code) within 30 miles of the Nebraska Wesleyan campus; have reached their 21st birthday prior to the first day of class of the academic year; live with a spouse; are enrolled for fewer than 12 credit hours per semester as a part-time student; have an ADA-approved health issue that cannot be reasonably accommodated on-campus; or other extreme or emergency conditions.

If a student's living arrangements are in violation of the residency policy, the student will be in violation of the Code of Student Conduct and will be subject to disciplinary action. Violation of this policy does not excuse financial obligation to the University.

RESIDENTIAL CONSOLIDATION (USE OF ALL SPACE)

Consolidation will occur throughout the year starting with current student room selection and the lottery process in the spring. Beginning May 1 and continuing throughout the summer, if there are available rooms or apartments not being used to maximum capacity the Residential Education Office reserves the right to move remaining residents to similar rooms or units, preferably in the same building, to ensure maximum occupancy and efficiency in all units. When consolidation is necessary students will be notified with as much notice as possible. Students may not refuse a roommate placement when living in a space with an open bed.

Students are not under any circumstance to occupy an entire double residence hall or suite room, or a vacant room in an apartment or townhouse unless granted permission, in writing, from the Residential Education Coordinator of that area. Students that are found to have occupied a space unassigned to them will be charged a prorated double occupancy rate specified for that type of space. A cleaning fee may also be charged to restore the space back to move-in ready condition.

For entering students, consolidation may be used at the end of the fall semester. This consolidation process is used to ensure new students retain roommates as spaces in residence halls become empty. Residents are notified of the process. The right to consolidate is in the room and board contract.

ROOM/SUITE AND UNIT MATES

The majority of students living in residential facilities at Nebraska Wesleyan University have a room/suite or unit mate. Incoming first year and transfer students are assigned roommates by the Residential Education Office. Following the first year, residents will select their own roommates. Most first year students will be getting acquainted with, learning about, and adjusting to living with another person. First year students are encouraged to contact their roommate over the summer and decide who is responsible for bringing what items. All roommates will need to talk a great deal to work out the initial rooming together issues. Upper class students need to consider more issues depending on facility choice during the spring sign up. Communication and coordination is the key to living in an upper class residential unit so we suggest members of each unit get together before they leave for the summer to discuss how they plan to live as a group and who will bring what to make their units a home.

ROOM/ROOMMATE CHANGE POLICY

No moves or roommate changes will be granted if concerned students have not addressed the issues directly with their roommate(s). Successful roommate pairings do not always involve students who consider their roommate a best friend, but describe a relationship and room/unit environment that is restful, friendly, and respectful. Living with another person takes time and work and the Residential Education Staff is committed to helping room/unit mates learn skills that will enable them to have good living experiences. The following steps are required in almost all situations before a room change is considered:

1. An initial discussion with the roommate(s) to determine possible compromises
2. A re-examination/revision of the room/unit roommate standards agreement
3. If issues are not resolved, residents will talk to their Peer Assistant about a mediation meeting to resolve any issues of tension or conflict.
4. If roommate issues are still not resolved, the residents should contact the Residential Education Coordinator about other methods of resolving the conflict.

After all these measures have been tried and a resident still finds his/her living arrangements unacceptable, a resident may request a room change. No requests are granted for roommate changes until the third week of the academic semester unless deemed necessary by the Residential Education Coordinator (REC). If the REC finds a room change necessary, the resident making the complaint will be the one to move out. In a case where both students want to stay in the room, the residents can draw straws, pick a number, or use the deposit date to determine who will move. If no resolution can be reached, both students may be asked to move.

Before moving, the resident leaving the original room must complete a Room and Hall Change Request form. This includes filling out the student information, obtaining the signatures of the original roommate, the present Peer Assistant, and the present REC. The student will not be allowed to move without this completed form. The student who moves will have 24 hours to fully complete the process unless other arrangements are made with the coordinating REC. Failure to fully complete this process will result in the student being assessed an improper checkout daily fee.

The Residential Education staff stays neutral in roommate conflicts and tries their best to work with students' living situations. Any moves or roommate changes are at the discretion of the REC of that area. The Residential Education Office will keep waiting lists for all units and will contact students as space becomes available.

ROOM/UNIT CHECK-IN AND CHECK OUT PROCEDURES

When a resident moves into a room, suite or unit he/she will fill out a Room Condition Report form (RCR). It is the student's responsibility to record any pre-existing damage. Any damage beyond what was recorded at check in on the RCR will be assessed as damage and charged back to residents at or after checkout. At check-in, students are given a room key and outside door fob. When any student moves out of a room, suite or unit for any reason, a formal checkout with the Residential Education staff must occur to avoid improper checkout penalties. This checkout should be scheduled 24 hours in advance. At checkout time, the resident and a staff member will go over the RCR and record any damages. Residents of Townhouse Village, the theme house and apartments will have the option of using an "Express Check-Out" envelope, in which they waive their right to be present at the time of room checkout as well as their right to appeal. In both cases, a Residential Education Coordinator (REC) will assess damages. Any resident failing to check out properly will be assessed an improper check out fee of \$35 as well as costs for key and fob replacement, lock change and new unit keys. Express Check-Out envelopes will only be accepted from 7:00am-8:00pm unless previous arrangements have been made with the Residential Education Office.

TEMPORARY ROOM ASSIGNMENTS

Students assigned to a particular facility may be placed in temporary housing when they first arrive. Spaces in permanent rooms become available as late cancellations and withdrawals occur during the first week of classes. Temporarily assigned students will be the first individuals able to move. Our goal is to place any student in a temporary assignment into permanent room assignments by the end of the first week of classes.

OTHER HOUSING POLICIES

ALCOHOL AND DRUG STATEMENT

The Nebraska Wesleyan University Board of Governors has created the alcohol, illegal drugs, and other controlled substances policies and procedures and the Residential Education staff is fully supportive of the University's stance on alcohol and drugs, and is dedicated to upholding all state and federal laws pertaining to controlled substances. Students who choose to consume, provide, or serve alcohol, with an understanding of the responsibilities imposed by Nebraska state law and the policies of Nebraska Wesleyan University, should do so with a sense of responsibility and concern for themselves and others. Students have the responsibility to confront others whose behavior under the influence of alcohol is inconsistent with their own welfare and the welfare of others in the community.

ALCOHOL POLICY/ALCOHOL TOLERANT ROOMS

As permitted by law and university policy, all students have the opportunity to declare their room/suite, apartment, theme house or townhouse unit either "alcohol tolerant" or "alcohol free." In order to help with the enforcement of this policy, Residential Education staff will be given a list of those rooms that have been declared alcohol tolerant. Only students 21 years of age or older can live in alcohol tolerant rooms. No alcohol tolerant room may permit minors in the room if there is alcohol present. Any gathering in an individual student room where alcohol is present may not exceed a safe and manageable occupancy for that room. The University has decided that the "safe and manageable occupancy" may not exceed twice the number of residents assigned to that room. (Four-person suites or townhouses may have a total of eight people in the room, counting the assigned residents; a double room may have four people in the room; and a single room may have two people in the room). If it is discovered that underage drinking is occurring in an alcohol tolerant room, all residents present at the time of the offense will be held responsible. Alcohol tolerant cards must be placed on the backside of the front door, in the upper left corner, so it is visible to any guests in the room. Approved rooms are only considered alcohol-tolerant while classes are in session (does not apply during fall, winter, spring or summer breaks).

To declare a room/suite/unit alcohol tolerant, all roommates must go to the Residential Education Office located in Centennial Hall, show a legal form of identification to a professional staff member, and sign an alcohol tolerant contract and card for their living space. This process can take place after all roommates have reached the age of 21 and not until two weeks of class have been completed.

Non-alcohol tolerant rooms cannot have any alcohol present in the room at any time, even if one or more of the residents living there are 21 years of age.

The following rules and guidelines apply to all students:

- All persons (residents and their guests) consuming and/or possessing alcohol must have a valid ID, that contains their date of birth.
- Consumption or possession of alcohol is prohibited in any public area, such as basements, dining rooms, halls, lounges, bathrooms, utility closets, shower rooms, kitchens and computer rooms. Public areas also include any vehicle on campus property.
- No open containers of alcohol may ever be carried or transported anywhere on campus.
- Students who are 21 years of age may only consume alcohol in rooms designated alcohol tolerant; doors to alcohol tolerant rooms must be closed when alcohol is being consumed.
- Persons who are under 21 years of age may not possess or consume any alcoholic beverage or possess alcoholic beverage containers – full or empty – anywhere on campus (this includes any type of bottle or can display which contains alcohol containers).
- Residential students, regardless of age, may not display any alcohol beverage containers visible from outside a campus building.

- Public intoxication and/or disruptive behavior related to the consumption of alcoholic beverages will be considered a violation of the alcohol policy.
- Public intoxication and/or disruptive behavior related to the consumption of alcoholic beverages by an under-age student will be considered a violation of state law prohibiting such behavior.
- Bulk containers holding more than one liter of alcohol (i.e. kegs, party balls, pony kegs, multiple cases of beer, large quantities of wine or hard alcohol, etc.) or any common source containers of alcohol (including any mass produced drinks such as "trashcan" punches, margaritas etc.) are not permitted in any campus living unit or on any campus property.
- Possession or use of any objects to enhance the ingestion of alcohol, such as beer bongs, funnels, shot glasses, etc. is not permitted on campus. All drinking games are prohibited.
- No grain alcohol (i.e. Everclear, etc.) is permitted on campus.
- Beer in glass bottles is prohibited.
- Students may not consume alcohol or possess an open container of alcohol, even if only in their rooms, if a minor is present.
- It is illegal for any student of legal age to sell or supply minors with alcoholic beverages of any kind. Information regarding sanctions for violation of the alcohol policy in residential units is found under Residential Conduct Procedures Regarding Misconduct of the University's Alcohol Policy.
- Alcohol Tolerant status is a privilege and not a right. If an approved, alcohol tolerant room is found in violation of the alcohol policy, the room's alcohol tolerant status will be removed for a time deemed appropriate by the Residential Education Coordinator.
- Students have to re-apply for alcohol tolerant status each academic year.

APPLIANCES AND ELECTRONICS

All facilities: The misuse or illegal use of electrical equipment or appliances creates serious hazards in residential facilities. Only safe, low wattage appliances and electronic equipment are permitted in individual rooms. Approved, low-wattage appliances include the following: hair dryers, curling irons, non-halogen desk lamps, radios, televisions, stereos, electric blankets, computers, heating pads, fans, thermostatically controlled coffee makers and hot pots. All approved appliances must be UL approved and must be used and kept in accordance with specific regulations designed to meet fire safety standards. Space heaters and window air-conditioners are not permitted under any conditions. If you bring appliances or expensive electronic equipment you are strongly encouraged to keep a log of all serial numbers in a separate location. Please review Extension Cords/Electrical Fixtures section for the extension cord policy.

Centennial, Johnson/Pioneer, Burt and Plainsman: Items that are not allowed include the following: toasters, toaster ovens, microwave ovens, electric coil cook tops, griddles/ open skillets, blenders, pizza cookers or appliances similar to George Foreman grills. In general, any heat-producing appliances for food preparation in resident rooms or other areas not designated for that purpose is prohibited outside of the allowed hot pots & popcorn poppers. MicroChill units may be rented directly from the approved NWU vendor. These units are the only microwaves allowed in the residence hall rooms. Students may bring compact refrigerators but they can be no more than five cubic feet and there can only be one refrigerator per room.

Heim/White Suite Complex: Each unit is supplied with a refrigerator/freezer, as well as a countertop microwave. Residents are not allowed to bring any additional refrigerators or microwaves. Additional items that are not allowed include the following: toasters, toaster ovens, microwave ovens, electric coil cook tops, griddles/ open skillets, blenders, pizza cookers or appliances similar to George Foreman grills. In general, any heat-producing appliances for food preparation in resident rooms or other areas not designated for that purpose is prohibited outside of the allowed hot pots & popcorn poppers.

Townhouse/Apartments/Theme Houses: Each apartment is supplied with a full size, fully functional kitchen. Any resident living in the Townhouses and Theme Houses is prohibited from bringing extra microwaves, refrigerator/freezers or electric coil cook tops.

If residents have any questions about which appliances are allowed, it is recommended that they first visit with a member of the Residential Education staff before bringing the appliance into the building.

BICYCLES

Residents who bring bikes are encouraged to register them with the Lincoln Police Department. Use of a casehardened chain and lock to secure bikes to outside racks is suggested. Bicycle racks are provided near each residence hall and by most academic buildings. Bicycles cannot be attached to any other structure (this includes trees) other than the provided racks. Bikes are not permitted in residential stairwells, hallways, lounges or corridors. Residents of the townhouses, apartments, theme house and the suites may keep their bikes in their units if all residents agree and they do not block doors or windows or access paths. Bikes cannot be stored inside of traditional-style residence hall rooms. Bikes that are improperly stored may be removed.

CABLE TV HOOKUP

All facilities are provided a basic, in-room, cable package. Time Warner will be on campus the first week of classes for students who wish to purchase an extended cable package and/or DVR. During finals week, Time Warner will be back on campus to collect equipment rented by students. If additional cable is ordered, it is the student's responsibility to terminate service. Failure to do so will result in continued billing. Students are not allowed to bring/purchase satellite service, Direct TV, etc.

CANDLES AND OPEN FLAMES

All candles are strictly prohibited in all residential facilities. Additional sources of ignition that are prohibited include but are not limited to: incense, lanterns, charcoal, lighter fluid, Bunsen-type burners and propane. In addition, candle warmers are prohibited.

CAN AND BOTTLE COLLECTIONS

Can and bottle collections are not allowed due to health and safety standards.

CARPET/ RUGS

Plainsman, and Centennial: Residents are welcome to bring carpet as long as it is not secured with carpet tape or glue. Glue and carpet tape leave a residue, which will result in extra cost to remove. Residents will not be allowed into their room prior to check-in to lay carpet.

Heim and White Halls, Johnson/Pioneer, Apartments and Townhouses: Each suite, room, and townhouse has been carpeted from wall to wall (excluding the kitchen and the bathrooms). You may not bring carpet for any room that has carpet provided. Any type of glue or carpet tape residue that is found at the time of move out will result in an extra cost to each person in the living unit.

CO-EDUCATIONAL HOUSING POLICY

Johnson Hall: Johnson Hall is an all-women's building.

Pioneer Hall: Pioneer Hall is co-educational typically by floor sections: half of the floor houses women and half men. Bathrooms are not co-educational.

Plainsman Hall: Plainsman Hall is co-educational by floor: men on first and second and women on third. Bathrooms are not co-educational.

Centennial Hall: Centennial is co-educational by pod. Each pod is to be divided into halves; each half is either all female or all male. Thus, a pod may be half male and half female, all male, or all female. Bathrooms are not co-educational.

Heim/White Halls: The suite style buildings are co-educational by suite/unit. Each floor houses both men and women. Each individual suite must be all one gender and groups must sign up as two to four-person suites.

Townhouse Village: Within the townhouse village, two buildings are designated as co-educational units. The 12 units in these two buildings can house two men and two women in each unit. The remaining three townhouses are designated as same sex units although they will remain co-educational buildings. Each four-person unit must sign up as a group to live in the unit. Bathrooms are not co-educational.

Apartments: All on-campus apartments are single sex units.

Theme Houses: Theme Houses are co-educational and bedrooms are designated male or female by bedroom.

COMMON AREAS

Damages to common area furniture, computers, recreational furniture, TVs, beverage or snack machines, walls, stairwells, bathrooms, etc. which cannot be assigned to individual residents are charged equally to every student living in the residential facility. All damages are deducted from the refundable part of the security/refurbishment deposit. Common area furniture taken to rooms/units or from the facility can result in community or individual fines for replacement. Appeal procedures for damages: Any student wishing to appeal his/her housing charge may write a formal letter to the Director of Residential Education giving detailed evidence that justifies an appeal. Because we emphasize student learning and development in all our procedures, letters must be written by the student charged and will not be accepted from parents or third parties. Appeal letters will be accepted from July 1 through September 1 for the previous academic year. The Director will notify residents about their appeal on or before October 31 of the next academic year.

COMMUNITY STANDARDS

All residential facilities at Nebraska Wesleyan University operate using Community Standards. Standards offer residents an opportunity to become more responsible, interdependent members of a community. Standards are the agreements made by the suite, unit and/or floor residents concerning how residents will relate to and treat each other. Developing standards is a process by which individuals begin forming a community through dialogue, compromise, and commitment. Standards set by a community are always evolving - they should not be thought of as a task to complete, but as a means by which community interactions occur. All first year residential facilities have limited community standards during the fall semester.

Along with community standards, Nebraska Wesleyan University also uses roommate standards ("Roommate Success Plans"). Each group of roommates will be given the task of setting the standards for their rooms. They will be encouraged to discuss the use of each other's personal belongings, study times, sleep times, guests, taking messages, confronting each other, and other topics. Through this process they should develop a set of standards, which should help eliminate any major issues that could arise. Should an issue arise, the standard can be changed, or a consequence can be set.

COMPLIANCE/RESPECT

Any student refusing the lawful request of a University official in performance of the official's duties or who responds to said request with inappropriate remarks or language is demonstrating behavior contrary to what it means to be a member of our community and has violated a basic expectation of behavior.

COMPUTER AREAS

Johnson/Pioneer, Plainsman, Centennial, and Heim/White Halls: The 24-hour general use computer areas in the halls are to be used only by the residents of the hall and those with assigned hall access. The Computer Use Policy applies to the residence hall computers as well.

Three policies are especially important in the general use areas:

- No food or drink may be used near the computers
- Headsets are required when students are listening to music while working on a computer
- Computers in the residence halls are considered common area property. If a computer is damaged and the responsible party is not identified, residents of the building will share the cost of the damage using the common area damage policy.

CONDUCT IN THE RESIDENCE HALLS

If a student's behavior does not meet community standards/expectations or is in violation of the policies outlined in the residence hall contract, this handbook, or the Code of Student Conduct, disciplinary action should be expected.

First contact will most likely occur with the Peer Assistant during the documentation process. Documentation will result in a meeting with a Residential Education Coordinator. Primarily in first year buildings, the meeting will focus on education and corrective behavioral sanctions. A resident's conduct file follows the student from year to year while on campus. A Residential Education Coordinator (REC) may refer a student to the Residence Hall Peer Review Board or the University Student Conduct Board depending on the type of misconduct. Corrective actions by a Residential Conduct Officer may include:

1. Written documentation
2. Required community work and/or educational sanctions

3. Parental notification in the case of alcohol consumption (after the second violation)
4. Monetary restitution for damages or expenses incurred
5. Reassignment to another residential facility
6. Residence hall suspension

The Residence Hall Peer Review Board (PRB) represents a cross section of residential hall students who have been selected to serve based on their ability to use sound reason without passion or prejudice in cases pertaining to residence hall violations. The Board follows procedures described in the Code of Student Conduct and as described in the PRB procedures document. The Board reviews conduct, determines responsibility, holds students accountable and imposes sanctions for misconduct as defined below.

The PRB shall hear alleged acts of misconduct when:

1. A student does not accept responsibility for an alleged policy violation and chooses a PRB hearing rather than have the Coordinator assess responsibility,
2. A student fails to attend a conduct meeting with the Coordinator and/or the Coordinator determines that the PRB experience would serve as an appropriate course of action,
3. The incident involves multiple students, buildings, or violation types,
4. A student does not complete sanctions imposed.
5. For a copy of Peer Review Board Procedures, see the Residential Education Office. The PRB Appellate Committee hears appeals of PRB decisions. An appeal of a Residential Student Conduct Officer should be made to the Director of Residential Education.

Residential Conduct Procedures Regarding Misconduct Related to Alcohol, Other Illegal and Controlled Substances

The University reserves the right to conduct inspections in appropriate circumstances in order to enforce its policies and to confiscate any beverages, illegal drugs or controlled substances on University property in violation of the University's Alcohol Policy. The following list describes, in more detail, violations related to other illegal drugs and controlled substances in the residential facilities.

- It is considered a violation to possess, sell or use illegal or controlled substances in the residential facilities.
- The presence of residue or paraphernalia, including but not limited to bongs, hookahs, scales, and pipes is prohibited.
- Prescription drugs are controlled substances and the use, sharing or selling of prescription drugs for non-medical purposes by the individual prescribed the drug is prohibited.
- Finally, we reserve the right to consider the "existence of illegal and controlled substance odor" as a policy violation.

Conduct officers will determine the appropriate behavioral sanctions on an individual basis with regard to the severity of any alcohol or drug infraction. At any time, a student or group of students may be referred to the Peer Review Board or the University Conduct Board for any alcohol/drug violation.

A Residential Education Coordinator can determine individual sanctions or floor sanctions for misconduct related to the Alcohol and Drug Policy. Documentation will be kept on file in the Student Life Office for five years, after which it will be destroyed. In the meantime, the documentation will be available for use as supporting evidence if the student is involved in other policy infractions at Nebraska Wesleyan University.

NOTE: Residents who experience roommate difficulties regarding the use of alcohol or drugs may request a room change for a roommate with compatible attitudes toward the use of alcohol/drug violation. In such cases, the Residential Education staff will attempt to meet all reasonable requests.

DELIVERY POLICY

Residents must meet delivery personnel at the main entrance of the residential facility in order to receive any type of delivery.

DOORS

Exterior doors must never be propped except during specific times designated for move-in or move-out. If an exterior door is found propped, a \$250 fine is assessed to the community or resident found responsible. If there continues to be a problem with propping doors in a residence hall, the fine will be the community's responsibility. Students should never, under any circumstances, give out their key or building access fobs to anyone. Doing so puts the security of the building at risk. Students are encouraged to always lock their room or unit doors. No doors within a unit or room are to be removed for any reason. Removal of a door will result in a \$50 charge to replace it in addition to the cost of any repairs.

EMERGENCY SITUATIONS

Emergency information is posted on the PA doors and other information areas.

- If the emergency is life-threatening, call 911 first
- If the emergency is not life-threatening and the student is still talking and walking, immediately contact the PA On-Duty or the Residential Education Coordinator On Call 402-601-2114.
- If the emergency occurs during business hours (8 am-noon and 1-5 pm), contact Student Health Services at 402-465-2375.

ESCORT POLICY

Residents are responsible for their guests at all times in any University residential facility. This includes friends, family and other NWU students. Residents must meet all guests at the front entrance and escort them to a room/unit. Guests must be escorted at all times while in a residential facility, even as they leave the building. (Specific escort policies may be formed in single sex residence halls based on community agreements.) Failure to escort guests can endanger the safety of the residential community and is a violation of residence hall policy.

EXTENSION CORDS/ELECTRICAL FIXTURES

Nebraska State law prohibits the use of regular extension cords in all approved on-campus living environments. Residents may only use surge protectors or power strips to link their electronic equipment to the limited number of outlets in their rooms. Surge protectors and power strips must be grounded (3-wire), 14 gauge or larger and UL listed. All surge protectors must be maintained, exposed in plain view. Cords may not be run under rugs or closet doors, nor secured to building surfaces or furniture. Surge protectors may not be plugged into an existing power strip (piggybacking), nor shall more than one (1) fused multi-outlet power strip be plugged into a building wall outlet. Surge protectors or power strips without built-in fuses are not permitted.

Electrical devices that overload electrical receptacles (more than three appliances per outlet or multiple plug adapters or power strips with more than two cords attached) are not permitted.

FIRE DRILLS AND EVACUATIONS

Each residential facility is required to have fire drills each semester in order to prepare and educate residents about fire safety issues in community living situations. Immediately upon moving into a residence hall, every student should become familiar with fire exit routes and the locations of fire extinguishers. Detailed instructions and procedures to be followed in case of fire and for fire drills are posted in every room. When a fire alarm sounds, all persons must immediately evacuate the building, exiting by the most direct safe route. Occupants must evacuate the building to points sufficient to insure their personal safety. All residents must report to their designated evacuation points. All occupants must evacuate in a timely manner. Disciplinary action may be taken in cases of failure to evacuate.

Residential Education staff will periodically check smoke detectors in all rooms. Drills and smoke detector checks will not always be announced. Failure to evacuate the building during a fire and/ or drill will result in a \$250 fine as well as the possibility of additional sanctions as outlined in the Code of Student Conduct. During break periods, the Residential Education Staff will check rooms for safety before closing the buildings.

FIRE SAFETY/EMERGENCY EQUIPMENT

Disciplinary action will be taken against anyone who falsely, intentionally, or negligently tampers with or activates fire safety equipment. Fire safety equipment includes smoke/heat detectors, sprinkler heads, fire extinguishers, pull stations, alarm panels, and exterior doors. Tampering with a smoke detector or other fire safety equipment can result in a \$250 fine. All on campus residential units are equipped with fire sprinklers. Tampering with any facet of the sprinkler system, including hanging items on the sprinkler head or pipes will result in a \$250 fine: additional restitution may be incurred for damage or loss due to a student's intentional or negligent actions. Health and safety walk-throughs by Residential Education staff occurs each break closing in all campus-owned residential housing.

FURNISHINGS, ROOM AND HALL

Residence Halls and Heim/White Halls: Custodial services are provided for all bathroom facilities, corridors, and floor lounges, as well as any other public places in the building. Students are required to maintain a clean, safe and healthy living environment in their own rooms/suites. Each residence hall will have the following facilities for student use:

- 24-hour quiet study space - these areas are designated by the residents in the building.
- Community TV/lounge and activity space - all halls have at least one public TV area and recreational spaces.
- Kitchen facilities - each facility has a kitchen for limited cooking (baking cookies, heating up a pizza, getting ice from the ice machine)
- Laundry rooms - each hall has washers and dryers supplied by an outside vending contractor. You must supply your own quarters and laundry detergent. Laundry cards are available in the Heim/White Halls for machines in those buildings. Laundry cards used in other on campus residential facilities can be purchased in the Story Student Center on the upper level next to the Student Life Office.
- General use computer areas - 24-hour computer facilities are located in the residence halls (see "Computer Areas")
- Vending - each building has access to limited vending
- Inspections for safety and health may occur from time to time with 24-hour notice.

NOTE: Sinks, urinals and water fountains are not places to discard food, chewing tobacco, or other disposables. A \$50.00 fine will be assessed for clean-up and plumbing issues related to misuse of community kitchen, bathroom, or drinking fountains.

Plainsman and Centennial - additional information: Rooms are furnished with the basics including blinds, dresser or drawer space, beds, closets and a student desk and chair. Mattresses are all standard 36" wide and almost all are over 80" in length. Not every room has the same type of furniture. Some have built in cupboards so we do not provide dressers, and others have very small student desks that may not be able to accommodate larger computer hardware. All furniture must remain in the room.

Johnson and Pioneer - additional information: Johnson Hall and Pioneer Hall have loft beds, ergonomic desks, two position chairs, temperature control air-conditioners, a shared closet space (or a free standing wardrobe), and blinds. All rooms in Johnson Hall and Pioneer are carpeted. All furniture must remain in the room.

Heim/White Halls - additional information: The shared living rooms in the suites are furnished with blinds, a small storage space, a couch, and two bar stools for the snack bar. The bedrooms are furnished with one desk, a two-position chair, a loft system bed, and two drawer stackable units per student. The beds measure 39" x 80". The desks measure 30" deep, 42" wide, and 30" high and should accommodate most computer hardware. All furniture is movable, but must remain in the suite unit. The kitchenette has a microwave, a small set of cupboards, sink, counters and a refrigerator.

Townhouse Village - additional information: The kitchen comes equipped with a full size refrigerator, stove, microwave, dishwasher, and sink. Each unit is also furnished with a full size stackable washer and dryer. The single bedrooms are furnished with one desk, a two-position chair, a four-drawer chest of drawers, and one bed per resident. The beds measure 39" x 80", and the desks measure 30" deep, 42" wide, and 30" high and should accommodate just about any computer hardware. All furniture is movable, but must remain in the townhouse unit. Students are required to clean their units.

Apartments and Theme Houses - additional information: The kitchen is equipped with a refrigerator, stove and sink. Units are furnished with a bed, desk and desk chair per resident. Residents must furnish the common area furniture. Students are required to clean their units. All furniture is movable but must remain in the apartment or theme house.

GRILLS/FIRE PITS

Outdoor grilling is only allowed with University provided and authorized gas grills that are located north of Plainsman Hall and between White/Heim suite complex and the Townhouse Village. Personal grills are not permitted on University property. Greek chapters have individual policies related to outdoor grills. Only University owned fire pits may be used under the direction of a student life professional staff member for special events. No student/resident may own or use a fire pit on University property.

GROUP BILLING/COMMUNITY DAMAGE CHARGES When damages, excessive trash, theft of common area furniture, or vandalism occur in the residential living area, and the person(s) responsible cannot be identified, the following guidelines will be followed:

- The situation will be reported to the members of the hall, floor, or building.
- This group will have 72 hours from the time of notification to identify the responsible person(s).
- If the person(s) responsible can be identified, they will be personally charged for the costs incurred.
- If no person(s) can be identified, then the residents of the defined living unit (hall, floor, or building) will split the costs incurred equally.
- No charge will be less than \$5.00 per resident/per incident.

GUEST AND VISITATION POLICY

Only residents assigned to that room or unit are allowed to live there and keep their belongings in that assigned space. The presence of someone else's clothing, toiletries, bedding, etc., can be interpreted as cohabitation. Any person or persons found in violation of the guest and visitation policy are subject to disciplinary action and possible assessment of housing fees.

Guests: All residents may entertain their friends and/or family in their rooms or units at any time. It is expected that residents will regulate guests according to the following policies:

- Guests are encouraged to call residents for an escort into the building.
- The rights of the roommate/unit mate always supersede those of a guest. Permission to have a guest must be obtained from the roommate/unit mates prior to a guest's arrival.
- Rights to sleep and study take precedence over social uses of any room, suite or housing unit.
- Residents are responsible and can be sanctioned for all of their guests' activities and actions while on University property.
- Residents must not give out their key or building access fobs to anyone. Doing this puts the security of the buildings at risk; it is a policy violation to do so.

Visitation: Residents may have overnight guests provided the following guidelines are followed:

- The rights of a roommate/unit mate or townhouse always supersede those of an overnight guest. Permission to have a guest must be obtained from the roommate/unit mates prior to a guest's arrival.
- Guests cannot stay on a regular basis in any facility (stay overnight for two nights, leave for a night, and then stay for the next two nights, etc.) Guests may not stay more than two nights in any seven-day period.
- The Residential Education staff reserves the right to limit overnight guests at certain times of the year or in the event of a disruption to the community due to the behaviors or presence of a particular guest.

HOLIDAY/PARTY DECORATIONS

Holiday and party decorations have contributed to fire damage and loss of life in residential halls around the country. Therefore, no live holiday trees or foliage (outside of basic house plants) are permitted in rooms, lounges and/or apartments. Decorating materials should be treated with flame retardant. No strings of lights or rope lights are allowed in any residential facility. For special decorations on windows and room doors see the "windows and room doors policy."

KEYS (ROOM AND FOB)

All residents receive a room key and an entrance fob (electronic key) for the hall/townhouse. Not all apartment entrances have fobs. The entrance to each facility is locked 24-hours a day and only accessible by on-campus residents from 9am-6pm and building residents only from 6pm-9am. Fobs are programmed for individual resident use only and grant access to an assigned residential facility. Notification of lost keys or fobs should be made directly to the Residential Education office at 402-465-2161 or to the REC On-Call at 402-601-2114. A replacement cost for a lost key fob is \$25; \$25 for a lost key (and \$25 for the replacement of other room keys if needed); and \$30 to re-core a door.

LOCKOUTS

In the event that a resident is locked out of his/her residence hall room/ suite unit, the student should contact a Peer Assistant in the building. If it is Saturday or Sunday between 7am and 7pm, students should call the Peer Assistant on call at 402-440-1866. If students are unable to contact a Peer Assistant, they should contact the Residential Education Coordinator on call at 402-601-2114. In all cases, the student will be charged a standard fee of \$1 from 8 am to 5 pm during normal business hours, and \$5 from 5pm to 8 am, weekends and holidays.

If a resident is locked out of his or her Apartment or Theme House, the student should call the Residential Education Office at 402- 465-2161 Monday-Friday 8am-5pm or the on-call professional staff member at 402-601-2114. The same charges above apply to apartment and theme house residents.

LOFTS, HANDI-CRAFT BEDS AND BEDDING ALTERATIONS

All handmade or wooden lofts are strictly prohibited in all campus owned facilities.

Plainsman, Apartments, Theme Houses and Centennial: The only lofts allowed in the traditional/first year residence halls are those supplied for rent by the University approved vendor. No handcrafted wood lofts or any other outside lofts purchased or made by residents are allowed. Lofts may not block windows, which permit an alternative evacuation route should an emergency arise. Only single/twin beds are allowed in residential facilities. Information about the loft rental program is available through Residential Education office each summer. In addition, no lofted or "stadium style" seating is allowed in student living spaces.

Heim/White Suites, Johnson Hall and Pioneer Hall: A loftable bed system is supplied for each resident.

Townhouses: A single bed is provided in each single room. Only single beds can be used in the townhouses.

MAILING ADDRESS

Your mailing address is not your residence hall or university apartment. Please be certain not to include your hall in the address line. All students are issued a Student Mail Box (SMB) and mail comes to a central location in Smith-Curtis.

MICROCHILL RENTAL PROGRAM

Microchill units are the only microwaves allowed in Johnson/Pioneer, Plainsman, Burt North and Centennial Halls. The Microchill rental program allows residents of the traditional residence halls to have the convenience of a microwave, refrigerator and freezer that is safe for our halls. Units may be rented in the summer for the upcoming academic year through the University approved vendor.

PERSONAL PROPERTY IN THE RESIDENCE HALLS

The college is not responsible for loss, theft or damage of personal belongings. Personal property is defined as any property not furnished by the college. Personal property of residents is not covered by college insurance. Residents are encouraged to check with parents concerning their homeowners' policy and/or students may wish to carry their own insurance protection against loss or damage of personal property.

Personal and college property must be stored within a residents' assigned living space and may not be stored in passageways, stairwells or hallways. No storage is provided outside a student's living space at any time, unless approved by a member of the Residential Education Office.

Residents should keep their rooms, suites, and exterior doors locked at all times.

PETS

No pets are allowed at any time (this includes short-term "pet-sitting") with the exception of fish in 10 gallon or smaller aquariums in any on-campus residential facility (this includes townhouses, apartments and theme house). Spiders, lizards, turtles, or any other creatures that typically live in an aquarium type container are also prohibited. A \$50 cleaning fee will be assessed for each room the animal occupied. If the animal is not removed by the determined time, a \$50/day fine will also be assessed until the animal is removed.

POSTING MATERIALS IN THE RESIDENTIAL FACILITIES

All materials to be posted in the residence halls must be approved by Residential Education or the Center for Student Involvement. Signs and posters for residential facility distribution should be left at the Residential Education Office for distribution. Groups wishing to post posters/ signs on all bulletin boards in residential facilities should provide at least 35 copies (1-3 copies per floor depending on the building). Only Residential Education Coordinators may approve posters for bathroom stalls. Housekeeping staff will remove posters placed in bathroom stalls each Monday unless a specific date for removal is placed on a poster. Posters may not be placed on painted walls, glass doors, and exit and entrance doors to buildings, restrooms, or fire doors. Residential Education Coordinators have authority to place banners in main lounges using 3M removable tape for special events and information.

QUIET HOURS/NOISE

Every student has the right to sleep and study without noise interference. Excessive noise is an infringement on your rights and is unacceptable. While it is the responsibility of everyone to control noise, it is also the responsibility of those affected by the noise to ask the offending person or people to be quieter. If this approach does not succeed, contact a Residential Education Coordinator or Peer Assistant in your building. The staff member will ensure that you have tried to resolve the issue yourself before she/he addressed the issue. Please remember that "Courtesy Hours" are in effect 24 hours a day, 7 days a week. Noise that is disturbing to others at any time of day or night is inappropriate.

REPORTING DISABILITIES/HEALTH CONCERNs

It is suggested that residents with disabilities (mental health, physical or learning) report them to the ADA Coordinator, Sandra McBride, and on their personal data forms. This information assists the staff in providing appropriate help in the case of evacuations and emergencies and special housing accommodations. Reporting is strictly voluntary and confidential. If at any time a resident becomes physically disabled due to an injury or illness the Director of Residential Education will help make temporary accommodations.

ROOM RESPONSIBILITY

Each resident is responsible for the activities occurring in their room such that all students should be proactive in seeking to assure that college policies are not violated in the living area to which they are assigned. Living area is defined as the individual's room for students living in residence hall, the individual's room and all attached pod common area spaces (kitchen, living room, etc.) for students living in a suite, townhouse or apartment, and the entirety of the house for students living in a theme house. Students who do not wish to be held accountable for policy violations perpetrated by their roommates should seek assistance from their Peer Assistant or Residential Education Coordinator.

ROOM SEARCH, ROOM INSPECTION, LEGAL SEARCH BY LAW ENFORCEMENT

All due respect is given to the privacy that residents enjoy in their rooms. Occasionally circumstances present themselves that necessitate authorized college personnel to enter student rooms for the purpose of health and safety inspections, repair and maintenance, assessment of damages, inventory of college property, determination of compliance with college, state or federal policies, or emergencies where imminent danger to life, safety, health, or property is reasonably suspected. When possible, advance notice will be given to residents.

Whenever a room is entered, the college personnel will knock, announce themselves, and wait thirty (30) seconds for permission to enter. If no response by the resident is made, the staff member will key in announcing the intention to do so and then enter. Whenever a room is entered without a resident being present, the staff member(s) will notify the residents stating the room has been entered, by whom and the purpose for the entry. Any items in violation of college policies, which are in plain view or discovered in a room search, will be confiscated and handled through the student conduct process.

Room inspection

The purpose of a room inspection would be to evaluate whether safety or living rules are being violated, or there is damage to college property. General areas in housing units and the non-individually owned contents of the area, such as lounges, stairwells and kitchenettes, are not subject to the following restriction as they are not considered the private property of the students of the area but are open to all members of the community.

- A visual survey of the room, its closet and bath will be made. Personal possessions of the student may not be moved or examined in an attempt to uncover evidence.
- It is recommended, but not required, that two staff participate in any inspection.

- When the intent of the inspection of a particular student's room is for enforcement of a regulation, when possible, a resident of the room or any other resident of the housing unit should be present. If the student whose room is being inspected for safety or maintenance is not present, it is recommended that the person making the inspection be accompanied by another staff member or student from another room.
- Policy violations discovered during a safety check or maintenance visit will be addressed using the college conduct process.
- The individual inspecting the room must knock if the door is closed before entering and students should be informed of the reason for the inspection.
- If any of the student's possessions are removed from the room, the residents will be notified.

Room searches by college personnel

The purpose of room searches is to ascertain whether or not college rules are being violated within college residences.

- Such searches may be made by members of university staff with the permission of the Dean of Students or an appropriate college administrator.
- Permission for such searches will be given only when there is reason to believe that such a search will reveal evidence of violation.
- When possible, the student whose room is to be searched should be present and he or she should be informed as to the reason for the search.

Legal searches

No college official may consent to the search of a student's room by police or other government officials. Such searches may be conducted with a warrant or with consent of the resident(s).

RESIDENTIAL UNIT DAMAGES

The process for determining residential unit damages is outlined in, "Room Unit Check In and Check Out Procedures."

ROOM CLEANING

Residents are responsible for removing trash and recyclable items regularly. All housing areas have dumpsters and recycling areas nearby to properly dispose of trash and recycling. Residents should not throw trash out of the windows, sweep trash into the hallways, or put trash bags with garbage in the hallways. Residents are also responsible for maintaining satisfactory health and life safety standards and cleaning all areas within the facility, including all furniture, fixtures, appliances and areas not routinely cleaned by college personnel. Residents must clear personal belongings from the bathroom(s) for scheduled cleanings. The college reserves the right to ask residents to clean rooms, pods or houses if their condition represents a health and safety concern or will result in deterioration of the facilities. Non-compliance may result in conduct action and billing to cover the college costs for the cleaning.

ROOM MODIFICATIONS

The majority of residential facilities are painted white, or another neutral shade. Residents may not paint their own rooms/units.

Personalizing rooms with posters, pictures, small decorative lamps as well as the essentials of comforters/bedspreads, towels and linens make residential facilities more homelike. The use of any nails, tacks or tape (double sided foam, duct, scotch, masking etc.) to hang items on walls or furniture is prohibited. The only hanging device allowed is 3M removable hooks and poster tape (residents should use at their own risk as improper removal of these items has caused wall damage to occur). There is a \$5 charge per square inch of damage, including foam tape and/or nail holes. Mirror tiles are not allowed on the walls, ceilings, or floors. No contact or wallpaper should be used. No drapery rods may be mounted in any facility. In Plainsman Hall, nothing may be placed on the painted walls; all posters should be put up on the paneled section of the room. Strings of lights, including rope lights, may not be used in any facility with the exception of use during the holiday season (see Holiday/Party decorations policy). All fire safety issues listed in the fire and security section apply. No room modifications may be made to a room or unit unless pre-approved in writing by the Coordinator and the maintenance department.

SCREENS

Room or unit window screens must be left in place and closed including all screens in the suites and townhouse unit community areas. A \$30 fine is assessed for each violation of this policy. Entering or exiting a room or unit through a window is strictly prohibited and will result in additional fines as well as disciplinary action.

SECURITY

The following descriptions are examples of the University's efforts to provide a residential environment sensitive to student safety and security. No systems, however, can guarantee individual safety. Everyone must exercise personal caution and accept individual responsibility for the safety of your person and property:

- Each facility has a professional staff member, a Residential Education Coordinator assigned to and/or living in the facility. In most instances several Peer Assistants (PAs) live on site. All are trained in CPR, basic first aid, and fire prevention.
- PAs make rounds of Plainsman, Centennial, Pioneer, Johnson, and the Heim and White Suites each evening. Periodic rounds of Townhouse Village are also completed. PA's check outside doors and first floor windows during rounds.
- All residence halls are secured 24 hours a day. On-campus residents have access to the buildings via the fob system from 9am-6pm and only the residents of each building or commuter students participating in the Connect to Campus Program can enter from 6pm-9am.
- All rooms have "coded" keys. If a room key is lost, the finder will not know the room number or the building of the key. Once a key is reported lost or stolen, the "core" of the lock can be readily changed to prevent entry by the person who found the key. Thus, the coded keys have a two-step protection system.
- A cellular phone is attended by a student life staff member on duty to ensure communication with other residence hall staff, security and the Lincoln Police Department.
- Emergency lighting will come on if there is a power loss in the hallway and stairs. Each facility has fire alarms, extinguishers, smoke detectors, and sprinkler systems on each floor.
- All windows are equipped with screens and locks. They must never be removed.
- Security cameras are operational at most residential facility entrances as well as at other locations throughout campus.

SMOKING

Smoking (both traditional and e-cigarettes) is not permitted in any on-campus residential facility. Students smoking outside of a residential facility must do so at least twenty feet from the building. All cigarette butts must be placed in the receptacles provided. The use or storage of Hookahs is also not permitted.

SPORTS IN THE HALLS OR COMMON AREAS

No sport activity of any kind is permitted in the hallways or any common area of the residential living facilities. Sport activity may include, but is not limited to: basketball, running, bowling, frisbee, throwing any kind of ball, hacky-sack, rollerblading, riding a scooter, skateboard or hoverboard, gymnastics, Nerf-type guns, etc.

STORAGE

No personal items may be stored in a residential storage area or common area. All furniture provided by NWU must remain in the residential unit.

THEFT IN RESIDENTIAL FACILITIES

Unfortunately, theft can be a problem in any community living situation. For this reason, students are strongly encouraged to always keep their room doors locked. Although students report that they feel safe in their buildings, the outside security system only works when residents do not let others into the building. Be sure that some form of insurance covers personal possessions brought to campus either as part of parents' homeowners policy or by a separate renter's insurance policy. If a theft occurs residents should notify a Residential Education Coordinator and report it to campus security at 402-432-9238, and in some cases the Lincoln Police at 402-441-6000.

UTILITY FAILURES

In the event that you witness a water pipe break, an electrical failure or a physical plant emergency in the halls, notify Maintenance 402-465-2321. After hours, notify the Peer Assistant on duty or campus security at 402-432-9238.

VANDALISM

Theft, vandalism, destruction or unauthorized movement of University (common area or room) property is prohibited. Vandalism or damage charges to common areas are at the discretion of the Residential Education Coordinator.

WATERBEDS

Due to weight restrictions and possible damage from accidental puncture, water-filled furniture is not permitted in any residential facility.

WEAPONS IN RESIDENTIAL UNITS

All weapons including, but not limited to: firearms, knives, paintball guns, B.B. and air guns, or explosive materials of any kind including, but not limited to fireworks and flammable liquids, are strictly prohibited in all approved residential units. Hunting equipment is prohibited on campus. Firearms or other weapons confiscated by Nebraska Wesleyan officials will be turned over to the Lincoln Police Department for appropriate disposal.

WINDOWS AND ROOM/UNIT DOORS

Windows and doors are a reflection of the community rather than a resident's personal space and must be appropriate and of a non-offensive nature. All window decorations are strictly prohibited. No street signs or highway signs may be in windows or rooms.

STUDENT ACTIVITIES AND ORGANIZATIONS

LEADERSHIP

Nebraska Wesleyan University has adopted this definition of leadership: "Leadership is the ability to empower others to achieve shared goals that promote the common good." Through study, practice, and experiences, students will be challenged and supported to acquire knowledge, develop skills, and clarify values in the pursuit of effective leadership. Nebraska Wesleyan University has numerous involvement opportunities, which are an integral part of the college experience. It is through these experiences that leadership skills are nurtured and developed. Nebraska Wesleyan is committed to providing a wide variety of leadership experiences. Here are some of the opportunities in which students are encouraged to take part:

- More than 50 student organizations
- Intercollegiate athletics, including 21 sports
- Greek letter organizations
- Residence hall councils
- Peer Assistant programs
- Cooperative learning in courses and co-curricular organizations
- Internship program
- Teaching assistant opportunities
- On-campus student employment
- Leadership skill training and discussions
- Full voting student representation on Board of Governors
- Student representation on more than 20 major campus committees, commissions and councils
- Student Affairs Senate (SAS)

STUDENT ORGANIZATIONS-PROCEDURES FOR STARTING AND MAINTAINING

1. Campus organizations and student groups may be established for any legal purpose compatible with the policies of the institution
2. A group shall become an organization when formally recognized by the University. A group shall submit the following proof and evidence to the Center for Student Involvement and to the Student Affairs Senate (SAS) through the Student Affairs Committee:
 - a. A list of names of a minimum of five Nebraska Wesleyan student members, any officers, faculty or staff member agreeing to act as an advisor/consultant, and copies of the constitution and bylaws. The constitution and bylaws shall include a statement of purpose, officer information, procedures for conducting business, and a statement which indicates the organization will not discriminate on the basis of race, religion, age, sex, creed, color, disability, marital status, national or ethnic origin or sexual orientation. Note: Certain organizations such as social fraternities and sororities are not subject to the discrimination clause on the basis of sex. Department of Education Title IX guidelines will be followed in determining this exemption

- b. Where there is affiliation with a non-campus organization, that organization's constitution and bylaws shall be filed with the Center for Student Involvement and the Student Affairs Committee of SAS. All amendments shall be submitted within a reasonable time after they become effective
 - c. All sources of income outside of student activity funds shall be disclosed as to the group seeking recognition and to any non-campus organization with which it is affiliated
3. An organization is considered to be officially recognized by the University when SAS passes a bill recommending recognition
4. All recognized student organizations must submit updated forms to the Center for Student Involvement as requested each fall or as group information changes. Failure to do so will result in the organization being declared inactive, being unable to reserve University facilities and request or receive funding from SAS
5. Upon recognition of an organization, the University and organization shall make clear that the recognition implies neither approval nor disapproval of the aims, objectives, and policies of the organization
6. Membership in all organizations, within limits of their facilities, shall be open to any member of the University community who is willing to subscribe to the stated aims and who meets the stated obligations and requirements of the organizations
7. University facilities may be assigned to regular student organizations, groups, and individuals within the University community for regular business meetings for social programs and for programs open to the public
- a. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance
 - b. Preference may be given to programs designed for audiences and consisting primarily of members of the University community
 - c. Allocation of space shall be made based on priority of request and the demonstrated needs of the organization, group or individual
 - d. Charges may be imposed for any unusual cost for use of facilities
 - e. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages
 - f. The individual, group, or organization requesting space must inform the University of the general purpose of any meeting open to persons other than members, and provide the names of outside speakers
 - g. It should be made clear to the academic community and the community at large that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the University
 - h. University facilities may not be assigned in cases where violence is a reasonable possibility
8. The authority to allocate University funds derived from student fees for use by organizations shall be delegated to the Student Affairs Senate
- a. Approval of requests for funds is conditioned upon submission of a budget to, and approval by this body
 - b. Financial accountability is required for all allocated funds, including statements of income and expenses on a regular basis. Otherwise, organizations shall have independent control over the expenditure of allocated funds
9. No individual, group, or organization may use the University's name without the express authorization of the University except to identify the institutional affiliation. University approval or disapproval of any policy or action shall not be stated or implied by any individual, group or organization

STUDENT ORGANIZATIONS AND HONOR SOCIETIES

Nebraska Wesleyan offers a variety of clubs, organizations and honoraries to suit students' interests. If we don't have a group in which you're interested, you can help us start one. A complete listing of all active student organizations, officers, and advisors is available under the "Current Students" tab at www.nebrwesleyan.edu.

STUDENT ACTIVITY FEE

The Student Activity Fee allocations are determined by the University's Board of Governors based upon recommendations by the Student Affairs Senate (SAS). Your activity fee is used to support student services, organizations and activities.

The exact amount of support provided to student organizations can be obtained by contacting an SAS Officer. Registered student organizations may petition SAS for activity fee allocations by contacting the Office of Student Life or the SAS office for procedures.

GREEK LIFE

We encourage new students to participate in formal recruitment activities and to consider becoming a part of our Greek community at Nebraska Wesleyan University. After meeting with members of the chapters, you will be able to make an informed choice about whether or not Greek affiliation is for you.

If fall recruitment is not convenient for you, there may be other opportunities to become a part of Greek Life later in the school year. Contact the assistant director of Student Involvement 402-465-2164 if you have any questions.

Nebraska Wesleyan supports Greek organizations because they are uniquely positioned to provide a setting conducive to enhancing the overall quality of student life. Greek life strengthens students' academic, leadership and service experiences and encourages interaction with Greek alumni, developing lifelong relationships, and lifelong chapter involvement.

The Panhellenic and Interfraternity Council Judicial boards exist to uphold the regulations and expectations of both Panhellenic Council and Interfraternity Council and to ensure compliance with Nebraska Wesleyan University policies and procedures affecting fraternities and sororities; also to hold chapters accountable for following their own chapter policies.

Fraternities

Phi Kappa Tau

Theta Chi

Zeta Psi

Sororities

Alpha Gamma Delta

Delta Zeta

Willard

INTERCOLLEGIATE ATHLETICS

Men's

Baseball

Basketball

Cross Country

Football

Golf

Soccer

Swimming

Tennis

Track & Field (Indoor and Outdoor)

Wrestling

Women's

Basketball

Bowling

Cheer and Dance

Cross Country

Golf

Soccer

Softball

Swimming

Tennis

Track & Field (Indoor and Outdoor)

Volleyball

Nebraska Wesleyan is a member of the NCAA III and competes in the Iowa Intercollegiate Athletic Conference (IIAC). For information about participation contact the Athletic Director or the respective head coach. Admission to regular season home events is free with a NWU ID. Tickets for post-season competition must be purchased at the athletic department.

INTRAMURAL SPORTS

The Intramural Sports program is designed to provide the entire NWU community with the opportunity to participate in a variety of recreational sports activities. The programs offered are based on student interest and the availability of resources and facilities.

Sports offered (sports may vary slightly by semester based on student input):

Basketball	Powderpuff Flag Football
Broomball	Punt, Pass & Kick
Christmas 4's	Racquetball
Disc Golf	Sand Volleyball
Dodgeball	Soccer
Easter Egg Hunt	Ultimate Frisbee
Flag Football	Volleyball
Hot Shot/3 Point/Free Throw Basketball	Water Volleyball
Kickball	Walleyball

For more information, users may check the Intramural Sports bulletin board across from the Weary Center front desk, visit the NWU Intramural Sports Facebook page, or visit the Intramural Sports page on the Campus Recreation web site (<http://weary.nebrwesleyan.edu>).

Registration

All registrations for Intramural Sports must be completed online through the website www.imleagues.com. Interested users should go to this site to create a free account using their NWU email address. After signing up, users will be sent an activation email from the site that users must click on the link in that email to confirm the account. Users should automatically be linked to Nebraska Wesleyan; however, users can search for schools through the site if an error occurs.

Once logged into the site, users have the ability to create or join a team for the upcoming leagues.

Captain's Meeting

Each team captain or team representative must attend the specified captain's. A team failing to have a representative at the captain's meeting will be issued a forfeit. The purpose of the meeting is to explain the role of the captain, rules, policies, playing schedules, and to answer questions.

Eligibility

Only NWU students, faculty and staff are eligible to participate. Each team captain is responsible for the eligibility of his/her team members. An individual may not play on more than one team within a division of a sport. Any player who competes in intramural sports under an assumed name will be disqualified in that sport for the rest of the sport season, and any team fielding a player using an assumed name will forfeit all games in which that individual played.

Varsity and junior varsity players may not participate in the same intramural sport. For example, NWU varsity football players are not eligible for intramural flag football and JV volleyball players are not eligible for sand volleyball.

For an individual to be eligible for the playoffs, s/he must have played at least once, with the team, during the regular season and meet all other eligibility requirements.

Free Agents

Users may go to www.imleagues.com and be listed as a free agent (see section on registration). Free agents are visible to all members of the site and can request to join teams or free agents can post information about themselves so that teams can request to add members to their team.

Forfeit Procedures

Game time is forfeit time. The minimum number of players required must be on site and signed in at game time. The minimum number of players to avoid a forfeit varies depending on the activity. If a team cannot avoid forfeiting a contest, the Intramural Sports Director and the opponent should be notified. If both teams fail to have the minimum number of players required, then a double forfeit will be called. Two forfeits by any one team during league play will eliminate that team from the league and the tournament. Teams have the option to reschedule games by contacting the Intramural Sports Director no less than two business days before the scheduled contest; however, circumstances may not allow for the game to be rescheduled. In the event that a team notifies the Intramural Sports Director before noon on the day of the game to give notice that they will not be able to play that evening, that team will be issued a default for that evening versus a forfeit. A default acts as one half a forfeit.

Ejection Policy

Any participant or spectator who commits, incites or aids others in committing any of the following acts of unsportsmanlike or misconduct shall be subject to disciplinary procedures: if a participant or spectator is ejected from any program, contest or activity, s/he is immediately ineligible for further participation in any Intramural Sports programs until s/he is cleared by the Intramural Sports Director. Whenever an individual is ejected from a program, s/he must immediately leave the facility or playing area entirely.

Sportsmanship

The goal of the Intramural Sports program is to promote lifetime skills through the venue of sports that offers meaning beyond that of a win or a loss. All players are expected to play within the context of the Intramural Sports program's Spirit of Competition. A copy of Intramural Sports Policies and Procedures is given to each team captain and may also be obtained from the Intramural Sports Director.

Injuries/Liability

Participation in the Intramural Sports program is voluntary. Individuals who participate in intramural sports do so at their own risk. Nebraska Wesleyan University and the Intramural Sports program assume no responsibility for any injuries incurred during participation in any intramural sport or program. The Intramural Sports program does take necessary safeguards to protect participants. All accidents and injuries are reported and are documented.

COMMUNITY SERVICE

Nebraska Wesleyan has a strong commitment to support and serve its community—the University Place community in which we reside, the greater Lincoln community, and the broader national and global communities of the world. As a student at Nebraska Wesleyan University, you have many opportunities for civic engagement with these communities. For more information contact the Service Learning Coordinator in the Center of Student Involvement at 402-465-2413.

VENTURES IN PARTNERSHIP (VIP)

Nebraska Wesleyan University maintains a partnership with Huntington Elementary School. Huntington students are invited to serve as ball boys or girls for our athletic teams. They also have provided cards on special occasions such as Valentine's Day when every Nebraska Wesleyan student and every campus office receives a handmade card. Every Thanksgiving, NWU students, staff and faculty provide food baskets to Huntington families. Many students and student organizations work with Huntington Elementary School children on philanthropy or service projects by serving as tutors or readers, having holiday parties, sponsoring athletic teams and sharing musical or theatrical talents. If you or an organization you belong to is interested in having some fun and being a part of VIP, contact the Service Learning Office at 402-402-465-2413.

STUDENT AFFAIRS SENATE (SAS)

The Student Affairs Senate is the formal governing body for students. Its purpose is to enact legislation to enhance student life and to act as a liaison between students and administration/faculty. Elections take place annually for academic and living unit representatives. Senate meets at 3:00 pm most Mondays in Callen Conference Center. Everyone is welcome to attend and is encouraged to become involved. Senators serve on at least one of the six standing committees (Academic Affairs, Budget, Campus Safety and Grounds, Multicultural Affairs and Minority Viewpoints, Public Relations and Elections, Student Affairs). The Student Affairs Senate office is located on the lower level of the Story Student Center. Copies of the constitution are available at the SAS Office or through the Student Life Office.

STUDENT PUBLICATIONS

Nebraska Wesleyan's student publications include *The Wesleyan YIP*, the student newspaper published eight times each semester. The Publications Board, consisting of students, faculty and staff members, oversees student publications. Policies regarding student publications are included in a publications manual that is the responsibility of the Publications Board. The foundation for all policies regarding Nebraska Wesleyan publications is this: the student press shall provide fair opportunity for expression of differing opinions.

The editors and managers shall not be arbitrarily disciplined because of student, faculty, administration, alumni or community disapproval of editorial policy or content. This editorial freedom entails a corollary obligation under the canons of responsible journalism. All student communications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the institution or its students. More information on student publications and publication policies is available from the publications advisor 402-465-2352.

PROGRAM PLANNING AND CAMPUS EVENT REGISTRATION

Program planning and registration is a REQUIRED process that student organizations must complete before any event with the professional staff in the Center for Student Involvement.

By registering your events, your organization will receive:

- Inclusion on the weekly Monday & Thursday email to all students
- Staff assistance with planning the event and eliminating red tape in the process
- Some liability coverage which is dependent upon the type of event that is being planned

Recognized student organizations or honoraries need to register their events and meetings when any of the following conditions exist:

- Money is exchanged and/or donations are solicited; all fundraising events
- Insurance is needed (the activity is open to the public and NWU or city buildings/grounds are used). Please note that if additional insurance coverage is needed, your organization may incur the cost of insurance
- Any special permits are necessary
- The event is a field trip
- Food is prepared or sold (if event is on campus, groups must use Sodexo)
- Event requires a contract from any outside source, i.e. band, vendor, etc.
- Reservations for campus facilities are required
- Raffles must follow specific procedures as governed by Nebraska state law
- The event is co-sponsored with a commercial or contract service

Registration of Fraternity & Sorority Events

All events and philanthropies sponsored by NWU fraternities and sororities, as well as those sponsored by Panhellenic Council, Inter Fraternity Council and Order of Omega must be registered with the assistant director of Student Involvement at least one full week prior to the event. Registration ensures compliance with all federal, state and university policies as well as best practices. Failure to complete the registration process can result in the event not being approved and the organization not being able to sponsor the event.

OUTDOOR DISPLAYS AND CHALKING BY RECOGNIZED STUDENT ORGANIZATIONS

Recognized student organizations have a right to express themselves and their opinions at Nebraska Wesleyan University without disciplinary recourse unless the expression adversely affects the University's educational mission or violates the Code of Student Conduct. Only recognized student organizations will be granted permission to place displays or chalk on campus grounds. Certain obligations must be upheld by those who seek to use outdoor space on campus for displays or chalking purposes.

- Reservations must be made with the Center for Student Involvement. Chalking will only be allowed August 19-November 30 and April 1-May 6 due to weather restrictions
- Student organizations must register outdoor displays or chalking with the Center for Student Involvement. The Center for Student Involvement staff must receive a full description or drawing of the display before it is approved
- The student organization will work with the Physical Plant staff to determine an appropriate outdoor space for the display. Taylor Commons will not be used for public displays without permission from the director of the Recreation and Athletic Facilities and the Physical Plant
- The display or chalking must clearly indicate the sponsoring student organization's name and must include dates the outdoor display will be viewed
- The display may not infringe on the rights of other members of the University community through intentional obstruction, which may interfere with the freedom of safe pedestrian or vehicle traffic in the area of the display
- The display or chalking must not be lewd, indecent and/or obscene nor disrupt the academic activities or other normal operations of the University
- The display must be removed within two days by the sponsoring student organization immediately following the end of the approved date for it to be approved
- Chalking is only allowed on sidewalk areas exposed to the weather so that it can be easily washed away by rain. In the event that rain does not wash away the chalking at the end of the event or display, the student organization must work with Grounds to clean up the display
- Chalking and/or marking walls, brick, outdoor fixtures or the exterior on any building is prohibited
- Chalk will be provided by the Center for Student Involvement. No other chalk is to be used

POSTING, SELLING AND DISTRIBUTION OF WRITTEN MATERIAL

Nebraska Wesleyan University defines "posting" as publicly placing any written materials including posters, flyers, banners and signs for display on any campus property. In order to post any materials on the Nebraska Wesleyan campus these guidelines must be followed:

- All materials must be stamped and approved by an authorized staff member in the Center for Student Involvement (including materials to be distributed at booths reserved in the Great Hall and to students through their student mail boxes). Materials that are not stamped will be removed by custodial staff or facility managers. The only exception is professionally-produced posters for Nebraska Wesleyan events, which do not need to be stamped
- If there are questions or concerns about the appropriateness of material, a decision will be made by the Dean of Students or his representative. Either individual has the authority to revoke an approval inadvertently made, a fraudulently stamped posting, or an approval that constitutes an error in judgment
- All materials must identify the sponsoring Wesleyan group or organization. These may include a recognized student organization or a University department or organization. Any other group must receive special approval to post or distribute materials. That organization is responsible for removing posted materials according to the date stamped
- Materials may be posted only on designated bulletin boards. Materials may not be posted on glass surfaces, waxed floor surfaces, painted walls, brick or tile surfaces or wood surfaces including banisters. Approved materials may be posted on the wood surface above the student mailboxes outside the Mail Center in Smith Curtis
- All table tents, with the exception of those commercially produced, must fit in the table tent holders in the Prairie Point Dining Hall and Archway Café and must be approved by the Center for Student Involvement
- Table tents are reserved on a first come, first serve basis. Reservations for placement of table tents will be made through the Center for Student Involvement. The table tent holders will accommodate a 5" x 7" card of information to publicize an event. The Graphics Center can assist with making these cards. Table tents may only be posted for one week
- Materials must not contain obscenities of any kind, racist, sexist, or homophobic implications, and must not have alcohol, drugs or smoking as the focus of the posting (educational materials about alcohol, drugs, or smoking may be approved for posting). Materials (with the exception of those approved for posting on the Sales and Services board) must not contain any advertisements for private companies or individuals (materials relating to approved co-sponsored activities may be allowed with prior approval by the Center for Student Involvement)
- Any materials that do not follow these guidelines will be removed. Persons defacing or removing approved, unexpired materials are subject to disciplinary action
- A student, group, or organization may hand-distribute materials on the campus grounds outdoors without prior approval only if the authors and publisher are clearly identified, and such distribution does not disrupt any operations of the institution. Distributed materials must not contain any obscenities or lewd implications
- Advertising from off-campus vendors and individual for-sale or service postings must be approved and stamped and must be posted only on the board designated for this purpose, which is located in the Mail Center. Any off-campus vendor soliciting members of the Nebraska Wesleyan University community is referred to the Vice President for Finance and Administration prior to any selling or solicitation (unless a co-sponsorship agreement has been executed with the Center for Student Involvement)
- All materials to be distributed through the Mail Center must be no smaller than one-fourth sheet of paper or they will not be inserted in boxes. Any mass distribution by student organizations must be approved by the Center for Student Involvement. In the case of materials to be distributed for classes (for example, surveys) the class name and professor's name must be visible on all materials. In addition, all mail must include a return address and the name of the individual or sponsoring organization distributing the material. Mass mailings will be distributed by Mail Center staff, or by student organization members under the supervision of Mail Center staff. Persons should allow two complete business days for on-campus mail to be delivered. Advertising from off-campus vendors must be approved by the Office of Student Life prior to distribution through mailboxes

- Booths in Great Hall may be reserved through the Center for Student Involvement by recognized student organizations or University departments or by organizations of particular interest to our community for distribution of information, approved fundraising activity, elections, or related activities. Display tables in the Student Center may be reserved through the Center for Student Involvement for these same purposes
- Banners may be displayed in Great Hall in such a way that they assist in campus promotion in an attractive and effective format. Banners must be created so that they are aesthetically pleasing and grammatically correct. The Center for Student Involvement will approve banners that are deemed to be attractive and correctly presented (no misspellings, for example). Up to two banners may be displayed at any one time on the east, south, and west banisters of Great Hall. The north lower stairway railing may be reserved only for professionally-produced banners for major events (for example, Wesleyan Weekend). No banners will be hung across the Great Hall. Exceptions for non-banner materials to be hung in this location (for example flags) must be approved by the director of Center for Student Involvement. Banners may be hung for a maximum of two weeks
- Bulletin Boards in the Great Hall may be reserved through the Center for Student Involvement. These reservations are for 2 weeks at a time
- Any off-campus employer soliciting employees must be approved by the Director of the Career Center
- Materials cannot be distributed on the top of tables in the Student Center or other campus buildings. Any materials distributed in this manner will be removed. Only materials displayed in the table tent holders will be allowed

GREAT HALL POLICY

The principal purposes of the Great Hall are to provide a passageway into and out of the offices and classrooms located in the Smith-Curtis Classroom-Administration Building and to serve as a gathering space for students and others and as a place for approved information distribution.

Events may be scheduled in the Great Hall, especially when an alternate facility cannot accommodate the unique needs of a particular event. A proposal for use of the Great Hall for a special event must include a complete description of the event; set-up information; and how the event will be scheduled to avoid disruption of teaching and administrative functions. The proposal will require a minimum of two weeks for consideration.

The Office of Admissions has responsibility to administer this policy. Any appeal to a decision by this office may be made to the Provost.

RAFFLES/SMALL LOTTERIES

Any student organization must receive approval from the Center for Student Involvement for any fundraiser, including small lotteries and raffles before any printing or distribution of tickets. The organization is responsible for complying with Nebraska State law when engaging in these activities. Detailed procedures are available in the Center for Student Involvement and includes these steps:

1. Register your raffle with Center for Student Involvement and the Business Office
2. Make sure that the proceeds will not exceed \$5,000 and will be used for charitable or community betterment purposes
3. Determine that sales tax on the prizes has been or will be paid
4. Print tickets that are validated; sequentially numbered; and the same size, shape, and weight
5. Bring raffle tickets to the Business Office for an audit before you begin to sell the tickets
6. Bring raffle ticket stubs, any remaining tickets, and all money collected to the Business Office for an audit after you have finished selling the tickets, but before the drawing
7. If proceeds are expected to exceed \$5,000, please contact the Business Office regarding the appropriate procedure

VIDEO COPYRIGHT

Federal copyright law restricts the use of video to private showings and prohibits their public performances. A public performance is one at a place open to the public or any place where a substantial number of persons gathered outside of a normal circle of a family or its social acquaintances is gathered. The performance of a video by students in a residence hall, common area, or lounge is considered by Nebraska Wesleyan to be violation of copyright law and such performances are prohibited. They are likewise prohibited in the Story Student Center unless performance rights have been purchased from the copyright holder. For information about purchasing performance rights, contact the Center for Student Involvement 402-465-2412.

NEBRASKA WESLEYAN UNIVERSITY

CODE OF STUDENT CONDUCT

Revised 2011

I. PHILOSOPHY

Nebraska Wesleyan University is a community of scholars in which the ideals of freedom of inquiry, thought, expression, as well as freedom of the individual are sustained. Exercise and preservation of these freedoms require a respect for the rights of all in the community.

People grow and mature in communities that depend upon the knowledge, integrity, and decency of others. The best communities help individuals mold behavior and values that enable them to achieve personal satisfaction, including that associated with helping to make a better world. The University establishes expectations that are designed to protect individual liberties and other values included in the University's mission statement, especially the commitment to "integrate questions about meaning and value with the pursuit of learning and understanding."

In a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the University or with the rights of other members of the community is not tolerated. Nebraska Wesleyan University students assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. Student conduct, therefore, is not considered in isolation within the college community, but as an integral part of the educational process. Each student at Nebraska Wesleyan University is responsible for knowing, understanding, and abiding by this Code of Student Conduct; ignorance of its terms does not excuse misconduct.

II. AUTHORITY FOR STUDENT DISCIPLINE

Ultimate authority for student discipline rests with the Board of Governors of Nebraska Wesleyan University. The Board delegates disciplinary authority to University administrators, faculty members, committees, and organizations as set forth in this Code, or in other appropriate policies, rules, or regulations adopted by the Board.

The Dean of Students has responsibility to recommend to the President of Nebraska Wesleyan University for transmittal to the Board of Governors the approval of policies for the administration of the student conduct system, and to develop procedures for the conduct of hearings that are consistent with provisions of the Code of Student Conduct. The Dean of Students also has the authority to appoint student conduct officers to take disciplinary actions and will determine which student conduct body or student conduct officer will be authorized to hear each case.

Decisions made by a student conduct body and/or student conduct officer will be final pending the appropriate appeal process.

III. STUDENT CONDUCT BODIES

- A. The University Student Conduct Board reviews student conduct, determines responsibility, holds students accountable, and imposes sanctions for misconduct as defined in the Nebraska Wesleyan University Code of Student Conduct. Members representing the College of Liberal Arts and Sciences (CLAS) are appointed or elected in accordance with procedures established by the Nebraska Wesleyan University Faculty Constitution and the Student Affairs Senate Constitution with approval of the President of Nebraska Wesleyan. Members representing University College (UC) are elected by the University College Division as appropriate with approval of the President of Nebraska Wesleyan. The University Student Conduct Board follows procedures described in this Code and also contained in the document entitled "Nebraska Wesleyan University Student Conduct Board Procedures," which is approved by the President of Nebraska Wesleyan University and available in the Office of Student Life.
- B. The Residence Life Peer Review Board reviews conduct, determines responsibility, holds students accountable and imposes sanctions for misconduct as defined in the Nebraska Wesleyan University residence life policies. Members are appointed by the President of the Student Body. The Residence Life Peer Review Board follows procedures described in this Code and also outlined in the document entitled "Nebraska Wesleyan University Residence Life Peer Review Board Procedures," which is approved by the President of Nebraska Wesleyan University and available in the Office of Student Life.

- C. The Nebraska Wesleyan University Greek Review Board (GRB) is comprised of both sorority and fraternity members appointed by individual chapters. It is responsible for upholding the standards and values of the Greek System on Campus. In relation to Greek students, the GRB is charged with reviewing conduct, determining responsibility, holding students accountable, and imposing sanctions for misconduct as defined by the University, Interfraternity Council, Panhellenic Council, individual chapters and federal, state and local laws.
- D. In the event of any conflict between the provisions of this Code and any other document governing the conduct of any campus student conduct body described above, the provisions of this Code will govern.

IV. DEFINITIONS

- A. The term "University" means Nebraska Wesleyan University.
- B. The term "student" includes all persons enrolled and taking courses at Nebraska Wesleyan University, both full-time and part-time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly engaging in misconduct as outlined in the Code of Student Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" for the purposes of this Code of Student Conduct. **The Code of Student Conduct applies on all University premises and at all University-sponsored activities.**
- C. The term "faculty member" means any person employed by the University to conduct teaching activities or who is otherwise considered by the University to be a member of its faculty.
- D. The term "University official" includes any person employed by the University to perform assigned administrative or professional responsibilities.
- E. The term "member of the University community" includes any person who is a student, faculty member, University official, or any other person employed by the University. A person's status in a particular situation will be determined by the Dean of Students.
- F. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets and sidewalks, whether or not leased to, or operated, occupied or used by unrelated entities.
- G. The term "student organization" means any group of persons who have complied with the formal requirements for University recognition.
- H. The term "policy" is defined as the written regulations of the University as found in, but not limited to, the Code of Student Conduct, Student Handbook, and University catalogs.
- I. The term "complainant" means anyone who institutes a student conduct proceeding under this Code, alleging misconduct by a student or student organization.
- J. The term "respondent" means the student or student organization whose conduct is the subject of a student conduct proceeding under this Code.
- K. The term "Student Conduct Administrator" means the Dean of Students or his/her designee. The role of the Student Conduct Administrator will be to provide administrative and procedural support to the University Student Conduct Board. In no event will the Student Conduct Administrator serve as a member of the University Student Conduct Board. Because the Student Conduct Administrator has no role in the process that would influence the decision of the University Student Conduct Board, and is not a member of the University Student Conduct Board, the Student Conduct Administrator cannot be removed from the hearing on allegation of personal bias, although specific interpretations or recommendations of the Student Conduct Administrator may be included in the justification for an appeal.
- L. The term "student conduct officer" means a University official appointed by the Student Conduct Administrator to impose sanctions upon students found to have engaged in misconduct as described in the Code of Student Conduct or violated other Student Life policies.
- M. The term "Investigator" means a University-appointed faculty or staff member who, in allegations of sexual misconduct, conducts an investigation, and prepares a written report for distribution to the Hearing Panel through the Student Conduct Administrator, and for monitored review by the complainant and the respondent, also through the Student Conduct Administrator. This individual is present at a hearing to answer questions related to the investigation.

- N. The term "Student Conduct Review Committee" means three members of the University Student Conduct Board, including at least one faculty member or administrative staff member and at least one student who review the results of the preliminary investigation by the Student Conduct Administrator, to determine whether or not the offense falls within the University Student Conduct Board's jurisdiction, and to recommend whether or not a hearing is warranted. In cases where the student respondent takes responsibility for engaging in misconduct, the Student Conduct Review Committee may determine that a hearing is not warranted and may impose sanctions. The Student Conduct Administrator will communicate this decision to the student. The student has a procedural right to request a hearing.
 - O. The term "Advisor" means an individual selected by a complainant or a respondent to assist him/her during any part of the procedures including the hearing. An Advisor may be a faculty or staff member, a student, parent, community member, sexual assault resource person or an attorney. During the hearing the Advisor may confer with the complainant or respondent he or she advises, but may not communicate directly with the Hearing Panel.
 - P. The term "Student Conduct Board Appellate Panel" means persons authorized by the President of Nebraska Wesleyan University to consider an appeal from a complainant or respondent in any University Student Conduct Board proceeding. The document entitled "Student Conduct Board Appellate Panel Procedures" defines membership and procedures for this panel. The document is approved by the President of Nebraska Wesleyan University and is available in the Office of Student Life.
- Q. The term "day" means any weekday excluding University holidays.

V. MISCONDUCT

Any student or student organization found to have committed the following misconduct is subject to disciplinary sanctions.

A. Academic Misconduct

Faculty members have full authority in determining the action to be taken in cases of academic misconduct. Faculty members may choose to take one or a combination of these actions: assign a failing grade in the course; lower or assign a failing grade to an examination or assignment; require the student to take another examination or redo the assignment; report the action to the office of the Registrar; file a complaint with the University Student Conduct Board. Examples of academic misconduct include, but are not limited to:

- 1. Cheating: using electronic means; copying homework assignments from another person; working together on a take-home test or homework when not permitted by the instructor; looking at and receiving information from a source not authorized by the instructor during an examination; looking at and using notes during an examination when not specifically permitted.
- 2. Tendering of information: giving one's work to another student to be copied; providing answers to another person for examination questions before, after, or during an exam; giving or selling a term paper or any work that is to be handed in to the instructor.
- 3. Plagiarism: copying assignments from a text, either printed or electronic, to hand in for a grade; quoting text or other works on an examination, term paper, or homework without citations; handing in a paper purchased from a research service; reproducing someone's paper and handing it in as one's own; citing resources deceptively for written assignments.
- 4. Unauthorized collaboration: planning with one or more students to commit any form of academic misconduct; giving one's work to another student whom one suspects will represent it as his or her own; working with one or more students on any assignment unless specifically allowed by the faculty member.
- 5. Misrepresentation: having another student do one's work; lying to improve one's grade; having another student take one's exam; submitting the same work for a grade in two different courses without permission from the course instructors; misrepresenting the amount or type of work done; altering a graded work after it has been returned and then submitting it for re-grading without the instructor's knowledge.
- 6. Bribery: offering money or any item or service to a faculty member or another person to gain academic advantage for oneself or another student.
- 7. Abetting misconduct: observing cheating on an examination or any other form of academic misconduct without reporting it to the faculty member; passing answers for an examination from one student to another; failing to report plagiarism by another student; assisting a student in obtaining a paper from a research service.

B. Other Misconduct

1. Acts of dishonesty, including but not limited to furnishing false information to any university employee or office; forgery, alteration, or misuse of any university document, record, or instrument of identification; tampering with an election conducted by any recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities including public service functions on or off campus, or other authorized non-university activities when the act occurs on university premises.
3. Conduct that threatens or endangers the well-being of any person, including, but not limited to physical abuse, verbal abuse, bullying, threats, intimidation, harassment, stalking, coercion, or hateful behavior.
4. Sexual misconduct, including sexual assault and sexual harassment as defined in the Safety and Security Policies and Procedures section of the Student Handbook.
5. Knowingly initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.
6. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other private or public property.
7. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; both constitute hazing within the meaning of the rule.
8. Failure to comply with directions of University officials or security personnel acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises or personal property.
10. Violation of University policies, rules or regulations.
11. Violation of federal, state or local law.
12. Use, possession, manufacturing, or distribution of narcotic or other controlled substances except as expressly permitted by law.
13. Public intoxication, use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by law and University regulations. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one years of age.
14. Illegal or unauthorized possession of firearms, other weapons, explosives, fireworks, or dangerous chemicals on University premises.
15. Participation in an on-campus or off-campus demonstration or other activity that disrupts the normal operations of the University or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
16. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
17. Conduct that is disorderly, lewd, or indecent; disturbing the peace; aiding, abetting, or procuring another person to disturb the peace on University premises or at functions sponsored, or participated in, by the University, whether or not on University premises. Disorderly conduct includes, but is not limited to an audio or visual depiction of any person without his/her prior knowledge, or without his/her effective consent when such a depiction is likely to cause injury or distress. This also includes the display or distribution of any unauthorized audio or visual depiction without the subject's prior knowledge, or without the subject's effective consent when such a depiction is likely to cause injury or distress.

18. Theft or abuse of University electronic resources, including but not limited to:
 - a. Unauthorized access of a file to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer or duplication of a file.
 - c. Use of another individual's identification or password.
 - d. Use of computing facilities or resources to interfere with the work of another student, faculty or staff member.
 - e. Use of computing facilities or resources to send obscene, abusive, or harassing messages.
 - f. Use of computing facilities or resources in violation of any laws, including copyright laws.
 - g. Use of computing facilities or resources to interfere with normal operation of the University computing systems or the systems of any other person or organization.
 - h. Unauthorized use of computing facilities or resources to support or advocate any commercial, political or nonprofit organization.
 - i. Unauthorized operation or attempted operation of servers, routers, switches, bridges, wireless access points or other network equipment.
 19. Abuse of the University's student conduct system, including but not limited to
 - a. Failure to obey a notice from a student conduct body or a University official to appear for a meeting or hearing as part of any conduct process.
 - b. Falsification, distortion, or misrepresentation of information before any student conduct body.
 - c. Disruption or interference with the orderly conduct of any student conduct proceeding.
 - d. Knowing instigation of any student conduct proceeding under this Code without just cause.
 - e. Any attempt to use intimidation to discourage an individual's rightful participation in, or use of, the student conduct system.
 - f. Any attempt to influence the impartiality of a member of a student conduct body prior to or during the course of any student conduct proceeding.
 - g. Harassment (verbal or physical) of a member of any student conduct body prior to, during or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Code of Student Conduct.
 - i. Influencing or attempting to influence another person to abuse or violate the student conduct system.
 - j. Making public confidential information from a student conduct proceeding.
- C. Violation of law and University discipline
1. University disciplinary proceedings may be instituted against a student who has been or may be charged by federal, state, or local authorities with violating the law for the same incident if both the legal violation and the misconduct described in this Code arise from the same facts. Proceedings under the Code of Student Conduct may be carried out prior to, simultaneously with, or following any civil or criminal proceedings off-campus. Determinations made or sanctions imposed under this Code will not be subject to challenge as a result of the dismissal, reduction of, or resolution of civil or criminal charges arising from the same facts.
 2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a student conduct body under the Code of Student Conduct, however, the University may advise off-campus authorities of the existence of the Code and of how such matters will be handled internally within the University community. The University will attempt to cooperate fully with law enforcement and other agencies in the enforcement of criminal law on any University premises and in the conditions imposed by criminal courts for the rehabilitation of student violators.
 3. If a student is convicted of an off-campus violation of federal, state, or local law, which does not involve misconduct described in the Code of Student Conduct, disciplinary action may be taken and sanctions imposed for serious misconduct that demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law, has declined to contest such charges, has entered into any pre-trial diversion program of a court, or has entered into an agreement with prosecutors which results in the imposition of any sanctions whatsoever.

VI. MEDIATION

Mediation is encouraged as an alternative means to resolve many disciplinary cases. A student conduct officer or representatives of the University Student Conduct Board may recommend mediation to resolve disputes within the University community. Mediation is appropriate only when all parties involved (complainants and respondents) voluntarily agree to engage in the mediation process. Mediation will not be used in any case involving allegations of sexual assault, misconduct or violence. Cases where a complaint is filed by a University Official, serving solely in his/her official capacity, are not eligible for mediation. Mediation will involve resolution of the incident, including sanctioning when needed. If mediation fails, the case will be forwarded for a formal hearing by a student conduct body.

VII. STUDENT CONDUCT PROCESS: UNIVERSITY STUDENT CONDUCT BOARD

- A. Any member of the University community may file a complaint against any student or student organization for misconduct. Complaints will be prepared in writing and delivered to the Office of Student Life, Suite 100, Story Student Center.
- B. The Student Conduct Administrator will conduct an investigation of the complaint and present the findings to the appropriate Student Conduct Review Committee, who will determine whether or not the offense falls within the jurisdiction of the University Student Conduct Board and whether or not a hearing is warranted. In the case of complaints alleging sexual misconduct or violence, the University Student Conduct Board will implement "Campus Student Conduct Procedures for Sexual Assault" which is approved by the President of Nebraska Wesleyan University and available in the Office of Student Life.
- C. If the Student Conduct Review Committee determines that a hearing will be held, the complaint will be presented to the responding student or student organization in written form. A time will be set for a hearing, not less than two nor more than ten days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the student conduct administrator.
- D. Hearings conducted by the University Student Conduct Board will adhere to the following guidelines:
 1. Admission of any person to the hearing will be at the discretion of the University Student Conduct Board. Every attempt will be made to respect the confidentiality of the parties.
 2. In situations involving more than one responding student, the hearings concerning each student usually will be conducted separately.
 3. The complainant and the respondent have the right to be assisted by any advisor they choose, at their own expense. The complainant and/or the respondent is responsible for presenting his or her own case and, therefore, advisors are not permitted to address the University Student Conduct Board or to participate directly in any hearing before the University Student Conduct Board, although they may consult with the individual(s) to whom they are serving as advisor.
 4. The respondent is required to appear at the hearing. If the respondent fails to appear at the hearing, the University Student Conduct Board reserves the right to conduct a hearing on the basis of the information submitted, or to postpone the hearing. Except in the case of a complaint against a student for failing to obey the summons of the University Student Conduct Board or University official acting on behalf of the University Student Conduct Board, no student may be found to have violated the Code of Student Conduct solely because the student failed to appear before the University Student Conduct Board. In all cases all information collected through the investigation will be presented and considered.
- E. All procedural questions are subject to the final decision of the President of the University Student Conduct Board, in consultation with the Student Conduct Administrator.
- F. After the hearing, the University Student Conduct Board will determine whether the student is responsible for engaging in any misconduct.
- G. If the University Student Conduct Board determines that the student is responsible for engaging in misconduct, members will determine sanctions.
- H. Formal rules of evidence are not applicable in student conduct hearings.
- I. Any determination of responsibility will be supported by a written finding that is placed in the respondent's disciplinary file and will be made available to the respondent.
- J. There will be a single record, kept in the form of an audio recording, a video recording or a hand transcription of all hearings before the University Student Conduct Board, not including deliberations. Deliberations will not be recorded. The record is the property of the University.

- K. All students involved in the student conduct process are entitled to the following:
1. To participate in the structured student conduct process including a formal University Student Conduct Board hearing, except during the last ten days of each semester and during summer sessions, during which the Dean of Students or his/her designee will address conduct matters.
 2. To have reasonable time to prepare and present their own case. Respondents are not required to make any statement to the University Student Conduct Board.
 3. To speak on their behalf throughout the hearing. However, complainants or respondents are not required to make any statement to the University Student Conduct Board.
 4. To bring persons having pertinent information to the hearing as witnesses, and to question any witness.
 5. To be assisted by an advisor of their choosing, at their own expense. During the hearing, the advisor may speak only to the individual being advised, and may not speak directly to the University Student Conduct Board.
 6. To be assured of confidentiality in accordance with the terms of the Federal Educational Rights and Privacy Act.
 7. To request that any member of the University Student Conduct Board be removed from the student conduct process because of personal bias, provided, however, that except in extraordinary circumstances, such as the discovery of new information, this request is made prior to the beginning of the hearing.
 8. To a presumption that they have not engaged in misconduct, until the University Student Conduct Board decides that it is more likely than not that misconduct has occurred.
 9. All students involved in the student conduct process will be advised of the outcome of the investigation and hearing, if one is necessary.
10. To appeal the decision of the University Student Conduct Board.

VIII. SANCTIONS

The following sanctions may be imposed upon any student found to have engaged in any misconduct described in this Code of Student Conduct:

- A. Warning: A notice in writing to the student that the student is engaging or has engaged in misconduct.
- B. Probation: Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have engaged in any additional misconduct during the probationary period. A copy of the document imposing disciplinary probation will be sent to a dependent student's parent or guardian.
- C. Loss of Privileges: Denial of specified privileges for a designated period of time.
- D. Fines: Previously established and published fines may be imposed.
- E. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or property replacement.
- F. Discretionary Sanctions: Work assignments, essays, service to the University or community, or other related discretionary assignments.
- G. Residence Hall Suspension: Separation of the student from the residence halls for a definite period of time, after which the student will be eligible to return, subject to conditions for readmission, which may be specified. No housing payment refunds will be made if a student is suspended from the residence halls. A copy of the document imposing residence hall suspension will be sent to a dependent student's parent or guardian.
- H. Residence Hall Expulsion: Permanent separation of the student from the residence halls. No housing payment refunds will be made if a student is expelled from the residence halls. A copy of the document imposing residence hall expulsion will be sent to a dependent student's parent or guardian.
- I. University Disciplinary Suspension: Separation of the student from the University for a defined period of time, and exclusion from university premises, privileges, and activities. No refunds of tuition, fees, room and board will be made if a student is suspended from the University. Notice of this action will appear on the student's transcript until such time as the student is re-admitted or is eligible for re-admission. At the end of the period of suspension, the student is eligible to return, subject to any conditions for re-admission that may be specified. A copy of the document imposing disciplinary suspension will be sent to a dependent student's parent or guardian.

- J. University Disciplinary Expulsion: Permanent separation of the student from the University and permanent exclusion from university premises, privileges, and activities. No refunds of tuition, fees, room and board will be made if a student is expelled from the University. Notice of this action will appear permanently on the student's transcript. A copy of the disciplinary letter imposing disciplinary expulsion will be sent to a dependent student's parent or guardian.
- K. Withholding Degree: The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Student Conduct, including the completion of all sanctions imposed, if any.
- L. More than one of the sanctions listed above may be imposed for any single instance of misconduct.
- M. Other than University disciplinary suspension or expulsion, disciplinary sanctions will not be made part of the student's permanent academic record, i. e. transcript, but will remain part of the student's confidential disciplinary file, which is maintained in the Office of Student Life. Cases involving the imposition of sanctions other than residence hall expulsion, University disciplinary suspension or disciplinary expulsion will be expunged from the student's confidential disciplinary record five years after final disposition of the case.
- N. The following sanctions may be imposed upon student groups or organizations:
 - 1. Those sanctions listed above in Section A through F.
 - 2. Student Organization Suspension: loss of privileges, including University recognition, for a specified period of time. At the end of the period of suspension, the student organization is eligible to seek University recognition and privileges, subject to any conditions for re-instatement that may be specified.
 - 3. Student Organization Expulsion: permanent loss of University recognition.
 - 4. Accountability: Any group or organization may be held accountable for the actions of any of its members if the misconduct described in this Code of Student Conduct is in any way related to the group or organization. Group misconduct need not have been officially approved by the entire membership in order to be considered grounds for possible disciplinary action against the group. There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the entire group. In some instances, the conduct of a single member may provide sufficient grounds for action against the entire group. An appropriate test to determine whether a group may be held accountable for the conduct of individuals is to ask whether it is likely that the individuals would have been involved in the incident if they were not members of the group or, if, by group action, the incident was encouraged, fostered, or might have been prevented.
 - 5. In cases where a group or organization faces student conduct action, a complaint may also be filed on an individual basis against each person participating in the misconduct. Such an action will not constitute double jeopardy.
- O. In each case in which the University Student Conduct Board determines that a student or student organization has engaged in misconduct, the sanction(s) will be determined by the University Student Conduct Board. The Student Conduct Administrator will monitor progress and completion of the sanctions. Following the hearing, the University Student Conduct Board and the Student Conduct Administrator will advise the student or student organization in writing of the determination of the University Student Conduct Board and of the sanction(s) imposed, if any.
- P. Interim suspension: In certain circumstances, the Dean of Students or his/her designee, may impose University disciplinary or residence hall suspension prior to the hearing before the University Student Conduct Board. Interim suspension may be imposed:
 - 1. To ensure the safety and well-being of members of the University community or preservation of University property.
 - 2. To ensure the student's own physical or emotional safety and well-being.
 - 3. If the student poses a credible threat of disruption to or interference with the normal operations of the University.

During the interim suspension, students will be denied access to the residence halls or to the campus (including classes), and/or to all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students or his/her designee may determine to be appropriate. However, the student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may explain why his or her continued presence on the campus does not constitute a threat and at which he or she may contest whether a campus rule was violated. A University Student Conduct Board Hearing will take place within ten (10) calendar days of the effective date of the Interim Suspension, unless circumstances warrant an extension as determined by the Dean of Students or his/her designee in consultation with the student.

- Q. **Administrative holds:** Administrative holds may be placed on a student's registration, transcripts, diploma, or graduation to ensure that students respond to a disciplinary matter, and to enforce certain disciplinary sanctions. These holds may prevent a student from registering or graduating, or from receiving copies of his/her diploma or transcripts pending the resolution of a disciplinary matter or while a sanction of suspension, expulsion or delay of graduation is in force.

IX. APPEALS

- A. A decision reached by the University Student Conduct Board or a sanction imposed by the University Student Conduct Board may be appealed by the complainant or the respondent to the Student Conduct Board Appellate Panel. An individual or organization may appeal only one time for each University Student Conduct Board decision. Such appeals will be in writing and will be delivered to the Student Conduct Administrator within five days of receipt of the notice of the University Student Conduct Board's decision.
- B. Except as required to explain the basis of new information, an appeal will be limited to review of the taped or transcribed record of the initial hearing and supporting documents for one or more of the following purposes:
1. To determine whether the original University Student Conduct Board hearing was conducted fairly in light of the complaint and the information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Code of Student Conduct was violated, and giving the responding student a reasonable opportunity to prepare and present a response to the complaint.
 2. To determine whether the decision reached regarding the respondent was based on substantial information, that is, whether the facts in the case were sufficient to establish that it was more likely than not that misconduct as described in the Code of Student Conduct did occur.
 3. To determine whether the sanction(s) imposed were appropriate for the misconduct for which the respondent was found responsible.
 4. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original University Student Conduct Board hearing.
- C. A decision by the Student Conduct Board Appellate Panel to uphold the original decision of the University Student Conduct Board is final and binding upon all involved. However, at the conclusion of any appeal, the Appellate Panel will forward the appeal file and resulting correspondence to the President of the University, who may or may not reverse, affirm, modify or provide post relief of a previous judgment.
- D. If the Student Conduct Board Appellate Panel upholds the appeal, the members will determine whether to return the matter with written guidance to the University Student Conduct Board for reconsideration, or to make a final decision themselves.
- E. All decisions regarding appeals will be communicated in writing within ten days of the filing of the appeal to the complainant(s), the respondent(s), and the University Student Conduct Board.

X. INTERPRETATION AND REVISION

Any question of interpretation or application regarding the Code of Student Conduct will be referred to the Dean of Students or his or her designee for final determination. The members of the University Student Conduct Board will meet annually to review the proceedings of the previous year and express concerns and opinions regarding the Code of Student Conduct or the procedures of the University Student Conduct Board. The Code of Student Conduct will be reviewed by an ad hoc committee every two years, beginning May 2013, under the direction of the Student Conduct Administrator.