



NEBRASKA  
WESLEYAN  
UNIVERSITY

5000 SAINT PAUL AVENUE LINCOLN, NE 68504-2794

# Nebraska Wesleyan University

## 2017-2018

### 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 2017-2018 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.



an sdi innovations company

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form, without getting prior written permission of the publisher.

©2017. SDI Innovations. All Rights Reserved.

2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • 765.471.8883  
http://www.schooldatebooks.com • sdi@schooldatebooks.com

## **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.

Approved April, 2016  
Student Affairs Senate

## **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 Student Affairs Senate  
April 2016

Reaffirmed by the Board of Governors  
May 12, 2000

# 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.

# INDEX

Absences.....	29
Academic Department Phone Numbers.....	13
Academic Policies.....	28
Adjudication Processes.....	78
Administrative Department Phone Numbers.....	11
Alcohol Policy/Alcohol Tolerant Rooms.....	47
Americans with Disabilities Act (ADA).....	33
Appliances and Electronics.....	47
Bicycles.....	47
Bookstore.....	18
Break/Vacation Housing.....	44
Cable TV Hookup.....	47
Campus Escort Service.....	37
Campus Facilities.....	14
Campus Map.....	192
Can and Bottle Collections.....	47
Candles and Open Flames.....	47
Career Center.....	18
Carpet/ Rugs.....	48
Cochrane-Woods Library.....	19
Co-Educational Housing Policy.....	48
Common Areas (Residential Facilities - Damages).....	48
Communicable Diseases.....	43
Community Service.....	62
Community Standards.....	48
Commuter Student Services.....	19
Compliance/Respect.....	49
Computer Areas (Residence Halls).....	49
Computer Labs (Academic Buildings).....	14
Computer Use Policy.....	34
Conduct in the Residence Halls.....	49
Consensual Relationships Policy.....	30
Contracts (Housing).....	44
Cooper Foundation Center for Academic Resources.....	20
Counseling Services.....	20
Delivery Policy (Residential Facilities).....	50
Doors.....	50
Emergency Situations.....	50
Equal Opportunity.....	28
Escort Policy (Residential Facilities).....	50
Extension Cords/Electrical Fixtures.....	51
Financial Aid Services.....	20
Fire Drills and Evacuations.....	51
Fire Safety/Emergency Equipment.....	51
First Year Residential Living.....	44
Food/Dining Services.....	21
Furnishings, Room and Hall.....	51
General Student Policies and Procedures.....	28
General Use Areas (Residence Halls).....	16
Global Service Learning.....	24
Greek Housing Security.....	37

Greek Living ..... 44

Grills/Fire Pits ..... 52

Guest and Visitation Policy ..... 52

Health and Welfare of the Campus Community ..... 42

Health, Safety and Academic Success ..... 42

Holiday Decorations ..... 53

Immunization Records ..... 43

Inclement Weather ..... 35

Intercollegiate Athletics ..... 60

Internet Access/Students Off Campus ..... 24

Intramural Sports ..... 60

Keys ..... 53

Leadership ..... 58

Legal Searches ..... 55

LIED Center ..... 22

Locations and Equipment (Computers) ..... 15

Lofts, Handi-Craft Beds and Bedding Alterations ..... 53

Lost and Found ..... 33

Mail Center ..... 22

Mail Center Policy and Procedures ..... 33

Mailing Address ..... 22

Meeting Rooms ..... 17

Microchill Rental Program ..... 54

Missing Person ..... 37

NWU Security ..... 37

Off-Campus Students ..... 24

Other Housing Policies ..... 47

Outdoor Recreational Activities ..... 39

Parental Notification ..... 43

Parking ..... 38

Peer Assistants ..... 44

Personal Property in the Residence Halls ..... 54

Personal Safety ..... 36

Pets ..... 54

Policy for Events Involving Candidates for Elected Political Office ..... 30

Policy on Student Rights in the Academic Context ..... 31

Posting in the Residential Halls ..... 54

Prairie Point Dining Hall Hours ..... 21

Prairie Point Dining Hall Policies ..... 21

Prairie Wolf Promise ..... 2

Privacy and Safeguarding Education Records ..... 31

Professional Ethics ..... 30

Quiet Hours/Noise ..... 54

Raffles/Small Lotteries ..... 66

Recycling ..... 24

Refund Policies ..... 34

Religious/Spiritual Life ..... 24

Reporting Disabilities ..... 54

Residency Policy ..... 45

Residential Education ..... 43

Residential Unit Damages ..... 55

Room Cleaning.....	56
Room Inspection.....	55
Room Modifications.....	56
Room Responsibility.....	54
Room Search, Room Inspection, Legal Search by Law Enforcement.....	55
Room/Roommate Changes.....	45
Room/Suite and Unit Mates.....	45
Safety and Security - Policies and Procedures.....	36
Section 1: Philosophy.....	67
Section 2: Jurisdiction.....	68
Section 3: Violations of the Law.....	69
Section 4: Definitions.....	69
Section 5: Prohibited Conduct.....	71
Section 6: the Student Conduct Process.....	76
Section 7: Student Conduct Authority.....	83
Section 8: Appeals.....	85
Section 9: Interpretation and Revision.....	85
Security.....	56
Sexual Misconduct Prevention and Response.....	36
Smoking.....	56
Smoking Policy.....	25
Storage.....	57
Student Accident Insurance.....	33
Student Activities and Organizations.....	58
Student Activity Fee.....	59
Student Organizations and Honor Societies.....	59
Student Services.....	18
Student Support System.....	26
Study Abroad.....	26
Theft in Residential Facilities.....	57
Tornadoes and Storms.....	39
Utility Failures.....	57
Vandalism.....	57
Waterbeds.....	57
Weary Center for Health and Fitness.....	26
Website Resources.....	35
Wesleyan Alert System.....	43
Wesleyan Wheels.....	43
Window Screens.....	57
Windows and Room/Unit Doors.....	57

## 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 Drug Crisis Hotline	2464 402-475-5683	49th St. Bldg. (49th & St. Paul)
Education Credential Files	Student Health Services Career Center	2375 2224	Burt Hall North 1st Floor 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	Career Center	2224	Student Center (LL)
On-Campus	Financial Aid Office	2166	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.	Financial Aid Office	2582	Smith-Curtis 207
	Wesleyan Advantage Program		
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	Smith-Curtis 147
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)
	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	2375	Burt Hall North 1st Floor
	Counseling Services	2464	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	2541	
	Centennial	2641	
	Johnson/Pioneer	2608	
	Plainsman/Burt North	2516	
	Apartments	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
Service Learning	History Department Office	2439	Old Main 320

Sexual Misconduct or Violence	Academic Affairs	2110	Smith-Curtis 311
	Human Resources	2311	Smith-Curtis 202
	Student Life Office	2223	Student Center (UL)
	President's Office	2149	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	2464	49th St. Bldg. (49th & St. Paul)
	University Ministries	2222	Old Main 106
Transcript	Registrar's Office	2243	Smith-Curtis 206
Thefts	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
Wearry Center Hours/Info	Wearry Center Information Desk	2172	Wearry 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.

<b>Department</b>	<b>Phone</b>	<b>Office</b>
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
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	
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	49th St. Bldg. (49th & 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	2149	Student Center (UL)
Payroll (Student)	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.

<b>Department</b>	<b>Phone</b>	<b>Office</b>
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	ElderSpeechandTheatreCenter
Costume Library	2390	ElderSpeechandTheatreCenter
Theatre Box Office	2384	ElderSpeechandTheatreCenter
University College	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

## 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 (during the academic year)	3:30 pm - 5:30 pm
Elder Theatre	Monday - Saturday Sunday (during the academic year)	7:00 am - 11:00 pm Noon - 11:00 pm
Lucas Hall	Monday - Thursday Friday Saturday Sunday (fob entry after hours) (during the academic year)	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 (during the academic year)	7:00 am - 5:30 pm
Olin Hall of Science	Monday - Thursday Friday Saturday Sunday (during the academic year)	7:00 am - 10:00 pm 7:00 am - 5:30 pm Noon - 5:00 pm 2:00 pm - 10:00 pm
Residence Halls	Locked 24 hours a day	
Rogers Fine Arts	Monday - Friday Saturday Sunday (doors lock at 9:00 pm, fob entry after hours, east side) (during the academic year)	7:00 am - Midnight 9:00 am - 5:00 pm 2:00 pm - Midnight
Smith-Curtis	Monday - Thursday Friday - Saturday Sunday CLOSED (during the academic year)	7:00 am - 10:30 pm 7:00 am - 5:30 pm
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, several 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 Noon - 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, 3 iMac 20", 1 HP LJ4240n printer

#### **Fourth Floor**

1 HP Elite 8200, 1 iMac 20"

#### **Hours**

Open 24 hours for residents.

### **Johnson Hall, Fourth Floor**

1 HP Elite 8200s, 1 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**

1 HP Elite 8200s, 1 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**

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

#### **Hours**

Open 24 hours for residents.

### **White and Heim Halls, Third Floor**

1 HP Elite 8200s, 1 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 functions, contact these offices according to the facility desired:

<b>Place</b>	<b>Contact</b>	<b>Extension</b>
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
<ul style="list-style-type: none"> <li>Center for Student Involvement (CSI) Conference Room</li> <li>Prairie Point Dining Center</li> <li>Prairie Wolf A</li> <li>Prairie Wolf B</li> <li>Student Center Lobby</li> <li>Sunflower Room</li> </ul>		
Athletic and Recreational Facilities	Athletics Office (Assistant to Athletic Dir.)	7504
<ul style="list-style-type: none"> <li>Abel Stadium (Greeno Track &amp; Weary Field)</li> <li>Chaffee Practice Field</li> <li>Basketball Courts (Outdoor)</li> <li>Sand Volleyball Courts</li> <li>Tennis Court (Outdoor)</li> <li>Taylor Commons (The Green Space)</li> <li>Taylor Commons Shelter</li> </ul>		
Weary Health and Fitness Center	Athletics Office (Assistant to Athletic Dir.)	7504
<ul style="list-style-type: none"> <li>All-American Room</li> <li>Aerobics Room (Special Events Only, otherwise is first-come, first served)</li> <li>Classrooms 105, 106A, 106B</li> <li>Knight Field House</li> <li>Racquetball Courts (Special Events Only, otherwise is first-come, first served)</li> <li>Snyder Arena</li> <li>Swimming Pool</li> <li>Tower Conference Room</li> </ul>		

# 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 \$600 per semester. Books and apparel can also be purchased online at [www.prairiewolves.com](http://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 and other local competitors (exception: Amazon marketplace prices are not accepted). Prairie Wolves Bookstore gift cards are given for the difference between the price match found and our price. Rental price matches are also acceptable. Place 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 1300 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
- **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 on the library's website
- **Reciprocal borrowing:** Use your Nebraska Wesleyan ID to borrow materials from the 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

At Nebraska Wesleyan, we strive to create a welcoming environment for our commuter students. 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?**

There are two dining facilities in the Story Student Center. The Prairie Point Dining Center is the main dining hall for students and is located on the upper level. Traditional hot home-style menu items, pizza, deli selections, homemade soups and desserts are served. The Archway Café is located on the lower level of the Story Student Center and serves lighter fare, snacks and beverages. To purchase Munch Money for discounted meals in the Archway Café or Prairie Point Dining Center, stop into the Sodexo Office, located inside the dining hall. Interested commuter students may also purchase a meal plan through the Residential Education Office, first floor in Centennial Hall. There are also vending machines located in buildings throughout campus.

## **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 e-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.

## **What other services are available?**

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.

## **COOPER FOUNDATION CENTER FOR ACADEMIC RESOURCES**

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

The Cooper Center 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 reach Cooper Center staff at 402-465-2326. Adult and graduate students can schedule consultations with either Professor Melissa Hayes (x2489) in Lincoln or Professor Jeff Lang (x3555) in Omaha. 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 depression, anxiety, homesickness, stress, and relationship issues. 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](http://counseling.nebrwesleyan.edu). Counseling Services is located at 2641 N. 49th Street (49th Street and St. Paul Avenue). Contact Counseling Services at 402-465-2464 or email [counseling@nebrwesleyan.edu](mailto: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 402-465-2212.

## 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 12 meals a week and \$100 in flex points a semester. 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 or purchase Munch Money. 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 and Prairiewolf Plan meals and cards are non-transferable. 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 or 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
--------------------	-------------------

### Saturday -Sunday

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

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 University website on the Inside NWU page under Campus Living by clicking the Dining Services link or by going to [nwudining.sodexomyway.com](http://nwudining.sodexomyway.com). 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](mailto:lana.webb@sodexo.com) to make arrangements.

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 the colleges and the dean of students. Confidential files document the nature of the complaint and all subsequent responses.

## **GRIEVANCE PROCEDURE**

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.

## **LIED CENTER**

Nebraska Wesleyan students enrolled in CLAS or who have paid the activity fee are eligible to purchase discounted tickets to most performances at the Lied Center for Performing Arts, located at 301 North 12th Street. Nebraska Wesleyan University 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:

Smith Curtis – Room 305

Hours:

Monday – Friday

8:00 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 2017-18:

- 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

## 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 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 2017-2018:

- T.J. McDowell, Associate Vice President – 402-465-2149
- Candice Howell – Assistant Dean of Students – 402-465-2401
- David laquinta – 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, 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 University (NWU) 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 (GSL) is a student organization that coordinates and participates in local service projects twice a month, inviting campus members to join once a month. Global Service Learning also participates in national and international service learning projects each year. The application process for membership in GSL is held during the fall semester. For additional information regarding Global Service Learning activities visit our [Facebook page](#) or email Becca Brune ([rbrune@nebrwesleyan.edu](mailto:rbrune@nebrwesleyan.edu)) and Kara Cavel ([kcavel@nebrwesleyan.edu](mailto:kcavel@nebrwesleyan.edu)).

## SMOKING POLICY

NWU recognizes that tobacco smoke is a hazard to the health of the University community. To protect the health of the University community, NWU designates all buildings as smoke-free. Designed smoking areas are next to cigarette containers located outside of the buildings. The use of smokeless tobacco is prohibited campus wide. Smoking in vehicles owned or leased by the University is prohibited. Visitors to Nebraska Wesleyan University are included under this policy. 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](http://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](mailto: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. 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 email [studyabroad@nebrwesleyan.edu](mailto:studyabroad@nebrwesleyan.edu). You can also check out [studyabroad.nebrwesleyan.edu](http://studyabroad.nebrwesleyan.edu) or [facebook.com/NWUStudyAbroad](https://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
- Cardiovascular Room
- Circuit Training Room
- Knight Field House indoor facility
- Racquetball Courts
- Recreational Locker Rooms
- Snyder Arena
- Swimming Pool (pool hours are subject to lifeguard availability)
- Weight Room

### **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> (You can also click on the Campus Recreation link found under Campus Recreation link found under Campus Living on the Inside NWU 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 the 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 University 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 colleges 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 the colleges. 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 and successful completion of a capstone. 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 colleges (within four months of the end of the semester for CLAS courses or within 45 days calendar days for UC courses)
- 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. Participation in a university-sponsored activity does not in itself excuse an absence.

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 colleges 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**

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records and provides students the following rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the Registrar, Dean, Department Chair or Program Director, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for, and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

NOTE: FERPA is not a grade-appeal law. The right to challenge grades under FERPA is limited to situations where the grade assigned was inaccurately recorded.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.

FERPA allows the University to disclose records, without consent, to the following parties or under the following conditions:

- Nebraska Wesleyan University officials with a legitimate educational interest\*
- Other schools to which a student is requesting transfer or enrollment
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

FERPA permits the University to disclose educational record information to a student's parent or guardian if the student is their dependent for federal tax purposes. (\*\*See Parental or Third Party Access to Academic Records)

FERPA also allows the University to disclose directory information without the written consent of the student. Directory information is information that generally would not be considered harmful or an invasion of privacy if disclosed. Nebraska Wesleyan University has designated the following as directory information:

- Name
- Addresses
- Telephone numbers
- Email addresses
- Student Level and Classification at Nebraska Wesleyan
- Degree programs, certificate programs, majors, and minors declared at Nebraska Wesleyan
- Dates of attendance at Nebraska Wesleyan, enrollment status, and anticipated graduation date
- Degrees, certificates, and awards received at Nebraska Wesleyan
- Institutions attended prior to admission to Nebraska Wesleyan
- Participation in recognized activities and sports at Nebraska Wesleyan
- Photographs taken and maintained by the University
- Weight and height of members of Nebraska Wesleyan athletic teams

Students have the right to withhold disclosure of this directory information. Students must notify the Registrar's Office in writing or via approved electronic means, if they do not wish directory information to be released without their permission.

FERPA requires the University to record the disclosure of information to third parties, except for disclosures to school officials, disclosures related to judicial orders and subpoenas, disclosures of directory information and disclosures to the student. Students may inspect and review the record of such disclosures.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with requirements of FERPA.

The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202  
Phone: [1-800-872-5327](tel:1-800-872-5327)

*\*A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including security and student health personnel); a person or company with whom the University has contracted (including attorneys, auditors, collection agency, the National Student Clearinghouse); a person serving on the Board of Governors; or a student serving on an official committee or assisting another school official in performing his or her tasks.*

**\*\*Parental or Third Party Access to Academic Records**

All academic information is sent directly to students. Therefore, parents should establish communication with their sons and daughters if they wish to be informed about their students' schedule and academic progress. Under FERPA, parents of Nebraska Wesleyan students may request in writing and receive their son or daughter's grade information if the student has granted NWU authorization or after providing proof that the student is a dependent and is claimed as a tax exemption. Also, a student may grant a parent (or other third party) access to his/her academic and financial records through his/her WebAdvisor account.

## **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)
- Call to 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.

#### Lost and Found

The Mail Center also serves as the main location for Lost and Found.

## 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 Colleges 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 RESOURCES**

NWU's Marketing and Communications Team develops, monitors and maintains content on the university's website. Students will find academic, health, campus living and recreation resources at [nebrwesleyan.edu/inside-nwu](http://nebrwesleyan.edu/inside-nwu). CS/IT maintains instructional and administrative web pages. 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 first through the Wesleyan Alert System and then through the university website, campus email, NWU social media, 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

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

Since Nebraska Wesleyan is a residential campus, the residence halls and the student center, including Prairie Point Dining Center, will remain open during university closings. Sidewalks will be cleared 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 unremoved vehicles.

## **SAFETY AND SECURITY POLICIES AND PROCEDURES**

### **PERSONAL SAFETY**

NWU places a high priority on keeping its campus safe for students, employees, and visitors. The University works to lessen the chances of crime. Although NWU 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 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 Lincoln Police Department (LPD). 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/apprehend suspects. To report crime call 911/NWU Security at 402-432-9238.

### **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: is located on the First Floor of Burt Hall North, 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](mailto:njn@nebrwesleyan.edu)
  - Kim McLaughlin, Assistant Director for Student Health Services - 402-465-2377, [kam@nebrwesleyan.edu](mailto: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](mailto: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@voicesofhopelincn.org](mailto:lindsay@voicesofhopelincn.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](mailto: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 NWU 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 LPD, 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 chapter houses. 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.

## **NWU SECURITY**

NWU 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 LPD.

Having security personnel is a proactive measure with the intent to prevent crimes. In conjunction with students' own precautions, Security 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 also receives training on campus to familiarize him or herself with the facilities and procedures.

Security carries a cellular phone 402-432-9238 to take calls. Security's duties are twofold: to protect students and other persons, and to protect University property. Their responsibilities include: securing buildings, checking offices, classrooms, noticing signs of break-ins, patrolling campus grounds, off campus properties owned by NWU and parking lots, providing an escort when requested, and reporting security related maintenance requests.

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

Lincoln Fire Department (LFD) 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 can escort students, faculty and staff on campus 24 hours a day 7 days a week. Security will escort the individual as he/she is available. More information about the program can be obtained through the Physical Plant.

## **PARKING**

NWU 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 NWU's parking areas, and can be obtained at the Physical Plant. Parking is free except for the two 24-hour reserved lots 7 & 12 (Burgundy hang tag required). One is located south of the Townhouse Village and the other is located north of Lucas Hall. NWU parking areas are designated by a sign near the lot entrance or individual stalls. Vehicles without the appropriate hang tag as specified on the signs during the designated times are subject to violation tickets/towing. "No Parking" areas are designated by signs/ red curb painting. Parking is prohibited in driveway entrances, fire lanes, near fire hydrants, at street crossing areas, on sidewalks or on grass and no blocking in another vehicle.

This policy is enforced by Security cellular 402-432-9238 and Physical Plant staff 402-465-2321.

## **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, student, faculty, staff or general parking. Areas will be monitored Monday-Friday 7 a.m. to 5 p.m. The areas designated by color coding on parking lot entrance signs.

Student Only Areas: (Green hang tag required)

- Lot 9 (East of Centennial also east and south of Pioneer Hall)
- Lot 3 (South side of Huntington Avenue between 52nd and 53rd)
- There is street parking on the north side of Huntington however 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 15 (North side of Huntington Avenue on the northwest corner of 50th)
- Lot 1 (South side of Huntington Avenue on the southeast corner of 50th)
- Lot 8 (North side of Madison Avenue between 54th and 56th)
- Lot 11 (North side of Madison Avenue between 52nd and 53rd)
- Lot 4 (South side of Huntington Avenue on southwest corner of 54th)
- Lot 5 (South side of Huntington Avenue on southeast corner of 54th)
- Lot 6 (North side of Huntington Avenue on northeast corner of 56th)

Faculty/Staff Only: (Gold hang tag required)

- Lot 13 (East side of 50th at Saint Paul Avenue)
- Lot 14 (East side of 50th at Baldwin Avenue)
- Lot 2 (Horseshoe driveway between (McDonald Theatre and Fine Arts)
- Lot 10 (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 hangtags. Fines are \$15 however violation of handicap parking has a fine of \$100.00. This amount will be added to NWU student/employee account as applicable. Payment can be made at the Business Office window.

## **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 NWU 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 NWU community, students, faculty and staff 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.

## **NEBRASKA WESLEYAN UNIVERSITY**

### **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 and opposition to 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 urges 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:

1. 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.
2. 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. Violations will be referred to the 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.
3. Neither the college nor any group which owes its existence to Nebraska Wesleyan University, 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.
4. Nebraska Wesleyan University cannot accept responsibility for the conduct of individuals while they are off campus and cannot regulate businesses which sell alcoholic beverages to individuals while they are off campus. The management of off-campus businesses which sell alcohol shall be responsible for checking identification when alcoholic beverages are purchased or consumed by members of the University community off campus.

Nebraska Wesleyan University organizations may not provide alcoholic beverages at off-campus functions. No alcoholic beverages of any kind will be permitted at any on-campus function involving any students, faculty, administrators, board members, alumni or other persons on the Nebraska Wesleyan University grounds or in any area other than in areas approved in Residence Halls and Greek Houses without approval from the Nebraska Wesleyan Administrative Council. All members of the Nebraska Wesleyan University community are responsible for abiding by this policy and for the enforcement thereof.

5. Individuals and their guests will be held responsible for their behavior and any destruction that occurs while under the influence of alcohol 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.
6. 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.
7. The procurement of alcoholic beverages for minors is not only a violation of state law; it is an act which may create significant personal liability for a student and his/her parents if the minor is injured or injures another person while under the influence of alcoholic beverages. Because of the serious consequences which can result from such behavior, the University will take action against students involved in procuring alcoholic beverages for minors. Procuring is treated in the same fashion as repeat violations of the Alcohol & Drugs policy and will automatically be referred to the Student Conduct Board.
8. 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.
9. Violations 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). Sanctions may include administrative termination of the residence hall contract as well as other sanctions available through the Student Conduct process. These sanctions may include educational projects, disciplinary warning, disciplinary probation, fines, restitution, revocation of privileges or restriction of activities, disciplinary suspension and disciplinary expulsion. 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.

## Alcohol Policy for Any Residential Facility

(Burt North, Centennial, Heim/White Suites, Johnson, Pioneer, Plainsman, Townhouse Village, Student Apartments and Theme House). 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.

All residence hall rooms/suites, apartments or townhouse units are alcohol free unless students, as permitted by law and university policy, follow established procedures to declare their room/suite, apartment or townhouse unit "alcohol tolerant." In order to help with the enforcement of this policy, the 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.

To declare a room/suite/apartment/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 Residential Education staff member, and sign an alcohol tolerant card for their living space. This process can take place after all roommates have reached the age of 21.

Alcohol free 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.

- All persons (residents and their guests) consuming and/or possessing alcohol must have a valid ID, which 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 that render them 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.
- Grain alcohol (Everclear, Alcohol-95, and Golden Grain, etc.) is never 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.
- 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.

#### Alcohol Policy for Any Greek Living Units

Greek houses (fraternities and sororities) meeting criteria for approved campus housing are subject to the laws governing alcohol and illegal drugs and are subject to the policies governing the possession and consumption of alcoholic beverages established by Nebraska Wesleyan University and by national fraternal organizations. Alcohol is prohibited in fraternity and sorority houses year-round. 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. Alcoholic beverages are 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 (ext. 2375) or Counseling Services (ext. 2464) are good places on campus to start and to receive community referrals.

### **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 colleges 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 or Counseling 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**

The university uses the Wesleyan Alert System to notify students, faculty and staff of a campus emergency. This text message service is the fastest way to notify the campus of an emergency. Student cell phone numbers that are provided to the university are uploaded to the Wesleyan Alert System database. If you do not want to receive Wesleyan Alert System messages, simply text "stop" when you receive a Wesleyan Alert message. Please be certain about this decision. If you change your mind, it will require you to make the change through your phone carrier, not Nebraska Wesleyan. The Wesleyan Alert System is used for emergency purposes only, including school closing information during inclement weather.

## **WESLEYAN WHEELS**

Wesleyan Wheels is Nebraska Wesleyan University's safe ride program for all students. It is funded by student fees and administered through the Student Affairs Senate. Nebraska Wesleyan University contracts with a Lincoln cab company to provide one-way rides for Nebraska Wesleyan University 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@neb.wesleyan.edu](mailto:wesleyanwheels@neb.wesleyan.edu).

# **RESIDENTIAL EDUCATION**

## **RESIDENTIAL EDUCATION**

The Nebraska Wesleyan University 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 classes 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 POLICY/ALCOHOL TOLERANT ROOMS

Please refer to the “Nebraska Wesleyan University Alcohol and Drugs Policy”.

### 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. Spectrum 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, Spectrum 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 and Drugs 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 bongos, 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 and 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 via the fob system 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 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 a 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 (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 REC and the maintenance department.

## 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 sprinkling 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 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.

## **WINDOW 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.

# 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.
- 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 "Inside NWU" tab at [www.nebrwesleyan.edu](http://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.

The core values of the NWU Greek Community are:

- Academic Excellence
- Campus and Community Involvement
- Leadership Development
- Formation of positive, lifelong relationships
- Alumni relations

Contact the Assistant Director of Student Involvement (402)-465-2412 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.

### Fraternities

Phi Kappa Tau  
Theta Chi  
Zeta Psi

### Sororities

Alpha Gamma Delta  
Delta Zeta  
Willard Sorority

## INTERCOLLEGIATE ATHLETICS

### Men's

Baseball  
Basketball  
Cross Country  
Football  
Golf  
Soccer  
Swimming  
Tennis  
Track & Field (Indoor and Outdoor)  
Wrestling

### Women's

Basketball  
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](http://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](http://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.

Some examples of where you can get involved:

### **One-time Events**

- Scrabble Scramble for Lincoln Literacy
- Wine, Chocolate, and Tango for El Centro de las Americas
- Shining Star Cleaning Day at the Children's Museum

### **On-going Volunteer Positions**

- YMCA
- Big Brothers, Big Sisters
- Malone Center

### **Partnership Schools (Dawes Middle School and Huntington Elementary School) Special Events**

- College Day Field Trip
- Planetarium and Solar Activity Field Trip
- Mentors for History Day
- Community Conversations

### **Service Learning – Community Involvement through the Classroom**

Courses are offered each semester that involve various levels of community involvement. Courses are listed in the catalog under experiential learning; the instructor can provide more information on the type of work and hours involved.

### **Work Study**

There are a limited number of campus paid positions at various agencies for students who qualify according to their FAFSA. If you are interested, please request to be on the waiting list.

The list of opportunities is long and forever changing depending upon the needs of the agencies. For more information, contact the Service Learning Coordinator, Shari Sorenson, office in the lower level of the Story Student Center, between Career Center and the Center for Student Involvement. Contact information: [ssorenso@nebrwesleyan.edu](mailto:ssorenso@nebrwesleyan.edu) or 402-465-2439.

## **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 seven standing committees (Academic Affairs, Budget, Campus Safety and Grounds, Multicultural Affairs and Minority Viewpoints, Public Relations and Elections, Student Affairs, Civic Engagement). 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.

In addition to Wesleyan's student newspaper, the university also houses a literary journal that has been publishing the creative and critical works of Wesleyan students for over sixty-five years. The *Flintlock* is Nebraska Wesleyan University's student-run literary and visual arts journal. It is published annually in the spring. Students serve on the editorial board, soliciting submissions of creative writing and visual art, making selections, designing and editing the volume, and doing all of the layout and production work before sending the final manuscript to the printer. *Flintlock* staff positions give our students valuable workplace skills in publishing and editing. Through the generosity of alumnus Kevin Boatright ('74), student work in the *Flintlock* is also eligible for Boatright Awards in poetry, prose, and visual art.

## **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 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 14-December 1 and March 12-April 30 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.
- 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

## PREFACE

Behavioral standards of student conduct at Nebraska Wesleyan University.

In order to foster the goals and spirit of the Nebraska Wesleyan community, students are expected to practice, both in and out of the classroom, the standards embodied in the following promise:

## PRAIRIE WOLF PROMISE

### Integrity

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

### Community

University students build and enhance their community.

### 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

University students show positive regard for each other and for the community.

### Responsibility

University students are given and accept a high level of responsibility to self, to others and to the community.

Nebraska Wesleyan students are responsible for knowing the information, policies and procedures outlined in this document. The University reserves the right to make changes to the Code of Student Conduct (the Code) as necessary and once these changes are posted, they are in effect. Students are encouraged to check online (<https://www.nebrwesleyan.edu/about-nwu/policies-and-procedures>) for the updated versions of all policies and procedures.

## SECTION 1: PHILOSOPHY

Nebraska Wesleyan University (NWU) is a community of scholars committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct process is committed to the educational and developmental growth that balances the interests of individual students with the expectations of the University community.

A community exists on the basis of shared values and principles. At Nebraska Wesleyan University, student members of the community are expected to uphold and abide by standards of conduct that form the basis of the *Code of Student Conduct*. These standards are embodied within a set of behavioral expectations, referred to as the Prairie Wolf Promise, that includes integrity, community, social justice, respect, and responsibility.

Each member of the NWU community is responsible for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five standards by engaging in the misconduct outlined below, campus conduct proceedings are used to assert and uphold the *Code of Student Conduct*.

The student conduct process at NWU is not intended to punish students; rather, it exists to protect the interests and rights of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community standards. When a student is unable to conduct themselves in a manner consistent with our community standards, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from legal proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of a Nebraska Wesleyan University policy without information showing that it is more likely than not that a policy violation occurred, and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

## SECTION 2: JURISDICTION

Students at the University are provided a copy of the *Code of Student Conduct* annually in the form of a link on the University website. In addition, each incoming College of Liberal Arts and Sciences (CLAS) student is given a student handbook that contains a copy of that Code. Students are responsible for reading and abiding by the provisions of the *Code of Student Conduct*.

The *Code of Student Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all University-recognized student organizations. For the purposes of student conduct, the University considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student remains enrolled at the University.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures and, should the former student be found responsible, the University may revoke that student's degree or impose other disciplinary sanctions.

The *Code of Student Conduct* applies to behaviors that take place on the campus, at University-sponsored events and may also apply off-campus when the Dean of Students, or designee, determines that the off-campus conduct affects a substantial University interest.<sup>1</sup> A substantial University interest is defined to include:

- \* Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of the student or others; and/or
- \* Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- \* Any situation that is detrimental to the educational mission and/or interests of the University.

The *Code of Student Conduct* may be applied to behavior conducted online, or via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials. However, most online speech by students not involving University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- \* A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";
- \* Speech posted online about the University or its community members that causes a significant on-campus disruption.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to and guests of the University may seek resolution of violations of the *Code of Student Conduct* committed against them by members of the University community.

There is no time limit on reporting violations of the *Code of Student Conduct*; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Student Life Office.

**University email is the University's primary means of communication with students. Students are responsible for all communication delivered to that email address. Once communication has been sent it will be presumptively delivered.**

---

<sup>1</sup> Adapted, with gratitude, from Penn State University.

### SECTION 3: VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the *Code of Student Conduct*. When an offense occurs over which the University has jurisdiction, the University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Interim suspensions are imposed until a hearing can be held, typically within two weeks. Within that time, the suspended student may request an immediate hearing from the Dean of Students to show cause why the interim suspension should be lifted. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and the University may be delayed or prevented from conducting its own investigation and resolving the allegation pending the criminal process. In such cases, the University will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complainant to allow the criminal investigation to proceed before the University process.

Students accused of crimes may request to take a leave from the University until the criminal charges are resolved. In such situations, the University procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

### SECTION 4: DEFINITIONS

**Advisor:** 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. The Chief Student Conduct Officer must be notified of the identity of the advisor a minimum of two days prior to the hearing.

**Chief Student Conduct Officer:** The Dean of Students or their designee. The role of the Chief Student Conduct Officer will be to provide administrative and procedural support to the Student Conduct Hearing Board. In no event will the Chief Student Conduct Officer serve as a member of the Student Conduct Hearing Board. Because the Chief Student Conduct Officer has no role in the process that would influence the decision of the Student Conduct Hearing Board, and is not a member of the Student Conduct Hearing Board, the Chief Student Conduct Officer cannot be removed from the hearing on allegation of personal bias, although specific interpretations or recommendations of the Chief Student Conduct Officer may be included in the justification for an appeal.

**Complainant:** An individual who files a disciplinary complaint; the University may also serve as a complainant.

**Consent:** Words and actions that clearly convey to both parties intentions to engage in mutually agreed-upon sexual activity. Consent is not the absence of resistance. Consent to one form of sexual contact or act does not imply consent for other sexual contact or acts or for consent of similar future sexual activity.

**Day:** University working day, not including Saturday, Sunday, or University holidays. Time deadlines may be extended during breaks and University holidays.

**Educational Conference:** Meeting with the Student Conduct Officer authorized to adjudicate a Level 1 or 2 conduct complaint.

**Evidentiary Standard:** In order for a student to be found responsible, the information must support a determination that it is *more likely than not* that a violation of the Student Code of Conduct occurred. Hearsay evidence may be considered but will be weighed accordingly.

**Faculty Member:** 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.

**FERPA (Family Educational Rights and Privacy Act):** A federal law originally passed in 1974 that defines student educational records and regulates who may access those records and under what circumstances. The purpose of FERPA is to protect the privacy of student education records.

**Investigative Conference:** Meeting with a Student Conduct Officer to gather information regarding a complaint for the use of the Student Conduct Board Review Committee and/or the Student Conduct Board in their adjudication of that complaint.

**Member of the University Community:** 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.

**Parental Notification:** FERPA permits educational institutions to notify parents of students under the age of 21 when a student has been found responsible for an alcohol- or drug-related violation. Students are generally notified when parents or guardians will be contacted and are given the opportunity to contact the parents first.

**Peer Review Board (PRB):** The Peer Review Board exists to hear, make a determination, and, if warranted, impose sanctions for possible Level 1 or Level 2 infractions of NWU residence hall policies and procedures by residential students.

**Policy:** The written regulations of the University as found in, but not limited to, the Code of Student Conduct, Student Handbook, the official Nebraska Wesleyan webpage and University catalogs.

**Respondent:** The student or student organization whose conduct is the subject of a conduct proceeding under this Code.

**Sanction:** A fair and consistent consequence to a policy violation that a student is given to encourage behavior modification. Sanctions may be educational and/or punitive, depending upon the situation and the individual. Sanctions can range from a verbal warning to suspension or expulsion.

**Student:** Any person enrolled and taking courses at Nebraska Wesleyan University, both full-time and part-time, including study abroad and auditing courses, and pursuing undergraduate or graduate studies. Any person who withdraws after allegedly engaging in misconduct as outlined in the Code of Student Conduct, who is not officially enrolled for a particular term but who has a continuing relationship with the University or who has been notified of their acceptance for admission is considered a "student" for the purposes of this Code of Student Conduct. Students who leave the University before a conduct complaint is resolved may be prohibited from future enrollment and have a hold placed on their Nebraska Wesleyan University transcript until the matter is resolved. The Code of Student Conduct applies on all University premises and at all University-sponsored activities.

**Student Conduct Appellate Panel:** Persons authorized by the President of Nebraska Wesleyan University to consider an appeal from a complainant or respondent in any Student Conduct proceeding. The document entitled "Student Conduct Appellate Panel Procedures, Revised 2016" defines membership and procedures for this panel. The document is approved by the President of Nebraska Wesleyan University and is available in the Student Life Office.

**Student Conduct Officer:** University administrative employee authorized to conduct either an Educational Conference for the purpose of adjudicating a Level 1 or Level 2 conduct complaint (i.e. Residential Education Coordinator, Assistant Dean for Student Success and Residential Education, Assistant Dean for Student Success and Campus Community).

**Student Conduct Hearing Board Review Committee:** Three members of the Student Conduct Hearing 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 Officer, to determine whether or not the offense falls within the Student Conduct Hearing Board's jurisdiction, and to recommend whether or not a hearing is warranted. The Student Conduct Hearing Board Review Committee may determine that a hearing is not warranted and may make decisions about the complaint(s). If the respondent is found responsible for code violations, the committee may also impose sanctions. The Chief Student Conduct Officer will communicate this decision to the student. The student has a procedural right to request a hearing.

**Student Organization:** Any group of persons who have complied with the formal requirements for University recognition.

**Title IX:** Title IX of the Educational Amendments of 1972 is a federal Law that states “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX not only applies to athletics, but it also prohibits sexual harassment, gender-based discrimination, and sexual violence. For a more comprehensive listing of definitions related to Title IX, please refer to the Title IX Policy. In Title IX situations, NWU Title IX policy supercedes information in the NWU Code of Student Conduct.

**University:** Nebraska Wesleyan University.

**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.

**University-Sponsored Activity:** Any activity on University premises or at an off-campus location that is directly initiated or supervised by the University or a University-recognized group or organization. This includes fraternity and sorority organizations, study abroad programs, and sporting events. In addition, University-operated or leased transit is included in this activity even if the behavior occurs off of University premises.

**Witness:** An individual who, being present, personally sees or perceives a detail or event and is willing to attest to that effect. If a witness is involved, the Chief Student Conduct Officer must be notified of the identity of any witnesses a minimum of two days prior to any conduct proceedings. The Student Conduct Officer may also involve witnesses.

## **SECTION 5: PROHIBITED CONDUCT**

### **Behavioral Standards and Expectations**

The University considers the behavior described in the following sub-sections as inappropriate for the University community and in opposition to the behavioral standards set forth in this document. These expectations and rules apply to all students, whether undergraduate or graduate. The University encourages community members to report to University officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in SECTION 6: The Student Conduct Process.

***Integrity: University students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this standard includes, but is not limited to:***

- 1) **Falsification.** knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments; knowingly initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency;
- 2) **Academic Dishonesty.** 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 Registrar’s Office; file a complaint with the Student Conduct Board. Examples of academic misconduct include, but are not limited to:
  - a) **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.
  - b) **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.
  - c) **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.
  - d) **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 their own; working with one or more students on any assignments unless specifically allowed by the faculty member.

- e) **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 a re-grading without the instructor's knowledge.
  - f) **Bribery:** offering money or any item or service to a faculty member or another person to gain academic advantage for oneself or another student.
  - g) **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.
- 3) **Instructional Technology and Acceptable Use.** 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 or other communication.
  - 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 non profit organization.
  - i) Unauthorized operation or attempted operation of servers, routers, switches, bridges, wireless access points or other network equipment.
- 4) **Unauthorized Access.** Unauthorized access to any University building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any university building or failing to timely report a lost University identification card or key;
- 5) **Collusion.** Action or inaction with another or others to violate the *Code of Student Conduct*;
- 6) **Trust.** Violations of positions of trust within the community;
- 7) **Taking of Property.** Intentional and unauthorized taking of University property or the personal property of another, including goods, services and other valuables;
- 8) **Stolen Property.** Knowingly taking or maintaining possession of stolen property;
- Community: University students build and enhance their community.** Behavior that violates this standard includes, but is not limited to:
- 9) **Disruptive Behavior.** Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities, which occur on or off campus;
  - 10) **Rioting.** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;
  - 11) **Obstruction.** Inhibiting the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions;
  - 12) **Unauthorized Entry.** Misuse of access privileges to University premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a University building; unauthorized entry, duplication or use of keys;
  - 13) **Trademark.** Unauthorized use (including misuse) of University or organizational names and images;
  - 14) **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another;

- 15) **Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, or knives with a blade of longer than three inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on University property;
- 16) **Tobacco/Smoking.** Smoking (both traditional and e-cigarettes) or tobacco use in any area of campus must be 20 feet from any building;
- 17) **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:
  - a) Intentionally or recklessly causing a fire which damages University or personal property or which causes injury.
  - b) Failure to evacuate a University-controlled building during a fire alarm. Such action can result in a \$250 fine in addition to University sanctions.
  - c) Improper use of University fire safety equipment.
  - d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University-controlled property. Such action will result in a \$250 fine in addition to University sanctions.
- 18) **Animals.** Animals, with the exception of those that provide assistance (service animals and approved emotional support animals), as outlined in the Housing Policies, are not permitted on campus except as permitted by law. For more information contact the Coordinator of Services for Students with Disabilities;
- 19) **Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted to be used inside University-controlled buildings, residence halls or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to University property caused by these activities. Hoverboards or similar devices are never permitted on campus;

**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.** Conduct that violates this standard includes, but is not limited to:

- 20) **Discrimination.** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University's educational program or activities;
- 21) **Harassment.** Any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status. Any unwelcome conduct should be reported to campus officials;
  - a) **Hostile Environment.** Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's educational or employment program or activities<sup>2</sup>.
- 22) **Retaliatory Discrimination or Harassment.** Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a conduct proceeding or other protected activity under this Code;
- 23) **Bystanding.**
  - a) Complicity with or failure of any student to address known or obvious violations of the *Code of Student Conduct* or law.
  - b) Complicity with or failure of any organized group to address known or obvious violations of the *Code of Student Conduct* or law by its members.

---

<sup>2</sup> This policy seeks to balance the University's need to create and maintain a civil climate with the right of persons within the University to make statements that are simply offensive.

- 24) Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, University processes including conduct and academic integrity hearings including, but not limited to:
- a) Falsification, distortion, or misrepresentation of information.
  - b) Failure to provide, destroying or concealing information during an investigation of an alleged policy violation.
  - c) Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.
  - d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding.
  - e) Failure to comply with the sanction(s) imposed by the campus conduct system.
  - f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.
  - g) Making public confidential information from a conduct proceeding.

**Respect: University students show positive regard for each other and for the community.**  
*Behavior that violates this standard includes, but is not limited to:*

- 25) Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person;

**26) Threatening Behaviors:**

- a) **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- b) **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

- 27) Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression;

- 28) 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. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy;

**29) Title IX Prohibited Conduct:**

- a) **Sexual Harassment:** is any unwelcome conduct of a sexual nature or based on sex or gender, sexual orientation, gender identity, or gender expression, including acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature. Sexually harassing behaviors differ in type and severity. Key determining factors are that the behavior is unwelcome, is sex or gender based, and is reasonably perceived as offensive and objectionable under both a subjective and objective assessment of the conduct. Sexual harassment involves one of the following conditions (hostile environment or quid pro quo):

**Hostile Environment:** is conduct that has the purpose or effect of unreasonably interfering with individual's work or academic performance, i.e., it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective and subjective standard. A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

**Quid Pro Quo:** is making the submission to or rejection of such conduct an explicit or implicit condition of, or the basis of an individual's employment, evaluation of academic work, or any aspect of a University program or activity.

- b. **Sexual Assault:** is the intentional sexual contact with another person without that person's consent. Intentional is defined as when someone knowingly, or should have known, and/or recklessly engages in sexual contact without an individual's consent and does not include accidental contact.

Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. Sexual contact also includes vaginal or anal penetration, however slight, with a body part (e.g. penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth-to-genital contact. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual assault or harassment in any form and does not negate one's intent or diminish one's responsibility to obtain informed and freely given consent.

- c. **Intimate Partner/Relationship Violence:** includes any act of physical, sexual, or emotional violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. It may also take the form of threats, assault, property damage, or violence or threat of violence to one's self, one's sexual or romantic partner, one's family members or friends, or to the family members or friends of the sexual or romantic partner. It may involve one act or an ongoing pattern of behavior.
- d. **Sexual Exploitation:** is an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, or personal benefit or advantage. The acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.
- e. **Stalking:** is a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person to be afraid or to feel harassed.
- f. **Retaliation:** is any act or attempt to retaliate against or seek retribution from any individual or group of individuals involved in the report, investigation, and/or resolution of a sexual misconduct allegation. Retaliation can take many forms, including continued abuse or violence, threats, and intimidation. Any individual or group of individuals, not just a Complainant or Respondent, can engage in retaliation.

**30) Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts;

**Responsibility: University students are given and accept a high level of responsibility to self, to others and to the community.**

*Behavior that violates this standard includes, but is not limited to:*

- 31) Alcohol.** Public intoxication, use, possession, manufacture, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the University's Alcohol and Drug Policy. See Alcohol and Drugs Policy for further information: <https://www.nebrwesleyan.edu/about-nwu/policies-and-procedures/alcohol-and-drugs-policy>
- 32) Drugs.** Use, possession, manufacture, or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University's Drug Policy. See Alcohol and Drugs Policy for further information: <https://www.nebrwesleyan.edu/about-nwu/policies-and-procedures/alcohol-and-drugs-policy>
- 33) Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;
- 34) Gambling.** Gambling as prohibited by the laws of the State of Nebraska. (Gambling may include raffles, lotteries, sports pools and online betting activities);
- 35) Failure to Comply.** Failure to comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
- 36) Financial Responsibilities.** Failure to promptly meet financial responsibilities to the University, including, but not limited to, knowingly passing a worthless check or money order in payment to the University, or to an official of the University acting in an official capacity;

- 37) Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Student Life Office within seventy-two (72) hours of release;
- 38) Other Policies.** Violating other published University policies or rules, including all Residential Education/Housing Policies;
- 39) Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.);
- 40) Violations of Law.** Evidence of violation of local, state or federal laws, when substantiated through the University's conduct process;
- 41) Offensive behavior.** Conduct which 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 their prior knowledge, or without their 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.

## **SECTION 6: THE STUDENT CONDUCT PROCESS**

This overview gives a general description of how the University's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly identical in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of the Code of Student Conduct.<sup>3</sup>

**NOTICE.** Once notice is received from any member of the University community (victim, PA, 3rd party, faculty, staff, etc.), the University may schedule an Investigative Conference or an Educational Conference with the responding student to explain the conduct process and gather information.

### **Conduct Levels**

#### **LEVEL 1: Residential Education Coordinator (REC), Assistant Dean for Student Success and Residential Education or Assistant Dean for Student Success and Campus Community as Student Conduct Officer**

Violations, which are first time and less serious, perpetrated by a residential student within a campus residential facility. Examples include, but are not limited to, candles/incense, alcohol, noise and guest violations.

- All such violations are handled by the REC of the hall in which the student resides.
- Appeals at this level are heard by the Appeal Committee of the Peer Review Board, or the Assistant Dean for Student Success and Residential Education.

Violations which are first time and less serious, perpetrated by non-residential students or students living within Greek facilities that occur within a campus residential facility, or violations, which are first time and less serious, perpetrated by any student on campus, but not within a residential facility. Examples include alcohol, and noise violations.

- All such violations are handled by the Assistant Dean for Student Success and Campus Community.
- Appeals at this level are heard by the Dean of Students.

#### **LEVEL 2: Peer Review Board, REC, Assistant Dean for Student Success and Residential Education or Assistant Dean for Student Success and Campus Community as Student Conduct Officer**

Violations that occur within the residence halls and involve multiple students, or multiple or repeat violations, or residents from multiple facilities; more serious first time violations.

- Cases are heard by the Peer Review Board, or if not available, the REC.
- Appeals at this level are heard by the Assistant Dean for Student Success and Residential Education.

<sup>3</sup> In Title IX related issues, the "administrator" is any "responsible employee" as defined under Title IX and/or campus policy.

### **LEVEL 3: Student Conduct Board**

Violations of University policy, which are egregious and/or habitual, regardless of where perpetrated. These violations include, but are not limited to, flagrant violation of policy; abuse of or non-cooperation with University staff; incidents involving threats or violence; repeated violations of policy; or failure to comply with directions or sanctions issued at Conduct Level 1 or 2.

Violations involving sexual assault or sexual misconduct. Such violations are handled in accordance with NWU Procedures for Resolution of Student Complaints of Sexual Misconduct Against Other Students. The complete Title IX policy is available in the office of the Title IX Coordinator and Deputy Title IX Coordinator. It is also available in the Student Life Office and online at <https://www.nebrwesleyan.edu/inside-nwu/sexual-misconduct-prevention-and-response>.

Violations involving academic dishonesty.

Violations affecting the University community as a whole.

Additional Level 3 examples include: assault, hazing, drugs, and other behaviors that put self or other member(s) of the University community in danger or harm.

- All such complaints are adjudicated by members of the Student Conduct Board, except during the last ten days of the semester and during summer session. The Dean of Students or the Dean's designee will address conduct matters coming forth during those times.
- Appeals of Level 3 decisions are heard by the Student Conduct Appellate Panel.

### **Conduct Policies**

#### **Complaint:**

1. Student misconduct complaints may be filed by any member of the University community. Complaints shall be prepared in writing and directed to a Student Conduct Officer or to the Student Life Office. The form may be found online at: <https://www.nebrwesleyan.edu/current-undergraduates/student-services/campus-conduct-system>. Any complaint should be submitted as soon as possible after the event takes place.
2. The Student Conduct Officer or the Conduct Body involved will determine the disposition of the complaint and may decide among the following options:
  - a) The complaint has no merit.
  - b) The complaint has merit and may be adjudicated by the appropriate Student Conduct Officer or the Student Conduct Board Review Committee depending upon the level of the violation. Note: both the respondent and the Student Conduct Board Review Committee have the right to request a full Student Conduct Board hearing.
  - b) The complaint has merit and may be administratively settled through mediation if both parties are students and there is mutual consent of the involved parties and a basis acceptable to the Student Conduct Officer or Student Conduct Board Review Committee. If an agreement is reached, that disposition shall be final, and there shall be no subsequent proceedings. Should an agreement not be reached, the complaint will be referred to the student conduct process. Mediation is not an option in sexual misconduct cases.
3. In cases involving an allegation of sexual misconduct, see Title IX policies. In Title IX situations, NWU Title IX policy supercedes information in the NWU Code of Student Conduct.

#### **Group Violations:**

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

**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.

### **Amnesty:**

#### 1. For Victims

The University provides amnesty to victims who may be hesitant to report to University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result. Records regarding the provision of amnesty, however, will be maintained.

#### 2. For Those Who Offer Assistance

To encourage students to offer help and assistance to others, the University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Dean of Students, or designee, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

#### 3. For Those Who Report Serious Violations

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Abuse of amnesty requests can result in a decision by the Dean of Students, or designee, not to extend amnesty to the same person repeatedly.

### **Parental Notification:**

The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification will be given at the discretion of administrators and when permitted by FERPA or consent of the student.

## **ADJUDICATION PROCESSES:**

### **Educational Conference**

Responding students, against whom Level 1 or Level 2 violation complaints have been filed, meet one-on-one with a Student Conduct Officer. The Officer has the authority to determine responsibility, and if appropriate, identify educational sanctions. If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the *Code of Student Conduct*, the process will end. If the Student Conduct Officer's finding is that the responding student is in violation, the Officer conducting the Educational Conference will then determine the sanction(s) for the misconduct.

### **Student Conduct Board Committee Review**

In an alleged Level 3 violation, the Assistant Dean for Student Success and Campus Community, serving as the Student Conduct Officer, meets with the student for an Investigative Conference. If, upon conclusion of the Investigative Conference, there is reasonable cause to believe that the NWU Code of Conduct has been violated, the Assistant Dean for Student Success and Campus Community prepares a report for Student Conduct Board Review Committee. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. Specifics pertaining to the purpose, composition, and procedures of the Student Conduct Board Review Committee may be found in the Student Conduct Board Hearing Procedures. If the Student Conduct Board Review Committee's finding is that the responding student is in violation, they then determine the sanction(s) for the misconduct; however, upon reviewing the report, the Student Conduct Board Review Committee may decide to immediately forward the complaint to the Full Student Conduct Board for adjudication. The respondent also has a procedural right to request a hearing with the full Student Conduct Board.

## **Full Student Conduct Board Hearing**

If a complaint moves to a Full Student Conduct Board Hearing, a formal notice of the complaint and scheduled meeting will be issued to the responding student. The Hearing is conducted before a minimum of five members of the Student Conduct Board.

If the Student Conduct Board determines that the student is responsible, the Board will assign sanctions. If the finding is that the responding student is not responsible, the process ends. Specifics pertaining to the purpose, composition, and procedures of the Student Conduct Board may be found later in this section - SECTION 6: The Student Conduct Process, Hearing Procedures.

## **Student Conduct Appellate Panel**

A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Board Review Committee may be appealed by the Complainant or the Respondent. The purpose, composition and procedures of the Appellate Panel may be found in the document "Nebraska Wesleyan University Student Conduct, Student Conduct Appellate Panel Procedures, Revised 2016" available in the Student Life Office. A decision by the Student Conduct Appellate Panel is final and binding upon all involved.

## **Student Rights:**

All students involved in the Student Conduct System are entitled to the following:

1. To be informed of the complaint and the alleged misconduct on which the complaint is based.
2. To receive an expeditious hearing of the case.
3. To participate in the structured student conduct process including a formal Student Conduct Board hearing, except during the last ten days of each semester and during summer sessions, during which the Dean of Students or the Dean's designee will address conduct matters.
4. To have reasonable time to prepare and present their own case. Respondents are not required to make any statement to the Student Conduct Board.
5. To speak on their behalf throughout the hearing. However, complainants or respondents are not required to make any statement to the Student Conduct Board.
6. To bring persons having pertinent information to the hearing as witnesses, and to question any witness. The Chief Student Conduct Officer must be notified of the identity of any witnesses a minimum of two days prior to the hearing.
7. 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 Student Conduct Board. The Chief Student Conduct Officer must be notified of the identity of the advisor a minimum of two days prior to the hearing.
8. To be assured of confidentiality in accordance with the terms of the Federal Educational Rights and Privacy Act.
9. To request that any member of the 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.
10. To a presumption that they have not engaged in misconduct, until the Student Conduct Board or a Student Conduct Officer determines that it is more likely than not that misconduct has occurred.
11. All students involved in the student conduct process will be advised of the outcome of the investigation and hearing, if one is necessary.
12. To appeal the decision of the student conduct system.

## **Student Conduct Board Hearing Procedures:**

The Chief Student Conduct Officer should insure that a copy of the complaint and the notice of hearing are sent to Student Conduct Board members at the same time that they are sent to the respondent. This will help the members of the Student Conduct Board to be better prepared for the hearing.

In cases where an organization is the respondent, a maximum of four student members may represent the organization. The organization is entitled to have an advisor present.

The Student Conduct Board should consider itself both as a fact-finding body and as a body for conducting educational discussions about ethical issues with students.

Confidentiality is absolutely imperative, and must be maintained by members of the Student Conduct Board with respect to all proceedings.

During the hearing all members of the Student Conduct Board should feel free to call recesses whenever it would appear that there are matters before the Student Conduct Board that should be resolved privately rather than in front of the other participants in the hearing. These deliberations will not be part of the official record of the hearing.

The Chief Student Conduct Officer will communicate the decision in writing to the respondent(s) within five days of the conclusion of the hearing. Any member of the Student Conduct Board may assist the Chief Student Conduct Officer in preparing the statement. After the decision has been made by the Student Conduct Board, the case shall be referred to the proper persons for appropriate action. All correspondence will be reviewed for completeness and accuracy by the Chief Student Conduct Officer prior to distribution through the Student Life Office.

A complete record of the Student Conduct Board's decision and the official record of the hearing will be kept in the Student Life Office. 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 Student Conduct Board, not including deliberations. Deliberations will not be recorded. The record is the property of the University.

If an appeal is filed, the Chief Student Conduct Officer should notify members of this situation. The Chief Student Conduct Officer should also notify members of the decision in the appeal. If the appeal is upheld, and the Student Conduct Appellate Panel decides to return the matter with written guidance for reconsideration, the Chief Student Conduct Officer will convene those members of the Student Conduct Board who were involved in the original hearing to reconsider the original decision. This process must be concluded within 10 days of the Student Conduct Appellate Panel decision.

All correspondence related to complaints filed with the Student Conduct Board will include a statement referencing the rights of students involved in the Student Conduct process as outlined in this section.

In cases where the Student Conduct Board Review Committee imposes sanctions without a hearing, the respondent(s) will have two days from receipt of written notification of sanctions to request a hearing.

The complainant(s) shall have the right to attend the hearing.

The respondent and the complainant shall be entitled to question each other if they are present at the hearing. Student Conduct Board members may also question the complainant, the respondent, the Chief Student Conduct Officer, or any witness.

Both the complainant and the respondent have a right to have an advisor present, at their own expense, for a hearing. The Chief Student Conduct Officer must be notified of the identity of the advisor a minimum of two days prior to the hearing. The complainant and the respondent are responsible for presenting their own case and, therefore, advisors are not permitted to address the Student Conduct Board or to participate directly in any hearing before the Student Conduct Board, although they may consult with the individual(s) for whom they are serving as advisor.

The Chief Student Conduct Officer should refer the respondent to the *Code of Student Conduct* regarding conduct policies and sanctions.

All correspondence related to any case subject to the *Code of Student Conduct* will be distributed through the Student Life Office using official means of University communication. Communication sent to complainants and respondents is presumptively delivered.

### **Sanctions:**

One or more of the following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*:

1. *Warning*: An official written notice that the student has violated University policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.
2. *Restitution*: Compensation for damage caused to the University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. *Fines*: Previously established and published fines may be imposed.

4. *Community/University Service Requirements*: For a student or organization to complete a specific supervised University service.
5. *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.
6. *Confiscation of Prohibited Property*: Items whose presence is in violation of University policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the Chief Student Conduct Officer and/or the Dean of Students.
7. *Behavioral Requirement*: This includes required activities including, but not limited to, seeking academic support or substance abuse screening, completing a reflection paper regarding the conduct violation, writing a letter of apology, etc.
8. *Educational Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
9. *Restriction of Visitation Privileges*: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
10. *University Housing Probation*: Official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Regular probationary meetings may also be imposed.
11. *University Housing Reassignment*: Reassignment to another University housing facility. Residential Education personnel will decide on the reassignment details.
12. *University Housing Suspension*: Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Assistant Dean for Student Success and Residential Education. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the Assistant Dean for Student Success and Residential Education (or designee). This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension. No housing payment refunds will be made if a student is suspended from the residence halls. A letter imposing residence hall suspension will be sent to a dependent student's parent or guardian.
13. *University Housing Expulsion*: The student's privilege to live in, or visit, any University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary. No housing payment refunds will be made if a student is expelled from the residence halls. A letter imposing residence hall expulsion will be sent to a dependent student's parent or guardian. When this sanction is imposed, the related conduct records will be maintained indefinitely.
14. *University Probation*: The student is put on official notice that, should further violations of University policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed. A letter will be sent to a dependent student's parent or guardian.
15. *Eligibility Restriction*: The student is deemed "not in good standing" with the University for a specified period of time. Specific limitations or exceptions may be granted by the Chief Student Conduct Officer and terms of this conduct sanction may include, but are not limited to, the following:
  - a. Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University; or
  - b. Ineligibility to represent the University to anyone outside the University community in any way including: participating in the study abroad program, attending conferences, or representing the University at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
16. *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.

17. *University Suspension*: Separation from the University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Students. During the suspension period, the student is banned from university property, functions, events and activities without prior written approval from the Dean of Students. This sanction may be enforced with a trespass action as necessary. 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. A letter imposing disciplinary suspension will be sent to a dependent student's parent or guardian. When this sanction is imposed, the related conduct records will be maintained indefinitely.
18. *University Expulsion*: Permanent separation from the University. The student is banned from university property and the student's presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. 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 letter imposing disciplinary expulsion will be sent to a dependent student's parent or guardian. When this sanction is imposed, the related conduct records will be maintained indefinitely.
19. *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.
20. *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Chief Student Conduct Officer or designee.
21. *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 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 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 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.Suspensions can be of indeterminate length, depending on the severity of the violation.  
Sanctions are cumulative and may carry over from year to year.  
Other than University expulsion, disciplinary sanctions shall not be made a part of the student's permanent academic record, but shall become part of the student's confidential record. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension or University expulsion will be expunged from the student's confidential record seven years after the date of the last incident. For those students who have not completed their assigned sanctions but have not been enrolled at the University for over seven years, or who voluntarily withdrew while a disciplinary process was pending, a decision regarding retention of the record may be made by the Chief Student Conduct Officer or designee on a case by case basis.

The following sanctions may be imposed on groups or organizations:

- a. Those sanctions listed above.
- b. The loss of the privilege to live as an intact unit in University-approved housing.
- c. Deactivation: loss of all privileges, including University recognition, for a specified period of time.

Following the educational conference or Student Conduct Board Committee Review, the Student Conduct Officer shall advise the respondent in writing of their determination and the sanction(s) imposed, if any. Following a Full Student Conduct Board Review, the Assistant Dean for Student Success and Campus Community shall advise the respondent in writing of their determination and the sanction(s) imposed, if any.

The Dean of Students shall have final authority to determine the appropriateness of sanctions.

Police involvement in disciplinary cases:

Any information shared with the University may be subpoenaed.

## **SECTION 7: STUDENT CONDUCT AUTHORITY**

### **A. Authority**

The Dean of Students is vested with the authority over student conduct by the Nebraska Wesleyan University Board of Governors. The Assistant Dean for Student Success and Campus Community serves as the Chief Student Conduct Officer who oversees and manages the student conduct process. The Dean of Students and Chief Student Conduct Officer appoint Student Conduct Officers as deemed necessary to efficiently and effectively supervise the student conduct process.

The Student Conduct Officers have the authority to assume responsibility for the investigation of an allegation of a Level 1 or 2 violation of the *Code of Student Conduct* to determine if the complaint has merit. If they determine it does, they have the authority to adjudicate the complaint in an Educational Conference.

### **B. Gatekeeping**

No complaint will be adjudicated unless there is reasonable cause to believe a policy has been violated. A complaint wholly unsupported by any credible information will not be adjudicated.

### **C. Mediation**

The Chief Student Conduct Officer has discretion to refer a complaint in which both the complainant and respondent are students for mediation. All parties must agree to mediation. If an agreement is reached, that disposition shall be final, and there shall be no subsequent proceedings. Should an agreement not be reached, the complaint will be referred to the student conduct process. However, at no time will complaints of physical violence be mediated as the sole University response. Mediation is not an option in sexual misconduct cases. The Chief Student Conduct Officer may also suggest that complaints that do not involve a violation of the *Code of Student Conduct* be referred for mediation or other appropriate conflict resolution.

### **D. Composition of the Student Conduct Board**

The Chief Student Conduct Officer will be responsible for ensuring that the Student Conduct Board is assembled according to the following guidelines:

CLAS Students: Four CLAS students appointed by the President of Student Affairs Senate. Students will be appointed each spring semester, with the term beginning the first day of the fall semester. The term shall be for one year. Students are eligible to be re-appointed.

University College (UC) Students: Two students enrolled in nontraditional undergraduate programs and two students enrolled in graduate programs appointed by the Dean of the Colleges in consultation with Program Directors. Students will be appointed each spring semester, with the term beginning the first day of the fall semester. The term shall be for one year. Students are eligible to be re-appointed.

Faculty: Three faculty members with voting privileges serving overlapping two-year terms, to be elected by the faculty during the spring semester. The term shall begin the first day of fall semester following the election. Faculty are eligible to be re-elected a second term.

Administrative personnel: Two administrative personnel, to be appointed by the President of the University, to serve a two-year term. These individuals should be appointed on alternate years to assure continuity of membership. Administrative personnel are eligible to be re-appointed.

When a complaint involves a CLAS student, only CLAS student members of the Student Conduct Board will be involved in the disposition of the complaint; similarly, when a complaint involves a UC student, only UC students who are members of the Student Conduct Board will be involved in the disposition of the complaint.

No student, faculty member or administrative staff member shall be eligible for membership on the Student Conduct Board if they are a voting member of the Board of Governors or Student Affairs Senate. No Student Conduct Officers are eligible for membership on the Student Conduct Board.

To serve on the Student Conduct Board, students must:

- 1) Be in academic good standing and have completed 15 hours of academic credit with a cumulative GPA of at least 2.5.
- 2) Be in good standing with the conduct process throughout the semester in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel. A serious history of misconduct could disqualify a student for service.
- 3) Submit a letter of application.

The membership of the Student Conduct Board is trained for at least 8 hours<sup>4</sup> annually by the Chief Student Conduct Officer and the Title IX Coordinator.

For each Level 3 violation for which a complaint is filed, a minimum of a three-person Review Committee will be chosen from the available Student Conduct Board members to review and adjudicate the complaint or refer the complaint to a full Student Conduct Board Hearing. This Review Committee is always comprised of at least one student, but can never be made up solely of students. Member availability may result in the Review Committee having a different composition at different points in time.

In complaints involving gender discrimination, sexual misconduct, or other Title IX issues, the Chief Student Conduct Officer will gather a minimum of three administrative/staff members for the Hearing Panel. The Chief Student Conduct Officer serves as the non-voting chair of the Hearing Panel, who assures that University procedures are followed throughout the hearing.

#### **D. Student Conduct Officers**

The Dean of Students; the Assistant Dean for Student Success and Campus Community; the Assistant Dean for Student Success and Residential Education; and the Residential Education Coordinators may serve as Student Conduct Officers during Educational Conferences.

The Chief Student Conduct Officer (or designee) is also a non-voting advisor to the Student Conduct Board. The Chief Student Conduct Officer is responsible for training the Student Conduct Board, conducting preliminary investigations, and ensuring a fair process for both the party bringing the complaint and the responding student. Decisions made, and sanctions imposed, by the Student Conduct Board, or by a Student Conduct Officer will be final and implemented, pending the normal appeal process. At the discretion of the Chief Student Conduct Officer (or designee), implementation of sanctions may be stayed pending review.

#### **E. The Appellate Panel**

A three-member Appellate Panel is comprised of one staff member, one faculty member, and one student, and is appointed by the University President. The Appellate Panel reviews appeal requests submitted to the Chief Student Conduct Officer.

---

<sup>4</sup> Minimal competence requires 8 hours of training, and panel members ought to be more than minimally competent.

## **SECTION 8: APPEALS**

- A. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Board may be appealed by the complainant or the respondent to the Student Conduct Appellate Panel. An individual or organization may appeal only one time for each Student Conduct Board decision. Such appeals will be in writing and will be delivered to the Chief Student Conduct Officer within five days of receipt of the notice of the 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 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 Student Conduct Board hearing.
- C. A decision by the Student Conduct Appellate Panel to uphold the original decision of the Student Conduct Board is final and binding upon all involved. However, at the conclusion of any appeal, the Student Conduct 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 Appellate Panel upholds the appeal, the members will determine whether to return the matter with written guidance to the 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 Student Conduct Board.

## **SECTION 9: INTERPRETATION AND REVISION**

The Chief Student Conduct Officer may vary procedures with notice upon determining that changes to local, state, or federal law or regulation require policy or procedural alterations not reflected in this Code. The Chief Student Conduct Officer may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *Code of Student Conduct* will be referred to the Dean of Students, whose interpretation is final. The *Code of Student Conduct* will be updated annually under the direction of the Chief Student Conduct Officer with a comprehensive revision process being conducted every three years.