



WILEY UNIVERSITY

2025 - 2026 STUDENT HANDBOOK

Welcome to Wiley University! This handbook is your guide to campus life, resources, and policies for 2025–2026. Stay informed, stay connected, and *Go Forth Inspired.*

HOME OF THE SCHOLARS, DEBATORS, ATHLETES, ACTIVISTS, VOCALISTS, LEADERS.

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A Word from the President

Wiley University has a rich history and legacy of preparing students to go forth inspired and equipped to achieve their dreams and realize their goals of contributing to society as talented working professionals and servant leaders.

As you live and learn here at Wiley, please take advantage of the many resources that are available to help you excel in your studies, enrich your university

experience through engagement in student life activities, and leave Wiley as a well-rounded graduate.

The 2025-2026 Wiley University Student Handbook is one such resource that will serve as a valuable tool to you as a Wiley student. The Student Handbook provides pertinent information about several of the key offices you must navigate as a student, along with the policies, standards, and procedures that govern campus life.

Please read the handbook carefully and become familiar with the valuable information on its pages. I encourage you to get involved at Wiley and use your gifts and abilities to contribute to our vibrant campus community.

As an engaged student, you will have a rewarding university experience and form lifelong friendships that will complement the achievement of earning your degree at this institution.

I implore you to put in the hard work to succeed in all of your endeavors. Please use your journey at Wiley University as a stepping-stone to secure a bright future.

Go Forth Inspired!

Herman J. Felton, Jr., J.D., Ph.D.

A Word from the Vice President of Student Development & Strategic Retention

Dearest Wildcats!

Welcome to Wiley University! I am Dr. **Gaëlle** Amazan and I am thrilled to lead the Division of Student Development.

In student development, our goal is for you to transition from a student who goes to college, to a college student. College students are thoughtful, they have a purpose, and they get involved on campus. We are here to help you discover your purpose and help you think about the impact you will make in this world.

Our Division includes housing and residence life, student engagement and intramurals, student conduct, health, counseling, and wellness, career services, the food pantry, and the career closet. Each of these areas works together to create an out-of-classroom experience for each wildcat. Want to get involved? Join a student organization and attend programs and community service events!

Want to help students understand the student code of conduct? Apply to become a student hearing officer! Feeling sick? Visit the health and wellness center! Looking for a job, internship, or wanting to discuss your plans for the future? Visit the career center! Feeling hungry and the cafeteria is closed? Place an order or visit the food pantry!

Students' voices matter at Wiley University. Our division develops student leaders and collaborates with students to create programming and leadership development opportunities for all Wildcats. Leadership is key to a successful college experience and to becoming an engaged citizen after graduation.

Every step you take as a Wildcat while enrolled at Wiley University matters. Attending classes, fully participating in campus opportunities, and developing relationships with faculty and staff is critical to a successful college experience. I encourage you to maximize all the resources we have here for you!

I am excited about who you will become during your time at Wiley. My office is located on the 2nd floor of the Student Union. I can often be found walking through campus. Feel free to visit me in the Union. I look forward to having a fun, productive, inspiring, and most importantly educational school year!

Go Forth Inspired,

Gaëlle Amazan, Ph.D.

Vice President of Student Development

The Administration

The primary administrative officers of the University include the following:

President and CEO

Herman J. Felton, Jr. J.D., Ph.D.

(903) 927-3201

Chief Operating Officer/Vice President for Institutional Advancement

Dr. Tashia Bradley
(903) 927-3201

Provost/Vice President for Academic Affairs & Strategic Retention

VACANT
(903) 923-1630

Senior Vice President for Business, Finance, & Strategic Retention

Mr. George Stiell, CPA
(903) 927-3212

Vice President for Student Access, Enrollment Management, & Strategic Retention

Dr. Danielle S. Brooks
(903) 927-3233

Vice President for Student Development & Strategic Retention

Dr. Gaëlle Amazan
(903) 927-3334

Vice President of Institutional Research/Effectiveness & Strategic Retention

Dr. Runell J. King
(903) 923-1604

Special Assistant to the President/Director of Sponsored Programs

Mrs. Cassandra Johnson
(903) 927-3214

UNIVERSITY OVERVIEW

Mission Statement

Wiley University is a premier liberal arts institution affiliated with the United Methodist Church, with an intentional focus on social good and leadership.

History and Development of the University

Named in honor of **Bishop Isaac T. Wiley**, an outstanding minister, medical missionary, and educator, Wiley University was founded in 1873 during turbulent times for Black Americans. Wiley

University opened its doors just south of Marshall with two frame buildings and an overwhelming desire to succeed in a climate fraught with racism and Jim Crow laws. So entrenched was their determination that, in 1880, rather than relocating farther from town, the founders moved the University closer to Marshall, settling on 55 acres of wooded land where the University still stands today. Land was cleared, and four additional buildings were constructed as enrollment soared to 160 students with seven full-time faculty members. Wiley University had effectively become the first Black university west of the Mississippi River.

Among the visionaries of that era were presidents revered in Wiley University history. Individuals who persevered in a climate of hostility in the South and in the face of great personal sacrifice included Wiley's first presidents: **Rev. F.C. Moore** (1873–1876), **Rev. W.H. Davis** (1876–1885), **Rev. N.D. Clifford** (1885–1888), **Rev. Dr. George Whitaker** (1888–1889), and **Rev. Dr. P.A. Pool** (1889–1893). Their strength of character in the face of hardship and acrimony forged the early foundations of this bastion of academic excellence. Their labors were rewarded in 1888 when the first graduate of Wiley University was awarded a Bachelor of Arts degree. Mr. H.B. Pemberton led the way for generations of Wiley University graduates to come.

Reverend Isaiah B. Scott (1893–1896) was appointed as the sixth president in 1893. His appointment was significant as he became the first Black president of Wiley. The Freedman's Aid Society boldly departed from its traditional administration and placed Reverend Scott in the lead role. Twenty-three years had passed since the founding of Wiley University when Reverend Scott retired in 1896. Two years later, the General Conference elected him as editor of the ***Southwestern Christian Advocate***. A new generation of students then welcomed a new president.

Matthew Winfred Dogan, Sr. (1896–1942), became the most prolific and longest-serving president in Wiley University's history. Theseventh president took office at age 33 and became the backbone and strength of the institution. During his 46-year administration, many changes occurred both on campus and in the broader U.S. At a time when organizations like the NAACP and the National Urban League were invigorating the abolitionist movement for full citizenship rights, Wiley University was also building and expanding.

Two of Wiley's most outstanding faculty members served during Dogan's tenure: Dr. James Farmer, Sr., the first Black Texan with a Ph.D., and visionary Melvin Beaunorus Tolson, one of the most distinguished debate coaches in the U.S. Tolson taught at Wiley from 1924 to 1947 and established the Alpha Phi Omega Forensic Society (debate team), which remained virtually undefeated. The team's historic 1935 victory over the University of Southern California, the national champions, cemented their national prominence.

By 1906, the campus had eleven buildings. The first brick building, constructed under Dogan's leadership, was built with bricks made on campus and constructed by students. Surrounding buildings housed programs in mechanics, printing, tailoring, broom-making, woodworking, and industrial education. The King Industrial Home for Girls introduced the study of home economics to Wiley.

Dogan's dream was to expand, and indeed Wiley did—until tragedy struck in 1906, when five buildings, including the main building, were destroyed by fire. However, foundations remained strong. In 1907, buildings of greater magnitude began to rise, including the Carnegie Library, funded by philanthropist Andrew Carnegie.

Continued expansion included Coe Hall, a men's dormitory named for former teacher Mrs. Isabel Coe. Her father donated \$5,000 to the University. Thirkield Hall, a grand three-story building, was erected in 1918 and named for Bishop Wilbur P. Thirkield. **The Daniel Adams Brainard Chapel** was built in 1924 with a capacity for 800 students and housed a unique pipe organ. **Dogan Hall**, completed in 1925, was a lavish women's residence hall, and **the Refectory** served as both dining hall and space for extracurricular activities.

In 1929, Wiley rebranded itself by dropping the word "University" and focusing on higher education. The high school and trades school were discontinued. Wiley was recognized in 1933 as an "A-Class" university by the Association of Colleges and Secondary Schools of the Southern States—the first Black school rated by the same standards as white institutions.

Wiley was also a pioneer in social organization. The Beta Chapter of Phi Beta Sigma Fraternity, Inc. was founded in 1915; Theta Chapter of Omega Psi Phi Fraternity, Inc. in 1922; and Theta Chapter of Zeta Phi Beta Sorority, Inc. in 1923. Other chapters followed: Phi Chapter of Alpha Kappa Alpha Sorority, Inc. (1924), Alpha Sigma Chapter of Alpha Phi Alpha Fraternity, Inc. (1925), Alpha Iota Chapter of Delta Sigma Theta Sorority, Inc. (1930), and Alpha Chi Chapter of Kappa Alpha Psi, Inc. (1935).

In the 1930s, Wiley was instrumental in introducing football to HBCUs and was a founding member of the Southwestern Athletic Conference (SWAC). Wiley teams went on to win numerous national championships in football and basketball. The university's excellence extended beyond athletics to academics and the arts. It claimed debating championships in 1928 and produced competitive dramatic performances. It was also the first in the region to establish an honor roll system.

Music was integral to Wiley's history. During the 1930s jazz era, Wiley's band, Glee Club, choir, and orchestra thrived. The Wiley Quartet performed on radio and stage, and the music department rivaled any in the region.

In 1935, the General Education Board of The Methodist Church helped redecorate the Carnegie Library and challenged Wiley to match a \$3,000 endowment. By 1938, the endowment grew to \$6,000 (over \$200,000 today). World War II shifted national priorities, and in 1942, **Dr. E.C. McLeod** succeeded Dr. Dogan as Wiley's eighth president. McLeod introduced a five-year building plan and helped Wiley support national defense efforts through summer programs and training initiatives.

McLeod expanded the curriculum to include homemaking education and constructed new facilities such as a stadium and residence hall for veterans using GI Bill benefits. In 1944, Wiley became a

charter member of the United Negro College Fund and earned the title of Miss UNCF for three consecutive years.

Dr. Julius S. Scott, Sr. (1948–1958), Wiley's ninth president, oversaw the completion of the **Alumni Gymnasium**, a student and alumni-funded project. During this era, rock-n-roll emerged, and Smith-Nooks Hall of Music was built.

Dr. Thomas Winston Cole, Sr. (1958–1971), the tenth president and a 1934 alumnus, led Wiley through continued growth. Under his leadership, Wiley gained full membership in SACS, renovated numerous facilities, and completed Dogan Hall's annex.

Dr. Robert E. Hayes, Sr. (1971–1986), the eleventh president and alumnus, oversaw further growth. A new men's dormitory was built, the radio station KBWC was licensed, and faculty credentials increased. He also raised over \$1 million for the university.

Dr. David L. Beckley (1987–1993), the twelfth president, improved fiscal practices, retired debts, increased endowments, and reorganized academic divisions. Dr. Lamore J. Carter (1993–1996) led significant improvements in educational programs and accreditation reaffirmation.

Dr. Julius S. Scott, Jr. (1996–1998), a 1945 graduate, brought a "seize the day" approach, enhanced academics, and improved church relationships.

Dr. Ronald L. Swain (1998–2000) launched a strategic planning initiative, improved campus technology, and provided laptops to students.

Dr. Haywood L. Strickland (2000–2018) embraced the theme "Achieving Excellence through Pride and Performance." He oversaw construction of the Julius S. Scott, Sr. Chapel, campus-wide renovations, and a major fundraising effort. The 2007 release of ***The Great Debaters*** highlighted Wiley's legacy, leading to a \$1 million gift from Denzel Washington to revive the debate team. Under Strickland, the university organized four academic divisions and a Student Success Academy. He retired in 2018.

Dr. Herman J. Felton, Jr. (2018–present), the 17th president, has prioritized social good, rebranding, and campus revitalization. Projects include the renovation of the Thomas W. Cole Library, expansion of technology, relaunch of the radio station, and creation of the Spirit Store and First-Day Success Program. He also launched the Herman Sweatt Center for Social Good, established the Honors Program, and hired a licensed clinical psychologist to support student wellness.

Wiley continues to embody a learning environment that values academic challenge, freedom, and shared governance. As the first "Think Pad University" west of the Mississippi, Wiley pioneered the use of laptops in classrooms. With the internet in every residence hall, students are well-equipped for research and academic success.

For over 135 years, Wiley has offered educational opportunities to students across Texas, the nation, and the world. Through global change, adversity, and innovation, Wiley's legacy endures—and its future shines bright.

The Presidents of Wiley University

President	Yearsof Service
F. C. Moore	1873-1876
W. H. Davis	1876-1885
N. D. Clifford	1885-1888
George Whitaker	1888-1889
P. A. Pool	1889-1893
Isaiah B. Scott	1893-1896
Mathew W. Dogan	1896-1942

EgbertC.McLeod	1942-1948
JuliusS.Scott, Sr.	1948-1958
ThomasW.Cole, Sr	1958-1971
RobertE.Hayes, Sr.	1971-1986
DavidL.Beckley	1987-1993
LamoreJ.Carter	1993-1996
JuliusS.Scott, Jr.	1996-1998
RonaldL.Swain	1998-2000
HaywoodL.Strickland	2000-2018
HermanJ.Felton, Jr.	2018-Present

THE DIVISION OF STUDENT DEVELOPMENT

Wiley University is committed to the holistic development of its students. The Division of Student Development is structured to offer services and programs that align with both the needs of students and the mission of the institution. The Division is dedicated to supporting students' emotional and social well-being, as well as their intellectual and personal growth. Services and programs offered through the Division include student engagement, career services, health services, counseling, Student Conduct Hearing affairs, residence life and housing, intramural sports, and support for the Student Government Association.

StudentDevelopmentLeadership

A cornerstone of the Division's mission is a dedicated team of professionals who address the out-of-classroom needs of students. The leadership positions established to fulfill this mission include the following:

Gaëlle Amazan, Ph.D.
Vice President for Student Development & Strategic Retention
Fred T. Long Student Union, Second Floor
(903) 927-3334

Kimberly Pickens, Ed.D.
Dean of Student Engagement
Fred T. Long Student Union, Second Floor
(903)927-3334

Mr. Charles Cornish, BA
Executive Director of Career Services
Fred T. Long Student Union, Basement
(903)927-3334

Antoinette M. Briley, MBA, MHA
Director of Student Health, Counseling, & Wellness
Jackson Hall, First Floor
(903)927-3260

Mrs. Kiasha Murray, MSHE
Director of Housing and Residence Life
H. L. Strickland Living and Learning Center, First Floor
(903)923-1632

Ms. TaShara Robinson
Administrative Assistant
Fred T. Long Student Union, Second Floor
(903)927-3334

Career Services

The main objective of the Office of Career Services is to assist students in developing vital links between academic life and the world of work. Career Services is concerned with those aspects of students' development that are involved in their selection of a career. It includes assisting the students in self-assessment, exploring occupational areas, choosing occupational areas, and making decisions about either embarking on graduate study or selecting entry-level employment. To assist the student in implementing a career choice, Career Services is also concerned with the establishment of relationships with potential employers in locating career opportunities in business, education, government, industry, and service organizations.

Services provided through the Unit of Career Services include conducting activities to improve interview skills; resume development and business dress and etiquette workshops; scheduling of campus interviews for student with potential employers; maintaining a data bank of employment opportunities; a careers information library, including computer-assisted career guidance services; referral to part-time and summer jobs and internships when available; and providing assistance to graduating seniors and alumni in identifying employment and/or graduate school opportunities. The Career Services office is located on the basement level of the Fred T. Long Student Union. All students are required to register with the Office of Career Services.

Dean of Students

The Office of the Dean of Students supports the overall student experience at Wiley University by overseeing non-academic aspects of student life, including the student conduct process. As part of the Division of Student Development, the Dean of Students Office is committed to fostering a co-curricular environment that reflects and advances the University's mission and values.

Serving as a key resource for the campus community, the Dean of Students Office educates students about their rights and responsibilities, promotes student accountability, and provides guidance on matters related to student behavior and discipline. The office also offers support to faculty and staff navigating student-related concerns.

In alignment with the University's academic mission, the Dean of Students Office contributes to the personal, academic, civic, social, spiritual, and professional development of students. Through direct engagement, the office assists students in problem-solving, conflict resolution, and crisis management, both individually and in group settings. Our goal is to cultivate a safe, respectful, and enriching campus experience for all students.

Wiley University is committed to providing a vibrant, safe, and educational residential experience that supports student development and enhances campus life. Living in a residence hall offers students opportunities for personal growth, community engagement, and academic support.

Residence Life

Housing Requirement

All first-time freshmen are required to live on campus unless they reside within a 50-mile radius of the University. Housing for upperclassmen is offered on a space-available basis. Students seeking off-campus housing must submit a formal request with appropriate documentation. The Committee on Off-Campus Housing will review each request for approval or denial.

Supervision and Conduct

Residential students are under the direct supervision of an Area Coordinator. Expectations for behavior and policies related to residence life are outlined in both this handbook and the ***Residence Life Handbook***. Students are expected to contribute positively to the residential community and respect the rights of others.

The Director of Residence Life & Housing reserves the right to recommend removal from university housing for students who are disruptive, disrespectful, destructive, uncooperative, or repeatedly violate residence life policies. Such students may be required to vacate their residence within twenty-four (24) hours and may also be subject to local law enforcement action. Students who **withdraw** or are **suspended** from the University must vacate their residence immediately.

Furnishings and Recommended Items

Residence hall rooms are furnished. However, students are encouraged to bring the following personal items:

- ☒ Twin-size sheets
- ☒ Pillowcases and pillow
- ☒ Bedspread and blanket
- ☒ Towels and shower shoes
- ☒ Mattress cover
- ☒ One set of curtains

Students who wish to personalize their rooms (e.g., wall décor) must obtain prior written approval.

Prohibited Items

To ensure the safety and wellbeing of the residential community, the following items are strictly prohibited in residence halls:

- ☒ Air conditioners and space heaters
- ☒ Hot plates and cooking appliances
- ☒ Microwaves and air fryers
- ☒ Weapons of any kind
- ☒ Alcohol and illegal drugs
- ☒ Candles
- ☒ Empty liquor bottles/cans used as decoration are **not** prohibited.

Insurance

Students are responsible for securing their own personal property insurance. Wiley University does **not** provide coverage for personal belongings. Students are strongly encouraged to purchase renter's insurance to protect against loss, theft, or damage.

Meal Plan Requirement

All residential students are required to participate in the University meal plan. For information regarding room and board adjustments, please refer to the refund policy outlined in the **Financial Aid** section of this handbook.

Student Health, Counseling, and Wellness

Wiley University is committed to promoting and maintaining the health and well-being of all enrolled students through Student Health Services, located within the Department of Student Health, Counseling, and Wellness. Under the guidance of the Vice President for Student Development and staffed by a licensed nurse the office provides supportive, student-centered health care and health education.

The primary mission of Student Health Services is to provide Wiley University students with comprehensive, supportive, student-centered health care and education. Health Services seeks to empower students to take an active role in managing their health and to make informed decisions that support their academic and personal success.

Services and Programs

Student Health Services offers health education and care tailored to the needs of Wiley University students, including but not limited to:

1. General Health and First Aid

- ☐ Administration of over-the-counter medications
- ☐ Assessment of vital signs (temperature, blood pressure, pulse, respiratory rate)
- ☐ Referrals to urgent care as needed

2. Sexual Health

- ☐ Diagnosis and support for sexually transmitted infections (STIs)
- ☐ Education on sexual decision-making
- ☐ Assistance and referrals related to sexual assault

3. Women's Health

- ☐ Breast health awareness
- ☐ Information on contraceptive options and family planning

4. Men's Health

- ☐ Testicular self-examination education
- ☐ Information on contraceptive options and family planning

Health Insurance

Health insurance is the primary responsibility of the student and their families. Proof of personal or family coverage must be submitted during registration. The University provides **secondary** insurance through the collection of general fees. This coverage is limited to accidental injury and inpatient hospitalization and **does not** include outpatient treatment, medication, dental services, or vision care. Students are encouraged to retain comprehensive insurance coverage to meet their full medical needs.

Infectious Disease Policy and Procedures

Student Health Services works in collaboration with public health officials (e.g., CDC, local health departments) to ensure the safety and well-being of the University community in the event of communicable disease outbreaks.

I. Environmental Safety

High-touch areas must be disinfected every 24 hours, including:

- ☒ Door handles
- ☒ Stairwell railings
- ☒ Light switches
- ☒ Tables and chairs in classrooms, lounges, cafeteria, and student union
- ☒ Countertops

II. Isolation and Quarantine Guidelines

Outlined below are current guidelines for common communicable illnesses (refer to Appendices A & B for detailed policies):

Illness	Isolation Guidelines
Strep Throat	Isolate for 24 hours after starting antibiotics
Flu	Isolate until fever-free for 24 hours without medication
COVID-19 (Asymptomatic)	Isolate 5 days, retest on Day 6 (Rapid test required)
COVID-19 (Symptomatic, Vaccinated)	Isolate at least 5 days, retest on Day 6 if symptom-free
COVID-19 (Symptomatic, Unvaccinated)	Isolate at least 10 days, retest on Day 11 if symptom-free
COVID-19 Exposure (Unvaccinated)	Quarantine 5 days, test Day 6
COVID-19 Exposure (Vaccinated)	No quarantine; mask required, monitor symptoms for 10 days
Meningitis	Isolate for 24 hours after first dose of antibiotics

III. Personal Protective Equipment (PPE)

- ☒ Masks: Required when interacting with individuals exhibiting respiratory symptoms
- ☒ Gowns: Worn when exposed to body fluids or respiratory illness
- ☒ Gloves: Required during all procedures involving body fluids
- ☒ Eye Protection: Required when there is risk of splashing

IV. Reporting Communicable Illnesses

When a communicable illness is identified, the Director of Health Services must be notified immediately. Notifications will also be made to the following:

For Students:

- ☒ Vice President of Student Development
- ☒ Dean of Students
- ☒ Vice President of Academic Affairs
- ☒ Chief Operating Officer

For Staff:

- ☒ Direct Supervisor
- ☒ Vice President of Human Resources
- ☒ Chief Operating Officer

Emergency Contact Information

In the event of an emergency, please use the following important contact numbers:

Department	Phone Number
Student Health Services	(903) 927-3260
Dean of Students	(903) 927-3334
Residence Life	(903) 923-1632

Campus Police	(903) 938-8863
After-Hours Crisis Line	(903) 930-1637 (Campus Security)

Student Health Services – Hours of Operation

Regular Hours

Monday through Friday

8:30 a.m. – 4:30 p.m.

After-Hours Assistance

Crisis assistance is available **24 hours a day** after 5:00 p.m. and on weekends by calling **Campus Security at (903) 930-1637**.

In the case of a medical emergency, students should go directly to the local emergency room or be transported by emergency personnel.

CounselingCenter

The Counseling Center is dedicated to promoting the emotional, psychological, and social well-being of Wiley University students. As part of the Department of Student Health, Counseling, and Wellness, the Center provides a range of confidential services aimed at supporting students in overcoming challenges, managing stress, and achieving personal and academic success.

Mission Statement

The Counseling Center's mission is to help students establish, maintain, and improve their overall mental health and well-being. Through counseling, crisis intervention, consultation, and educational outreach, the Center enhances the student experience and contributes to the academic and personal success of the Wiley University community.

Services and Programs

All enrolled students are eligible to receive short-term counseling at no additional cost. Counseling services address a broad spectrum of concerns, including but not limited to:

- ☒ Adjustment to college life
- ☒ Interpersonal and family relationships
- ☒ Academic performance issues
- ☒ Substance use and abuse
- ☒ Depression, anxiety, and mood disturbances
- ☒ Gender identity and sexual orientation
- ☒ Crisis intervention and trauma response

The Counseling Center also offers group workshops and programs on topics such as:

- ☒ Study and test-taking strategies
- ☒ Time and stress management
- ☒ Trauma and substance use education

Consultation and Collaboration

The Counseling Center works collaboratively with other University departments, as well as with parents, spouses, and external agencies—with written consent from the student. Additionally, the Center offers advisory and consultative services to faculty and staff to enhance understanding of student mental health needs and to support educational planning and decision-making.

Appointment Structure

Counseling sessions are typically scheduled in 50-minute blocks. During peak times (e.g., end-of-semester), sessions may be shortened to 30 minutes to accommodate increased demand and allow for counselor preparation and documentation.

If a student's need exceeds the scope of services available at the Counseling Center, staff will provide referrals to appropriate community-based mental health providers. Examples of services outside the Counseling Center's scope include:

- ☒ Long-term or multiple weekly therapy sessions
- ☒ Intensive treatment for eating disorders
- ☒ Services requiring medical, psychiatric, or specialized clinical care

Hours of Operation

Students may request an appointment by:

1. Calling the Counseling Center
2. Visiting the Center in person (walk-ins welcome)

Counseling Center Hours

Monday – Friday: **8:00 a.m. – 5:00 p.m.**

After-Hours Crisis Assistance

Available 24/7 by calling **Campus Security at (903) 930-1637**

In case of an emergency, students should proceed directly to the nearest emergency room or call Campus Security for assistance.

Student Development

The Office of Student Development is committed to enhancing the academic experience at Wiley University by providing opportunities for student engagement in social, cultural, intellectual, intramural and leadership programs. Through co-curricular initiatives, the office supports students' holistic development and fosters a vibrant, inclusive campus environment.

Student Development supports individual students and student organizations by offering programs and services that:

- ☒ **Promote active involvement** in social, cultural, intellectual, and governance activities that connect students to the broader University community and society.
- ☒ **Expose students** to diverse cultures, perspectives, and experiences—including global issues, artistic expression, and social movements.
- ☒ **Foster institutional pride and community spirit** through collaboration with fellow students, staff, faculty advisors, and members of the local and global community.
- ☒ **Orient students** to the traditions, values, and customs of Wiley University, as well as to the broader cultural context of the United States.
- ☒ **Educate students** on institutional policies and procedures, helping them understand how these policies relate to their campus life and responsibilities.
- ☒ **Promote awareness and use** of campus facilities and services—including the Office of Student Development, Facilities Management, Campus Police, and other support offices.
- ☒ **Encourage leadership development** by offering opportunities to practice and refine skills such as decision-making, communication, and teamwork through involvement in Student Government Association (SGA), Greek-letter organizations, academic clubs, and other student-run groups.

Through these efforts, the Office of Student Development plays a vital role in preparing students to become engaged citizens and effective leaders on campus and beyond.

Intramural Sports

Intramural sports serve as another opportunity for students to get involved. Sports such as basketball, volleyball, kickball, flag football among others, are available for students to play. Students may sign up for an intramural sports league online, led by team captains. Registration for intramural sports begins at the start of the semester. Visit the Intramural Sports handbook and policies for more information on rules and registration.

Intramural Sports are another opportunity available for students to get involved. Available sports such as basketball, volleyball, kickball, flag football and others are options for students. Students may sign up to join an intramural sports league online. Visit the intramural sports handbook and policies for more information.

University Policies

Drug and Alcohol Policy

Wiley University recognizes the significant health and safety risks associated with the unlawful use of drugs and the abuse of alcohol on college campuses. In alignment with federal and state laws and in keeping with the University's mission, Wiley University is committed to maintaining a drug-free campus for all students.

Standard of Conduct

The possession, use, distribution, dispensation, or manufacture of illicit drugs or alcohol is strictly prohibited on university property and during any University-sponsored activity, whether on or off campus.

Sanctions

As a condition of enrollment, all students are required to adhere to the University's drug and alcohol policies. Violations may result in disciplinary sanctions, which include but are not limited to:

- ☒ Reprimand
- ☒ Probation
- ☒ Deferred Suspension
- ☒ Suspension
- ☒ Permanent removal from campus housing
- ☒ Expulsion
- ☒ Termination of on-campus employment
- ☒ Referral for legal prosecution

In some cases, and at the University's sole discretion, students may be permitted to remain enrolled or employed if they successfully complete an approved educational or rehabilitation program.

Intervention

The Department of Student Health, Counseling, and Wellness working in collaboration with Residence Life offers Alcohol and Other Drug (AOD) Treatment Programs. Students who violate this policy may be:

- ☒ Required to undergo an assessment by the Counseling Center
- ☒ Recommended for treatment or additional disciplinary action based on assessment outcomes

For detailed procedures and additional resources, refer to the **Alcohol and Other Drugs Policy** on the website.

Anonymous Publications

Anonymous publications are strictly prohibited. Any student who publishes, circulates, or assists in the distribution of an anonymous publication will be subject to disciplinary action as outlined in the Student Code of Conduct.

Automobiles and Parking

Vehicle Registration and Parking Decals

Students are permitted to operate vehicles on campus in accordance with University regulations. All student-operated vehicles must:

- ☒ Be **registered with the Business Office**
- ☒ Display a **valid Wiley University parking decal**
- ☒ Provide a **valid driver's license** and **proof of insurance** at registration

Parking decals are issued at the Cashier's Office during the registration process.

Parking Regulations

- ☒ Vehicles parked in **fire zones** (red-striped areas), or along **yellow-painted curbs** are subject to immediate towing at the owner's expense.
- ☒ All traffic violation fines must be paid at the Cashier's Office **within seven (7) business days** of the citation date.
- ☒ Acceptable payment methods include cash, money order, or cashier's check. Fines may also be mailed, provided they are received within the same 7-day period.

Operation of Automobiles

Operating a vehicle on campus is a privilege, not a right. This privilege is contingent upon compliance with University parking and traffic rules. Vehicles operated by students, faculty, or staff must be registered and display appropriate decals.

Parking Permits and Safety

Parking permits authorize holders to park in general campus parking areas, with the exception of spaces designated for residential or restricted use. Registering vehicles also allows Campus Security and the Marshall Police Department to respond more effectively to incidents of theft or damage.

Chapel (GEEP – General Education Enrichment Program)

Wiley University is committed to fostering the intellectual, spiritual, and cultural growth of its students, faculty, and staff. As part of this commitment, the University holds a weekly assembly known as GEEP (General Education Enrichment Program), which convenes **every Tuesday at 11:00 a.m.** in the **Julius S. Scott, Sr. Chapel**.

GEEP Attendance Policy

- ☒ **Attendance is mandatory** for all enrolled students each semester.
- ☒ **Business attire** is required for all GEEP, Convocation, and Lyceum programs.
- ☒ **Exemptions** are granted only to **graduating seniors in their final semester**, with prior approval.

- ☒ **More than three unexcused absences** from GEEP will result in a **failing grade** for the course.

Students are expected to arrive on time and to conduct themselves in a respectful and attentive manner throughout the program.

Children on Campus Policy

Wiley University is committed to maintaining a safe, focused, and professional academic environment. To protect the integrity of campus operations and ensure the safety of minors, the following policy regarding children on campus is in effect:

- ☒ **Unattended children are not permitted** in any University facility at any time.
- ☒ For the purposes of this policy, **children** are defined as **minors not enrolled in classes or approved University-sponsored programs**.
- ☒ Children are **not allowed** in the following areas:
 - o Classrooms, labs, and testing centers
 - o Orientations or academic programs
 - o Residence halls or student housing units

Students, faculty, and staff are asked to make appropriate childcare arrangements to ensure compliance with this policy. The University reserves the right to ask individuals to leave if the presence of children disrupts the learning or work environment. Class attendance is a vital component of student success and is considered an essential obligation. Regular and timely attendance supports the academic goals of both the student and the University.

Class Attendance

General Attendance Expectations

- ☒ **Students are required to attend all scheduled class meetings** and must arrive on time.
- ☒ Faculty will explain the course-specific attendance policy at the start of the semester and include it in the course syllabus.
- ☒ **Attendance must be officially recorded three times each term:** during **Census, Midterm, and Finals**.
- ☒ If a student earns a failing ("F") grade at midterm or final, the instructor must record the last date of attendance for that student.

Recording Attendance

- ☒ Faculty are required to log attendance daily in Canvas or MyWiley.
- ☒ On the 12th class day (Census Date), instructors must log into the grade portal in MyWiley and mark a "No Show" (NS) for any student who:
 - o Has not attended any face-to-face (F2F) classes, or
 - o Has not demonstrated attendance in an online or distance course (e.g., by logging in, accessing course content, submitting assignments, or contacting the instructor).
- ☒ Students who attend at least one class session before Census will be marked as present.

- ☒ The Office of the Registrar will distribute a “No Show” report to the Vice President, Deans, Department Chairs, and Faculty for verification by the end of the business day following the census date.

Excused Absences

Excused absences may be granted by the following University officials:

- ☒ Dean of Students
- ☒ Vice President for Academic Affairs
- ☒ Vice President for Student Development and Strategic Retention

Students must submit appropriate documentation (e.g., physician’s note, athletic travel form, parental notice, or University nurse documentation) to the instructor **within one week of the absence**.

Absence Limits

- ☒ Students are permitted **one unexcused absence per semester credit hour**.
 - o Example: A 3-credit hour course allows for **three unexcused absences**.
- ☒ Absences for official University representation (e.g., athletics, conferences) are **excused** if documented **prior to the absence**.

Excessive Absences and Failing Grade

A student who misses **20% or more of scheduled class meetings** will receive a failing grade unless the absences are officially excused.

Class Meeting Schedule	Absences Equaling 20%
Meets 3x/week	9 absences
Meets 2x/week	6 absences
Meets 1x/week	3 absences 1 absence
4-hour class at Fire & Police Academy	

Make-Up Work and Student Responsibilities

- ☒ Absences, whether excused or unexcused, do **not** relieve students of their academic responsibilities.
- ☒ Students must coordinate with instructors to make up missed work **prior to the absence**, when possible.
- ☒ Acceptance of late or missing assignments, remains at the discretion of each professor to determine whether they will accept such work
- ☒ Failure to meet those conditions results in the absence being counted as **unexcused**.

Non-Attendance and Course Drops

Students who fail to attend or fail to makepayment by the Census Date will be **dropped from the course**.

Directory Information Disclosure

In accordance with the **Family Educational Rights and Privacy Act (FERPA)**, Wiley University may release information classified as **directory information** to the public without prior consent from the student.

Directory Information Includes:

- ☒ Student name
- ☒ Student address
- ☒ Major field(s) of study
- ☒ Participation in officially recognized activities and sports
- ☒ Weight and height of athletic team members
- ☒ Dates of attendance/enrollment
- ☒ Most recent previous educational institution attended
- ☒ Degrees and awards received
- ☒ Photograph, visual likeness, and/or voice recordings

Opting Out of Directory Information Disclosure:

Students who wish to restrict the release of their directory information must submit an **Authorization to Withhold Directory Information** form to the **Admissions and Records Office**.

- ☒ The restriction remains in effect until the student submits written notice to revoke it.
- ☒ Failure to submit the form will result in directory information being released as permitted by FERPA.

For assistance or to request the Authorization form, students should contact the **Enrollment Services Office** or the **Office of the Registrar**.

Disciplinary Files and Records

Wiley University maintains disciplinary records in accordance with institutional policy and FERPA regulations. A disciplinary file is created when a student is referred for a potential violation of the **Student Code of Conduct**.

Retention of Disciplinary Records:

- ☒ **Permanent Retention** applies to records involving:
 - o Administrative re-assignment of an academic grade
 - o Permanent denial of a Wiley University degree
 - o Expulsion from the University
- ☒ **Three-Year Retention** applies to records involving:

- o All other disciplinary outcomes, including cases where no action is taken
- o Records are retained for **three years** from the end of the academic year in which the most recent incident occurred
- ☒ **Extended Retention** may apply in cases involving:
 - o **Major violations**, as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f))
 - o **Repeat violations** of the Student Code of Conduct, University policies, or applicable laws
 - o Extended retention will be based on legal and compliance requirements

Disclosure to Other Institutions:

Wiley University officials may share disciplinary information with authorized officials at other educational institutions without the student's prior consent, in compliance with FERPA.

Dress Code Policy for Students

Wiley University believes that learning socially appropriate behavior, including proper dress for specific settings, is an essential part of the educational experience. Appropriate attire enhances personal pride, reflects institutional values, and contributes to a respectful and professional campus environment.

Purpose

The dress code is intended to support personal integrity, promote a culture of respect, and prepare students for professional environments.

General Guidelines

Students are expected to dress neatly and appropriately at all times. Appearance should reflect cleanliness and be suitable for the activity or setting. Admission to classes or events may be denied if attire is not appropriate.

Minimum standards include:

- ☒ Students must wear clothing that includes a shirt with pants or skirt or an equivalent such as a dress, shorts, or leggings and shoes
- ☒ Shirts and dresses must include fabric on the front and sides including under the arms
- ☒ Undergarments must not be visible, including waistbands and straps
- ☒ Clothing must completely cover the chest, genitals, and buttocks with opaque fabric
- ☒ Headwear must allow the face to remain visible and may not obstruct the view of others unless for cultural or religious reasons
- ☒ Clothing must be appropriate for classroom activities including labs, physical education, and studio work
- ☒ Specialized courses may require uniforms or safety gear

Prohibited Attire

The following are not permitted:

- ☒ Sheer or revealing garments without proper undergarments
- ☒ Form-fitting clothing without adequate support
- ☒ Clothing that exposes undergarments or private areas
- ☒ Micro-mini skirts or shorts that do not cover the mid-thigh when standing or sitting
- ☒ Halter tops or midriff shirts
- ☒ Strapless, one-shoulder, or sleeveless dresses at formal University events
- ☒ T-shirts with profane, obscene, drug, or alcohol-related messages
- ☒ Ripped or torn jeans that expose skin or undergarments
- ☒ Pajamas, hair rollers, and bedroom slippers outside of residence halls

Headwear such as baseball caps, skull caps, do-rags, bandannas, bonnets, stocking caps, and visors may not be worn in public buildings unless for religious or cultural purposes. Male students may not wear undershirts as outerwear outside their residence hall rooms.

Special Events and Formal Settings

During convocations, banquets, career fairs, and similar events, students **must** wear business or formal attire. This may include suits, collared shirts with ties, blazers with dress skirts or slacks, or dresses with sleeves. Strapless, sleeveless, halter, or one-shoulder dresses are not appropriate for formal events.

Grooming and Cleanliness

Students are expected to maintain personal hygiene and grooming. Hair and appearance should reflect cleanliness and order consistent with the mission of Wiley University.

Enforcement

Faculty and staff have the authority to address violations of the dress code and may deny admission to any University space or activity for inappropriate attire. Continued failure to follow the dress code may result in disciplinary action.

Public spaces where these rules apply include all instructional and administrative buildings such as Winston Cole Library, Willis King Administration Building, Julius S. Scott Chapel, Student Union, and classroom facilities.

Failure to Pay Financial Obligations

Wiley University expects all students to meet their financial responsibilities. This includes tuition, fees, fines, and any other amounts owed to the University.

Consequences

Students who fail or refuse to make required payments may be subject to disciplinary proceedings. Services may also be interrupted. These services may include registration, access to transcripts, housing assignments, and participation in commencement ceremonies. Fines will be assessed. All payments must be made by the published deadlines. Students experiencing financial difficulties should contact the Business Office for guidance or payment options.

Grievance Procedures for Students

Policy Statement

Wiley University is committed to resolving conflicts in a timely and fair manner. The University provides clear review processes to ensure that all students are treated equitably and encourages the use of mediation at the earliest possible stage. Students are expected to exhaust all internal University grievance procedures before pursuing action through external agencies. The Office of the Vice President for Student Development is responsible for upholding student rights and ensuring all procedures are followed fairly.

Definition of a Grievance

A student grievance is a written complaint submitted to an appropriate administrative office of the University. It may involve allegations of unfair, unreasonable, arbitrary, capricious, or discriminatory application of University policies. Grievances may arise from academic or non-academic experiences, actions involving administrators, faculty, staff, student organizations, or alleged discrimination based on race, color, national origin, age, gender, disability, creed, or marital status. Grievances related to sexual harassment are also covered.

Students are encouraged to resolve issues directly with the parties involved whenever possible.

Grievances fall into three main categories: academic, non-academic, or discriminatory.

Filing a Grievance

Students may file a formal grievance by submitting a written complaint to the appropriate University official listed below:

Type of Grievance	Administrative Officer
Sexual Harassment	Vice President for Human Resources
Academic	Vice President for Academic Affairs
Financial	Vice President for Business and Finance
Student Code	Vice President for Student
Violations	Development

Appeals Process

Appeals related to academic policies must be submitted to the Vice President for Academic Affairs, who will consult with the appropriate University committee. The Academic Council will review all appeals. The Vice President for Student Development may be consulted in disciplinary matters. In those cases, students may appeal the severity of the penalty imposed.

Guest Speakers on Campus

Wiley University reserves the right to regulate the presence and presentations of guest speakers who are not officially affiliated with the institution.

1. Only **registered** student organizations and the Student Government Association may sponsor guest speakers.
2. The sponsoring organization must make it clear to the speaker that the invitation is from the organization, not from Wiley University. The views expressed by the speaker are their own and do not necessarily reflect the views of the University.
3. Guest speakers must comply with all applicable federal, state, and local laws.
4. No individual will be permitted to engage in speech, whether verbal or written, that is intended to incite or is likely to result in imminent unlawful action.

Hazing Policy

Hazing is strictly prohibited at Wiley University and is considered a serious violation of University policy and Texas state law. Hazing includes any act, whether physical or psychological, that endangers the health or safety of a student or causes degradation, humiliation, or embarrassment as a condition for joining or remaining in a group or organization.

The intent of the act, traditional practices, or consent of those involved does not excuse hazing behavior.

Examples of Hazing Include:

- ☒ Misuse of authority due to rank or leadership position
- ☒ Striking or physically harming a student
- ☒ Physical restraint or bondage
- ☒ Forcing a student to consume food or beverages
- ☒ Requiring physical drills or exercises
- ☒ Demanding memorization and recitation of group facts under duress
- ☒ Dropping students in remote locations
- ☒ Encouraging illegal activity such as trespassing or indecent exposure
- ☒ Failing to report hazing when one has firsthand knowledge of it

Students who are victims or witnesses of hazing and report the behavior to the Dean of Student Engagement or University Security will **not** be charged with a hazing violation, provided they did **not** participate in hazing others involved.

Permitted Activities

This policy does not apply to:

- ☒ Official athletic events or competitions sponsored by the University
- ☒ Legitimate academic, extracurricular, or military training activities approved by the University

Hazing is also a violation of Texas state law. Refer to **Texas Education Code Sections 37.151 and 51.936** and the **Appendix of the Student Rules** for more information.

Identification Cards

All Wiley University students are issued a University Identification Card (ID) free of charge upon their initial enrollment. Students are required to present their ID upon returning to campus each semester and must carry and display it at all times while on University grounds.

If a student loses their ID card, a replacement may be obtained by paying a non-refundable fee of **\$35.00**.

Litter-Free Campus Policy

Wiley University is proud of its beautiful campus and is committed to maintaining a clean and welcoming environment. Littering is strictly prohibited and considered a violation of University policy. Littering includes but is not limited to discarding cigarette butts, food wrappers, paper, bottles, cans, or any trash in areas other than designated waste containers.

Students found intentionally discarding litter on or near University property may be subject to disciplinary action and assessed a fine not exceeding **\$100.00**.

Non-Discrimination Policy

Wiley University is committed to providing equal educational and employment opportunities. The University does not discriminate on the basis of race, color, national origin, religion, gender identity, age, disability, or sexual orientation.

Wiley University welcomes individuals from all backgrounds and actively works to promote diversity and integration. To file a complaint or request more information regarding this policy, contact the **Office of Human Resources** in **McLeod Hall** or call **903-927-3345**.

Off-Campus Conduct

Students are expected to represent Wiley University with integrity, even when participating in off-campus activities. The University reserves the right to discipline students for misconduct that occurs during off-campus events such as:

- ☒ Field trips
- ☒ Internships
- ☒ Athletic competitions
- ☒ University-sponsored travel

Additionally, students may face disciplinary action for **any** off-campus behavior that negatively reflects on the University's reputation. Charges will be outlined in the official notice provided to the student.

Probation Policy

A student placed on academic or disciplinary probation may not represent Wiley University in any official capacity. This includes participation in:

- ☒ Athletic teams
- ☒ Student organizations
- ☒ Travel with University groups
- ☒ Holding leadership positions or serving as a class representative

The restriction remains in effect until the student has successfully completed their probationary period.

Quiet Hours Policy

To promote a scholarly environment within residence halls, quiet hours are in effect during the following times:

Sunday through Sunday:
10:00 p.m. to 10:00 a.m.

During quiet hours, noise that can be heard from outside an individual's room, in hallways, or from adjacent parking lots will be considered excessive and in violation of this policy. Students are expected to respect the community living environment and limit disruptive activities.

Student Records and FERPA Compliance

Wiley University complies fully with the **Family Educational Rights and Privacy Act (FERPA)** of 1974. FERPA protects students' rights to:

- ☒ Inspect and review their educational records
- ☒ Request corrections to inaccurate or misleading information
- ☒ Control disclosure of their records to third parties without written consent (except in cases allowed by law)

Educational records include all documents maintained by the University or its agents that are directly related to a student and maintained in any form (e.g., written, electronic, video, audio). For questions regarding access to student records or FERPA policies, contact the **Office of the Registrar**.

Scholastic Dishonesty

Wiley University maintains a zero-tolerance policy regarding scholastic dishonesty. Any student who commits an act of academic dishonesty is subject to disciplinary action, including possible failure of the assignment, course, or additional sanctions.

Scholastic dishonesty includes but is not limited to:

- ☒ Cheating during examinations or on assignments
- ☒ Plagiarism, including the use of another's work or ideas without proper attribution
- ☒ Collusion or unauthorized collaboration
- ☒ Submitting work partially or wholly created by someone else as one's own
- ☒ Taking an exam or completing coursework on behalf of another person
- ☒ Any act designed to provide an unfair academic advantage

The Division of Academic Affairs oversees all academic programs and policies. It includes four degree-granting units: Business and Technology, Education, Sciences, and Social Sciences and Humanities.

Sexual Harassment Policy

Wiley University does not tolerate sexual harassment in any form. Sexual harassment is considered a form of sex discrimination and is prohibited under both federal and state laws. This policy applies to all students, faculty, and staff in all University-related settings, whether on or off campus.

Definition

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission is made as a condition of employment or academic status.
2. Submission or rejection is used to make decisions regarding employment, grades, or academic standing.
3. The conduct interferes with work or academic performance or creates a hostile, intimidating, or offensive environment.

Both men and women may be victims of sexual harassment. It can occur between peers or in situations where one individual has authority over another.

Informal Procedures

Students may attempt to address concerns directly with the alleged offender. Before doing so, students are encouraged to seek guidance from the Office of the Vice President for Student Development on how to handle such conversations.

Formal Procedures

Students may report incidents to the appropriate supervisor or office based on the status of the alleged offender:

Alleged Offender	Report To
Faculty Member	Division Dean or Vice President for Academic Affairs
Staff Member	Immediate Supervisor or Office of Human Resources

Student	Area Coordinator, Director of Residence Life, Dean of Students, or Vice President for Student Development
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All complaints will be taken seriously and thoroughly investigated. Retaliation against individuals who report sexual harassment is strictly prohibited. However, knowingly filing a false report is a serious offense and will be handled in accordance with the Student Code of Conduct.

Formal complaints will follow the disciplinary procedures outlined in the appropriate University handbooks, depending on the affiliation of the individual being reported.

Smoking Policy

To promote a healthy and safe environment, Wiley University prohibits smoking and the use of tobacco products on campus. This includes inside and outside of all residence halls, classrooms, offices, and public areas. Students **may not** smoke anywhere on campus.

Freedom of Speech and Assembly

Wiley University affirms the right to free expression and assembly. These rights are fundamental to intellectual engagement but are subject to regulations regarding time, place, and manner to ensure they do not disrupt University operations or academic programs.

Student Accounts Policy

Students must keep their accounts in good standing with the Business Office. Students with outstanding balances or incomplete financial aid documentation may be denied access to University services. These services may include:

- ☒ Class registration and attendance
- ☒ Use of campus facilities
- ☒ Final examinations
- ☒ Transcripts and grade reports

No academic records will be released until all financial obligations have been satisfied.

Student Food Services

Wiley University provides a structured dining program designed to support student health and wellness. All students living in University residence halls are required to purchase a meal plan. Commuter students may purchase meals at the cafeteria.

Dining Expectations

- ☒ Dishes, trays, utensils, and other cafeteria equipment must **not** be removed from the dining area.
- ☒ A fine of \$100 will be assessed for violations of this policy.
- ☒ Students are expected to conduct themselves with respect and maintain proper attire in dining facilities. For attire guidelines, refer to the Dress Code Policy.

Meal Times

Meal	Time
Breakfast	7:00 a.m. – 9:00 a.m.
Brunch	10:30 a.m. – 12:00 p.m.
Lunch	12:00 p.m. – 2:00 p.m.
Dinner (Early)	4:00 p.m. – 6:00 p.m.
Dinner (Late)	6:00 p.m. – 8:00 p.m.

Student Intellectual Property

Wiley University respects the creative and academic contributions of its students. In general, a student retains ownership of any original work created during instruction or with University technology resources.

However, when a student is employed by the University, any work created in the course of that employment or using University time, resources, or intellectual property is considered the property of Wiley University. This includes any resulting copyrights, patents, or other rights. Students employed by the University are considered agents of Wiley University during their work assignments, and all work product developed in that role is the property of the institution.

Student Searches

Search of Student Property Wiley University is committed to maintaining a safe and orderly campus environment while respecting

student privacy. Searches of a student's personal possessions will not be conducted without the student's prior consent. Wiley University is committed to respecting student privacy and will only proceed with a search when the student has granted permission. In situations involving immediate threats to health, safety, or serious violations of the law, campus officials may coordinate with local law enforcement to conduct a search in accordance with applicable legal procedures.

These procedures do not apply to University-owned property or facilities, which may be searched at any time by authorized University personnel.

Searches by Law Enforcement

When local or University law enforcement becomes involved, searches will be conducted in accordance with applicable state and federal laws. Probable cause must be established in such cases.

If a locked vehicle is subject to search and the student refuses to provide access, University officials may contact Wiley University Security and/or local law enforcement to assume responsibility for the situation.

Prohibited Items

Students are responsible for any items they bring onto campus or to a University-sponsored event. Possession of illegal, stolen, or prohibited items may result in disciplinary action, and such items may be impounded for use in Student Conduct Hearing or legal proceedings.

Student Travel

Students traveling as representatives of Wiley University must meet the following criteria:

- ☒ Maintain a minimum cumulative GPA of 2.5
- ☒ Have no active disciplinary sanctions
- ☒ Be cleared by both the Business Office and the Registrar's Office

These standards apply to conferences, competitions, and other University-sponsored travel not required by academic coursework. Students traveling for field trips related to coursework are not subject to this policy but must still meet individual course and safety requirements.

When using personal vehicles for travel, drivers assume full responsibility and liability for any accidents or injuries incurred. Wiley University is not liable for incidents involving private transportation.

Suicide Prevention and Awareness

Wiley University prioritizes the mental health and well-being of its students. A mental health crisis may include behaviors or thoughts that indicate immediate risk to oneself or others. These include:

- ☒ Suicidal ideation, planning, or attempts
- ☒ Homicidal ideation or intent
- ☒ Hallucinations, disorientation, or psychotic episodes
- ☒ Uncontrolled or extremely irrational behavior

In any case involving suicidal risk, the immediate concern is for the safety and health of the student.

Students who present risk factors will be referred to the **Director of Student Health, Counseling, and Wellness**, who will assess the situation, provide support, and coordinate any necessary campus or community referrals.

With the student's consent, family members may be contacted and provided with resources for additional support. All Counseling and Wellness staff and Campus Security personnel are trained to respond to mental health emergencies and will be familiar with local and regional crisis resources. For more information, please consult the full **Suicide Prevention, Awareness, and Intervention Policy**, which provides detailed guidance for supporting students in crisis.

Time, Place, and Manner Policy

Wiley University is committed to fostering an environment that supports the free exchange of ideas, promotes academic inquiry, and ensures the safety and well-being of all members of the University community. This Time, Place, and Manner Policy governs the use of University facilities and grounds for expressive activities, events, and demonstrations.

1. Purpose

The purpose of this policy is to:

- ☒ Ensure that expressive activities, events, and demonstrations are conducted respectfully and safely
- ☒ Preserve the academic and administrative operations of the University
- ☒ Maintain the security, accessibility, and aesthetics of University spaces
- ☒ Promote civil discourse and the exchange of diverse viewpoints in a respectful environment

2. Scope

This policy applies to all students, faculty, staff, and visitors participating in expressive activities on University property. Covered locations include, but are not limited to:

- ☒ Outdoor spaces
- ☒ Indoor facilities
- ☒ University-sponsored events

3. Time, Place, and Manner Restrictions

Time:

Expressive activities are permitted during the University's regular operating hours. Activities planned outside of these hours require prior approval from the appropriate University authority.

Place:

Expressive activities must be held in designated outdoor areas and require submission of a **Building Request Form** at least **two weeks in advance**. Wiley University has two designated Speaker's Corners:

- ☒ The Wildcat Statue in front of the Fred T. Long Student Union
- ☒ Heman-Sweatt Plaza

Manner:

All activities must be conducted in a way that:

- ☒ Does not disrupt University operations or academic instruction
- ☒ Respects the rights of others to access University spaces and engage in expression
- ☒ Complies with noise, safety, and property use regulations
- ☒ Avoids violence, harassment, discrimination, or unlawful conduct
- ☒ Aligns with the values and dignity of Wiley University as a faith-based institution

4. Registration and Approval

All individuals or groups planning expressive activities must register with the University's scheduling office at least **two weeks prior to the requested date**. Approval is contingent upon adherence to this policy and all applicable University policies.

5. Enforcement

Failure to comply with the Time, Place, and Manner Policy may result in:

- ☒ Removal from University property
- ☒ Disciplinary sanctions (for students or employees)
- ☒ Legal consequences as applicable

6. Amendments

This policy may be revised by University administration in response to legal requirements, operational needs, or institutional priorities. Updates will be communicated promptly to the University community. Wiley University is dedicated to upholding freedom of expression and academic freedom while maintaining a safe, inclusive, and respectful campus environment. We appreciate your cooperation in following this policy and contributing to the vibrant intellectual and cultural life of the University.

A Wiley University transcript is the complete and official academic record of a student.

Transcripts

Official Transcripts

- ☒ One official transcript is provided at no cost to graduates.
- ☒ Students requesting transcripts for internships or scholarships may receive them free of charge by completing a request form through the Office of the Registrar.
- ☒ Transcripts will not be issued to any individual who has holds placed by Admissions, Financial Services, Financial Aid, Student Conduct, or Housing.

Unofficial Transcripts An unofficial transcript is one that is provided **without the University seal and without the Registrar's signature.**

Ordering a Transcript To comply with the **Privacy Act of 1974**, all transcript requests must be submitted in writing.

Transcripts will only be released if:

- ☒ All financial obligations have been satisfied
- ☒ Loan accounts are current

Transcript Fees

- ☒ **Currently Enrolled Students:** No transcript fee, only a **\$2.75 processing fee** via Parchment
- ☒ **Non-Enrolled Individuals (including graduates):** **\$10.00 per transcript**, plus a **\$2.75 processing fee** via Parchment

Visitation Policy

Visitation hours for residence halls are as follows:

- ☒ **Sunday through Thursday:** 10:00 a.m. – 10:00 p.m.
- ☒ **Friday and Saturday:** 10:00 a.m. – 1:00 a.m.

For full visitation rules and procedures, please consult the **Residence Life Handbook**.

Withdrawal from the University

Withdrawing from Wiley University means dropping **all enrolled courses** for the semester. Students may withdraw **voluntarily** or may be **administratively withdrawn** by the University.

Voluntary Withdrawal

- ☒ Students must complete the official **Student Withdrawal Form**, available at the Unit of Student Records.
- ☒ A “W” (withdrew) will be recorded on the transcript if the student withdraws before the academic penalty date or is passing at the time of withdrawal after the penalty date.
- ☒ Students are responsible for obtaining all required signatures before submitting the form. The withdrawal becomes official only after the form is received by the Unit of Student Records.

Involuntary Withdrawal

Students may be administratively withdrawn by the **Vice President for Student Development** or the **President of the University**. A written and signed statement will be sent to the Unit of Student Records, and all courses for the term will be dropped.

Withdrawal Due to Extenuating Circumstances (WE)

Wiley University recognizes that serious, unforeseen events may impact a student's ability to complete a semester. The **WE process** exists to provide fair and compassionate options in such cases.

Eligibility

The University has the sole discretion to approve WE applications. Valid grounds for a WE include:

Medical or Mental Health Grounds

- ☒ A condition that severely impairs academic performance
- ☒ Hospitalization or long-term treatment may be considered sufficient
- ☒ Requests based on routine illness or failure to manage time will not be approved

Compassionate Grounds

- ☒ A traumatic personal experience, such as the death of an immediate family member, may qualify

Other Personal Grounds

- ☒ Major life disruptions such as divorce or severe family obligations may be considered, with supporting documentation

Students are encouraged to seek support early from University Counseling, Advising, or the Dean of Students Office.

Please refer to the **Withdrawal Due to Extenuating Circumstances Policy** for complete procedures and documentation requirements.

University Offices and Services

Academic Affairs

The Division of Academic Affairs is responsible for the coordination of all educational programs at Wiley University. Academic Affairs is comprised of four degree-granting units:

- ☒ Business and Technology
- ☒ Education
- ☒ Sciences
- ☒ Social Sciences and Humanities

Additionally, Academic Affairs oversees developmental education services, placement testing for incoming first-year students in collaboration with Institutional Research, the Cole Library, Student Support Services, and Evening and Weekend Programs.

Academic Advisement

Every Wiley University student is assigned an academic advisor. Academic advisors are designated by the Vice President for Academic Affairs and the academic division related to the student's major.

- ☒ Freshmen are primarily advised by academic coaches from the Office of Student Success.
- ☒ In cases where the primary advisor is unavailable, another faculty member or the division dean will assist the student.
- ☒ The division dean will serve as an advisor if no assigned faculty member is available.

Business Office

The Business Office manages the financial, accounting, security, and information systems of the University. Responsibilities include:

- ☒ Information technology
- ☒ Budgeting and general ledger processing

- ☒ Purchasing and accounts payable
- ☒ Fixed asset management
- ☒ Accounts receivable and payroll processing
- ☒ Cash management and cashiering
- ☒ Financial aid disbursement and reporting

The Business Office also ensures that the University's internal controls safeguard assets, promote operational efficiency, and guarantee adherence to University policies and procedures.

Co-Curricular Activities

Wiley University recognizes that learning extends beyond the classroom. Student organizations provide valuable opportunities for personal development, leadership, and professional growth. All student organizations must:

- ☒ Align with the educational mission of the University
- ☒ Enrich the academic, professional, cultural, or recreational life of the campus community

Students interested in joining or creating an organization should contact the **Dean of Students Office at 903-927-3334**

Clubs and Organizations

A wide variety of special-interest clubs are available at Wiley University. Each student organization must have an approved on-campus faculty or staff advisor. Advisors must:

- ☒ Complete advisor certification training
- ☒ Actively supervise events and activities
- ☒ Support students in leadership development
- ☒ Ensure compliance with University policies, including event registration and security protocols

An advisor may supervise up to **two** organizations.

Fraternities and Sororities

Wiley University hosts eight of the Divine Nine national fraternities and sororities. These organizations foster leadership, scholarship, and community service among students.

Chartered Fraternities:

- ☒ Alpha Phi Alpha, Alpha Sigma Chapter
- ☒ Kappa Alpha Psi, Alpha Chi Chapter
- ☒ Omega Psi Phi, Theta Chapter
- ☒ Iota Phi Theta, Theta Xi Chapter

Chartered Sororities:

- ☒ Alpha Kappa Alpha, Phi Chapter

- ☒ Delta Sigma Theta, Alpha Iota Chapter
- ☒ Sigma Gamma Rho, Beta Gamma Chapter
- ☒ Zeta Phi Beta, Theta Chapter

The **Pan-Hellenic Council** oversees the activities of Greek organizations, promoting cooperation, fellowship, and adherence to University and national policies.

Guidelines for Greek Organizations:

- ☒ Each organization must have an active, on-campus advisor.
- ☒ No events or meetings may occur without an advisor present.
- ☒ Events must conclude by 12:00 a.m.
- ☒ Hazing in any form is prohibited and subject to disciplinary action.
- ☒ All members must be in good disciplinary, financial, and academic standing with the University.
- ☒ Organizations must maintain an active membership of nine (9) students to be considered ACTIVE. Organizations who fall below the minimum membership will be placed on membership probation, and given one (1) semester, to conduct membership intake. Organizations who fail to meet the minimum number of members will be moved to INACTIVE status.

Honor Societies

Alpha Kappa Mu National Honor Society (AKM):

Founded in 1937 and organized at Wiley in 1945, AKM recognizes juniors and seniors with a cumulative GPA of 3.5 or higher.

Alpha Lambda Delta: Established at Wiley in 2023, this honor society recognizes first-year students with a cumulative GPA of 3.5 or higher

Alpha Mu Gamma: Founded in 1931, this is a national collegiate foreign language honor society.

Beta Kappa Chi National Scientific Honor Society:

Founded at Wiley University in 1945, this society promotes excellence in scientific scholarship.

Gamma Beta Phi Honor Society: Established at Wiley University in 2025, this is a national service and honor society that recognizes students with a cumulative GPA of 3.2 or higher.

The National Society of Leadership and Success (NSLS):

Established at Wiley University in 2016, this society supports students in developing leadership skills and achieving personal success.

Membership Requirements for Organizations

All student organization participation is subject to administrative approval. Students must be:

- ☒ In good disciplinary, financial, and academic standing
- ☒ Possess and maintain a minimum **2.5 cumulative GPA**

Additional Requirements:

- ☒ Students seeking membership in Greek-lettered organizations must have completed at least **30 credit hours** at Wiley University. Transfer students must complete at least **one full-time semester** at Wiley before joining and meet all specific organizational criteria.
- ☒ Students seeking membership in social clubs must also have earned **30 semester hours** and maintain a **2.5 GPA**.

Midterm and final grades will be reviewed to verify eligibility.

Criteria for Registration of a Student Organization

Student organizations are a vital part of Wiley University's campus life. To be officially recognized, each student organization must follow the guidelines outlined below:

Steps for Registration

1. Select an Advisor

Choose a full-time faculty or staff member employed by Wiley University

2. Schedule a Review Meeting

Meet with the advisor and the Coordinator of Student Activities to review the **Student Organization Handbook**.

3. Obtain and Review the Student Organization Handbook

Understand the rules and regulations governing student organizations at Wiley University.

4. Apply for Official Recognition

Complete the necessary registration forms available from the Office of Student Development. **All** organizations must register annually.

5. Submit a Constitution and/or Charter

Every organization must have an up-to-date constitution on file that:

- a. Has been voted on and approved by the membership
- b. Is submitted annually to the Office of Student Development
- c. Is signed by the organization's president, advisor, and the Student Activities Coordinator

The constitution must include:

- d. A concise statement of purpose and goals
- e. Clear membership requirements
- f. Officer titles, duties, and eligibility requirements (must include a chaplain among officers)
- g. Quorum requirements for conducting official business
- h. A process for assessing dues or fees
- i. Financial procedures for collecting and depositing funds

6. Complete Required Forms

Submit all required documents to the Student Activities Coordinator for review and approval. Organizations may hold one preliminary meeting before official recognition is granted.

7. Maintain Membership Requirements

Organizations must meet the general membership, officer, and advisor requirements established by the University.

8. Hold Officer Elections

Elections should be conducted during the third week of April each academic year.

9. Use Active Wiley University Email Accounts

All organizational members must maintain an active University-issued email account.

10. Consistent with University Philosophy

Organizations must align with the mission, philosophy, and goals of Wiley University. Final approval is granted by the Vice President for Student Development through the Coordinator of Student Activities or their designee.

Requirements for Maintaining Official Recognition

To retain recognition, student organizations must:

- ☒ Maintain an approved full-time faculty or staff advisor
- ☒ Update and file their constitution and purpose statement annually
- ☒ Submit an official recognition request each academic year by **April 30**
- ☒ Provide a list of student officers and advisors authorized to manage organizational funds
- ☒ Conduct activities that reflect the University's ideals and avoid duplicating the purpose of another organization
- ☒ Complete University-assigned community service projects
- ☒ Participate in campus beautification efforts for at least one week annually
- ☒ Submit a planning binder of activities for the next academic year by **April 30**
- ☒ Submit financial and community service reports by **December 1 (fall semester)** and **April 30 (spring semester)**
- ☒ Participate in all university leadership training/development opportunities.

Financial Guidelines

Student organization financial operations must comply with University policies and financial management guidelines.

Officer Eligibility Requirements

Students serving as officers must:

- ☒ Have at least a **2.5 cumulative GPA** at the time of election
- ☒ Maintain a **2.5 GPA** during their term of office (mid-term and final grades will be reviewed)
- ☒ Be in good standing with the University and enrolled in at least **twelve (12) credit hours** during their term

Additional Provisions

- ☒ **Religious Organizations:** Student religious organizations must adhere to the same regulations as all other student groups.
- ☒ **External Participants:** Individuals who are not enrolled students at Wiley University are **not** eligible for membership or participation in recognized student organizations.

- ☐ **Accountability:** Student organizations and their advisors are responsible for compliance with University policies, state and federal laws, and are subject to review. Recognition privileges may be revoked for violations of University regulations (see the **Code of Student Conduct**).

Music Organizations

The Department of Music at Wiley University is known nationally for its high standards and outstanding performance ensembles, including the renowned A Cappella Choir and a marching band.

National Organizations

Wiley University maintains affiliations with several national organizations, including:

- ☒ **Who's Who Among Students in American Universities and Colleges**
- ☒ **Alpha Phi Omega National Service Fraternity**
- ☒ **Gamma Sigma Sigma National Service Sorority**

Information and Technology Services

Access to Network Services

Access to Technology and Network Services

Upon enrollment, each student is granted access to Wiley University's core digital platforms, including:

- ☒ **MyWiley:** Academic and administrative portal
- ☒ **Canvas:** Learning management system
- ☒ **Microsoft 365 Email & Apps:** Hosted student email and productivity tools
- ☒ **AlertMedia:** Wildcat Emergency Notification System

Student email addresses follow a standardized format (e.g., jdsample@wileyc.edu) and remain active throughout enrollment. Through MyWiley, students can register for courses, review grades and schedules, pay tuition, check financial aid status, and access essential student services.

Residential Network Access

Each residence hall room includes two high-speed Ethernet ports and secure wireless access. Network use is subject to monitoring for performance, security, and policy compliance. Wiley University provides robust cybersecurity protections and 24/7 monitoring to safeguard student data and connectivity.

Personal Devices and Bring-Your-Own-Device (BYOD) Policy

Students are encouraged to bring personal devices; however, all devices connected to the campus network must:

- ☒ Be protected by up-to-date antivirus and security patches
- ☒ Refrain from unauthorized use (e.g., running personal servers or cryptocurrency mining)

- ☒ Adhere to acceptable use policies

IST reserves the right to restrict or disconnect any device that poses a security or performance risk to the network.

Email Use and Digital Communication Standards

Email is the official form of University communication and must be used responsibly. Students should be aware:

- ☒ Email content may be subject to discovery and retention policies
- ☒ Confidential or sensitive matters should be discussed in person or via secure channels
- ☒ Prohibited uses include harassment, threats, phishing, spam, chain letters, political campaigning, and unauthorized commercial activities

Mass emails must be pre-approved and conform to IST email communication guidelines. For inquiries or bulk communication permissions, contact ist@wileyc.edu.

Cybersecurity and Account Security

All students are responsible for safeguarding their digital identities. This includes:

- ☒ Maintaining the confidentiality of passwords and multi-factor authentication (MFA) codes
- ☒ Never sharing login credentials
- ☒ Immediately reporting suspected compromise to IST

Passwords must meet minimum complexity requirements and should not be stored in plain text, written down, or reused across platforms. Password reset or account recovery requests can be submitted via the Wiley Service Desk.

Acceptable Use of Technology Resources

Wiley University supports academic freedom and open inquiry, but misuse of technology resources is prohibited. This includes:

- ☒ Unauthorized access or attempts to gain access to restricted systems
- ☒ Downloading or distributing copyrighted material without permission
- ☒ Disrupting or degrading network services

Violations may result in disciplinary actions including suspension of IT privileges, university disciplinary procedures, or referral to legal authorities.

Student Responsibilities

As users of the University's digital infrastructure, students are expected to:

- ☒ Access only systems and services for which they have authorization
- ☒ Avoid interfering with other users access to services
- ☒ Maintain a clean and secure computing environment

Administrative Oversight and Policy Enforcement

Wiley University reserves the right to monitor and manage its digital resources. IST may:

- ☒ Limit account privileges in response to threats or misuse
- ☒ Implement usage caps or storage quotas
- ☒ Temporarily or permanently restrict access to preserve system integrity

Policy violations or misuse will be handled according to university conduct policies, and access may be revoked at the discretion of IST or in alignment with applicable laws and regulations

Students are provided with analog cable service in residence halls. Students must supply their own televisions.

Laundry Services

Washer and dryer services are available in each residence hall at no additional charge.

Library Services

The **Thomas W. Cole, Sr. Library** offers an extensive collection of print and electronic resources, including a notable African-American history exhibit.

General Library Policies:

- ☒ A valid University ID is required to borrow materials.
- ☒ Reference books and periodicals must be used within the library.
- ☒ Defacing or damaging library materials is a violation of University policy.

Postal Services

Postal services are available to all students through Auxiliary Services, located in **H.L. Strickland L. C.**

Procedures for Scheduling Student Events

To avoid conflicts and ensure appropriate coordination, all student activities must be registered through the **Office of Student Activities** at least **14 days** before the event date.

Guidelines for Scheduling Events:

- ☒ Check with the Office of Student Activities to confirm no conflicts with existing events.
- ☒ Designate a primary contact person from the organization.
- ☒ Submit a **Building Request Form** at least one month prior to the event, with all required signatures (advisor, second sponsor, Student Activities Office, Vice President for Student Affairs, and building manager).
- ☒ Include all equipment requests on the Building Request Form.
- ☒ **Do not** publicize events until written approval is received.
- ☒ Confirm regular weekly meeting reservations 48 hours in advance.
- ☒ Report all cancellations **immediately** to the Office of Student Activities.

Radio Station

KBWC – "Wildcats" 91.1 FM is Wiley University's student-run radio station, located on the second floor of the **Fred T. Long Student Union Building**.

The station's mission is to:

- ☒ Promote a positive image of Wiley University
- ☒ Provide community outreach

- ☒ Serve as a laboratory for the MassCommunications Department

KBWC broadcasts a variety of music genres including Gospel, Contemporary Jazz, Hip-Hop, R&B, Blues, Old School, and Reggae.

The station has been recognized as "Black University Radio Station of the Year" in 2004 and 2009.

Student Success Center

The mission of the Student Success Center is to provide coordinated services that support first- and second-year students in achieving academic success, facilitating retention, and promoting on-time graduation. The Center serves not only students who may require additional academic support but also enhances the educational experience for all first-year and sophomore students.

Drawing on best practices in higher education, the Center offers programs and activities that aim to:

- ☒ Increase sustained and informal faculty-student interaction
- ☒ Promote greater student involvement in campus learning opportunities
- ☒ Connect curricular and co-curricular experiences
- ☒ Provide flexible academic assistance and supplemental instruction services

Student Support Services

The Student Support Services (SSS) program assists eligible students in successfully earning a University degree. The program targets students, especially those enrolled in the General Education and Special Studies Division, who may face academic challenges.

Services Provided:

- ☒ Academic tutoring
- ☒ Personal and academic advising
- ☒ Social and career counseling
- ☒ Structured motivational learning experiences
- ☒ Assistance with postsecondary course selection
- ☒ Support with financial aid information and application processes
- ☒ Educational services to improve financial and economic literacy
- ☒ Guidance for applying to graduate and professional programs

Participants in Student Support Services are supported by an individualized academic support plan that tracks progress from enrollment through graduation. Students are expected to maintain a minimum 2.0 GPA each semester.

The Student Support Services Program is federally funded and is designed to:

- ☒ Improve students' academic skills
- ☒ Increase student retention rates
- ☒ Increase student graduation rates
- ☒ Facilitate successful enrollment into graduate or professional schools

Technology Services

Wiley University provides a comprehensive range of computing, networking, and media services designed to support teaching, learning, administrative activities, and institutional advancement.

Key Technology Services Include:

- ☒ Internet access available seven days a week
- ☒ Wireless and direct network access in all academic buildings and residence halls
- ☒ Access to University online resources via www.wileyc.edu for both on-campus and off-campus students

Campus network access points include:

- ☒ Residence Halls
- ☒ Aaron Baker Science Building
- ☒ Freeman P. and Carrie E. Hodge Center
- ☒ Thirkield Hall
- ☒ Thomas Winston Cole, Sr. Library
- ☒ Wiley-Pemberton Complex

Technology Use Policy: By accessing Wiley University's computing and networking services, students agree to comply with all applicable University policies and guidelines outlined in the Student Handbook. The University's intent is to provide high-quality technology services while protecting the rights and privacy of all members of the campus community.

Student Code of Conduct

Wiley University is committed to fostering a campus environment that promotes the safety, well-being, respect, and personal development of all community members. The **Student Code of Conduct** outlines behavioral expectations and standards for all Wileyites, reinforcing the University's right and responsibility to regulate campus life for the welfare of the entire community.

The purpose of the Student Code of Conduct is to provide students with clear notice of prohibited behaviors and the processes for addressing misconduct. All students are expected to govern themselves in a manner that upholds the values of Wiley University and contributes to a positive campus culture.

Purpose and Philosophy

At Wiley University, we believe in the power of **restorative practices** to resolve conflicts, repair harm, and foster accountability. Restorative practices focus on empathy, dialogue, and relationship-building rather than solely punitive measures. When conflicts arise, we seek to engage students in restorative processes such as:

- ☒ Facilitated dialogues
- ☒ Mediation
- ☒ Community circles

Our approach aims to address underlying issues, encourage personal growth, and strengthen our campus community.

Core Community Values

The Student Code of Conduct reflects the following key values:

1. Respect

Treat all members of the Wiley community with dignity, courtesy, and consideration, honoring differences in background, beliefs, and identity.

2. Responsibility

Take ownership of your actions and their impact. Commit to making amends, learning from mistakes, and engaging in ethical behavior.

3. Integrity

Uphold the highest standards of honesty, trustworthiness, and ethical conduct in all academic and personal pursuits.

4. Inclusivity

Celebrate diversity and ensure all individuals feel valued and respected. Discrimination, harassment, and intolerance are not tolerated.

5. Community

Recognize the interconnectedness of our community. Engage in open communication, active listening, and collaboration to build a vibrant and supportive campus environment.

Scope and Expectations

All Wiley University students, including graduate students, are expected to abide by the Student Code of Conduct **both on and off campus**. The University reserves the right to take disciplinary action against students whose behavior, even off University premises, poses a substantial risk to the community.

Graduate students adhere to the same conduct process as undergraduate students. Academic integrity cases involving graduate students are handled by the **Dean of Graduate Studies**.

Community members are encouraged to promptly report any violations of the Student Code of Conduct to a University official.

Restorative Approach to Student Conduct

When misconduct occurs, the University strives to engage students through restorative methods, which may involve:

- ☒ Mediated discussions
- ☒ Agreements to repair harm
- ☒ Restorative conferences or circles

However, Wiley University retains the right to implement traditional disciplinary measures where necessary to protect the safety and integrity of the campus community.

Definitions

Term	Definition
Advisor	A person who provides information, advice, or opinions.
Business Day	A day of normal University operations (Monday through Friday, 8:00 a.m. – 5:00 p.m.).
Campus Community	Includes all administrators, faculty, staff, and students of Wiley University.
Charged Student	A student alleged to have violated the Student Code of Conduct or other University policy.
Complainant	Any person who submits a report alleging a violation of University policy.
Contempt	Willful disobedience or open disrespect of Student Conduct Hearing proceedings, including failure to appear or comply.
Faculty Member	Any person hired to conduct instruction or research activities.
Hearing Officer(s)	Authorized individuals responsible for determining conduct violations and recommending sanctions.
Student Conduct Hearing Hold	A restriction preventing a student from registering or obtaining transcripts due to a disciplinary matter.

Legal Counsel	An attorney providing legal advice.
Mediation	A voluntary process for resolving disputes through the assistance of a neutral mediator.
Mediator	A neutral party assisting in resolving disputes through mutual agreement.
Not Responsible	A finding that a student has not violated the Code.
Preponderance of Evidence	A finding that a student has violated the Code.
Responsible	The standard of proof indicating that it is more likely than not that a violation occurred.
Sanction	A finding that a student has violated the Code.
Student	A penalty imposed for violating the Code.
Organization	A group officially registered with the Office of Student Life.
University Student	University procedures safeguarding students' due process rights. Formal courtroom procedures are not required.
Conduct Hearing Process	Any University employee performing administrative or professional duties.
University Official	All property owned, leased, or supervised by Wiley University.
University Premises	Any activity initiated, authorized, or supervised by Wiley University, whether on or off campus.
University	
Sponsored Activity	

Word Usage:

- ☒ **Can** and **May** are used in the permissive sense.
- ☒ **Shall** and **Will** are used in the imperative sense.

Commitment to Our Community

By upholding the Student Code of Conduct and embracing the principles of restorative practices, we collectively create a community where all individuals can thrive academically, socially, and personally. If you have any questions or concerns regarding the Student Code of Conduct or related procedures, please contact the **Dean of Student Engagement Office**. We are here to support your journey at Wiley University.

Rules and Regulations

Academic Dishonesty

Wiley University defines academic dishonesty as any deliberate attempt to gain an unfair academic advantage. Forms of academic dishonesty include:

- ☒ **Unfair Advantage:** Receiving, stealing, reproducing, or circulating exam materials prior to an exam; unauthorized collaboration; intentionally obstructing another student's academic work.
- ☒ **Cheating:** Unauthorized use of notes, information, or study aids; altering graded work; submitting work completed by someone else.
- ☒ **Falsification of Information:** Furnishing false information; altering documents; forging signatures; impersonating another individual.
- ☒ **Plagiarism:** Submitting another person's work, in whole or in part, as one's own, including drafts.
- ☒ **Unauthorized Access:** Viewing or modifying academic records without permission; interfering with computer systems or academic resources.
- ☒ **Other Acts:** Assisting others in acts of dishonesty; providing false information during investigations.

Students found responsible for academic dishonesty are subject to disciplinary action, including a penalty grade of "F," disciplinary probation, suspension, or expulsion.

Reporting Academic Dishonesty

Faculty must take initial action when they identify academic dishonesty:

1. Assign a penalty grade ("F" for the assignment, exam, or course) based on evidence.
2. Report the violation in writing to the Office of the Dean of Students.
3. The Office of the Dean of Students may impose additional sanctions after a hearing process if warranted.

Penalties are cumulative:

- ☒ **First offense:** Disciplinary probation for one year.
- ☒ **Second offense:** Suspension for one semester.
- ☒ **Third offense:** Expulsion from the University.

Due process rights are afforded as outlined in the Student Code of Conduct.

Commencement Conduct

Commencement is a formal academic event celebrating graduates' achievements. Courtesy, professionalism, and decorum are expected.

- ☒ Graduates must remain seated during the ceremony except when directed.
- ☒ No pranks, excessive celebrations, "strolling," or disruptions.

- ☒ Business attire is required. Shoes must be black or navy.
- ☒ Graduates arriving intoxicated or improperly dressed will be removed.

Use of cell phones during the ceremony is prohibited.

Disruption of the Academic Process

Disruption includes actions that interfere with teaching, learning, or campus operations, such as:

- ☒ Persistent distractions or interruptions during class
- ☒ Behavior endangering the health or safety of others

Sanctions: Warnings, dismissal from the course, suspension, or expulsion depending on severity.

Students with disabilities are subject to reasonable accommodations but must not disrupt others' learning.

Hazing

Wiley University strictly prohibits hazing. Hazing includes any act that:

- ☒ Subjects another student to humiliation, intimidation, or violence
- ☒ Discourages enrollment or continuation at Wiley
- ☒ Constitutes a legal assault

Hazing is a criminal offense under Texas law and will result in University disciplinary action and possible legal prosecution.

Student Email Usage

The Wiley University email system (@wileyc.edu) is the official channel for all University communications. Students must:

- ☒ Check their University email regularly
- ☒ Respond to communications in a timely manner
- ☒ Avoid using email for confidential or sensitive information

Redirecting emails to external accounts is permitted but at the student's own risk.

Student ID Card Usage

All students are issued an official Wiley University ID card, which must be:

- ☒ Carried at all times on campus
- ☒ Presented when requested by a University official
 - ☒ Used only by the individual to whom it was issued

Lost or stolen ID cards must be reported immediately. Misuse of ID cards may result in fines, disciplinary action, or legal consequences.

Student Organizations

Registration and Membership:

- ☒ All student organizations must be registered with the Office of Student Organizations annually.
- ☒ Membership is open to full-time, on-campus students in good academic and disciplinary standing.
- ☒ Officer positions require a minimum 2.5 GPA.

General Responsibilities:

- ☒ Adhere to University posting and event scheduling policies.
- ☒ Obtain approval for all campus postings and events.
- ☒ Maintain a clean designated area if assigned.
- ☒ Conduct all activities in a manner that reflects the University's values.

Specific Student Organization Requirements

Greek-Letter Organizations:

- ☒ Candidates must earn 30 credit hours at Wiley, have a cumulative GPA of 2.5, and have no outstanding conduct violations.
- ☒ Membership intake is permitted only during spring semesters under approved schedules.
- ☒ "Death marches," hazing, and unsanctioned intake activities are prohibited.

Service Organizations and Honor Societies:

- ☒ Service organizations require a minimum 2.0 GPA.
- ☒ Honor societies require a minimum 3.0 GPA.

Student Travel Criteria

When traveling on behalf of the University:

- ☒ Students must demonstrate professional conduct at all times.
- ☒ Students must cooperate with travel advisors and adhere to itineraries.
- ☒ Smoking, unauthorized hotel use, and inappropriate behavior are prohibited.
- ☒ Travel attire must be neat, clean, and appropriate for the event.

Violations during travel may result in travel bans and other disciplinary sanctions.

General Behavior for Student Travel

Wiley University students selected to travel on behalf of the University are expected to exemplify character that reflects positively on Wiley. Travel on behalf of the University is considered an honor and a privilege. Students must conduct themselves in an orderly and respectful manner while traveling. Failure to comply with travel rules and regulations may result in immediate dismissal from the trip and/or a ban from future travel opportunities.

Student travelers must observe the following guidelines:

- ☒ Work cooperatively with the attending advisor or travel coordinator at all times.
- ☒ Remain committed to positively representing Wiley University.
- ☒ Properly prepare for and be knowledgeable about the travel itinerary.
- ☒ Notify the advisor in advance if unable to attend any part of the trip.
- ☒ Students with repeated violations of the Student Code of Conduct will be prohibited from traveling.
- ☒ A faculty/staff advisor must accompany students during official University travel. The number of chaperones must be proportional to the group size.
- ☒ Students must notify and receive approval from the advisor or trip coordinator before leaving designated areas.

When lodging is provided:

- ☒ Smoking inside hotel premises is strictly prohibited.
- ☒ Students are prohibited from making phone calls (via hotel phone) for personal charges, ordering movies/videos, or engaging in inappropriate behavior while in the hotel.
- ☒ Private parties in hotel rooms or hotel premises are prohibited.

Important Reminder:

Students representing Wiley University off-campus are still bound by the Student Code of Conduct. Violations that may lead to sanctions, including travel bans, include:

- ☒ Violating travel expectations
- ☒ Displaying a negative or uncooperative attitude
- ☒ Using profanity, alcohol, or drugs
- ☒ Engaging in vulgar or disruptive behavior

Travel Attire

Students must present themselves in **collegial, professional attire** while traveling. It is the student's responsibility to confirm dress expectations with the advisor or trip coordinator ahead of time.

Travel attire guidelines include:

- ☒ Clothing must be clean, neat, and in good condition.
- ☒ Pants should fit appropriately and must not sag below the waistline.
- ☒ Shirts and blouses should be appropriate for the occasion.
- ☒ Skirts and dresses must be in good taste and must be no shorter than three inches above the knee.

Tobacco-Free Campus Policy

Wiley University recognizes the overwhelming scientific evidence presented by the U.S. Surgeon General, Centers for Disease Control, Environmental Protection Agency, and World Health Organization demonstrating that tobacco is a significant cause of deadly diseases, responsible for millions of deaths worldwide each year among both tobacco users and non-users. Tobacco use is inconsistent with a culture of wellness. Wiley University is committed to providing a safe, healthy, comfortable, and productive living and learning environment for visitors, employees, and students. Accordingly, pursuant to the provisions of

Tx. R.S. §§40:1300.252-40:1300.263, Wiley University enacts this 100% Tobacco-Free Policy. Smoking and tobacco use of any kind are prohibited on all Wiley University property, including:

- ☒ All internal and external areas, parking garages, and parking lots
- ☒ All building entrances and exits
- ☒ All University-owned and/or leased vehicles
- ☒ Students may not smoke in their own or others' vehicles when parked on Wiley University property

This policy also applies to all Wiley University-sponsored events, both on-campus and at external locations, during and outside of regular business hours. It applies to all faculty, staff, students, and visitors.

Definitions

- ☒ **Smoking:** Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe.
- ☒ **Tobacco Products:** All forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), electronic cigarettes (vaping devices), and smokeless tobacco products.

Tobacco-Free Regulations

The use of tobacco is prohibited:

- ☒ In all campus buildings, facilities, and property owned or leased by the University
- ☒ On campus grounds, facilities, or in University vehicles
- ☒ At lectures, conferences, meetings, and social or cultural events held on University property

Additional prohibitions include:

- ☒ The sale or free distribution of tobacco products or merchandise at any University event or on campus
- ☒ Student organizations accepting money or gifts from tobacco companies, including sponsorships, free merchandise, or other promotional items
- ☒ Tobacco advertisements in University-run publications, or on University-owned or operated grounds and facilities, including athletic venues

Wiley University will provide information on free and accessible tobacco cessation resources for those who seek support.

Enforcement

In accordance with the Student Code of Conduct:

- ☒ Violators of this policy are subject to appropriate disciplinary sanctions.
- ☒ All members of the University community are responsible for helping to enforce this policy.
- ☒ Any member of the University community may (and is expected to) report violations.

Reporting Student Violations of the Tobacco-Free Policy

Persons identifying a student violation should follow these steps:

- ☒ Obtain the violator's full name and/or ask for their student ID card.
- ☒ Report the incident to the Office of the Dean of Students or the Wiley University Security Department.

Individuals should contact the Wiley University Security Department when:

- ☒ The violator is non-compliant; or
- ☒ The violation occurs outside of normal University business hours.

The Wiley University Security Department and the Office of Residence Life and Housing will forward all reports received to the Office of the Dean of Students.

Role of Residence Life and Housing Staff

Residence Life and Housing staff will be responsible for addressing violations involving residence hall students on or around residence hall property, including parking lots, walkways, courtyards, and building entrances and exits, by:

- ☒ Reminding the individual of the Tobacco-Free Policy.
- ☒ Requesting immediate compliance.
- ☒ Obtaining the violator's full name and/or asking for their student ID card.
- ☒ Imposing appropriate fines when necessary.

Role of Other Facilities and Program Staff

Staff from other facilities and programs will be responsible for addressing violations that occur within their areas and are expected to enforce the policy in accordance with the procedures outlined above.

Amnesty Policy for Drug and Alcohol-Related Incidents

The purpose of this Amnesty Policy is to promote the health and safety of the Wiley University community by encouraging students to seek assistance during emergencies involving drug or alcohol use without fear of disciplinary action. This policy prioritizes student well-being and ensures that individuals in need receive timely medical attention and support.

This policy applies to all Wiley University students, including:

- ☒ Those residing in University housing,
- ☒ Those participating in University-sponsored events,
- ☒ Those present on University premises, or
- ☒ Those attending off-campus University events.

Wiley University is committed to fostering a safe and supportive environment for all students. The University recognizes that fear of disciplinary action may deter students from seeking medical help during alcohol- or drug-related emergencies. To address this concern, Wiley University has implemented the Amnesty Policy to remove barriers and promote responsible decision-making during critical situations.

Amnesty Provisions

Medical Emergencies:

- ☒ Students who seek medical assistance for themselves or others during an alcohol- or drug-related emergency will not be subject to disciplinary action for violations of the University's drug and alcohol policies. This protection also extends to students who are the recipients of emergency assistance.

Reporting Incidents:

- ☒ Students who report incidents involving drug or alcohol use to University officials, emergency responders, or Wiley University staff members will not face disciplinary action for violations of the University's drug and alcohol policies.

Educational Follow-Up:

- ☒ Students involved in incidents covered by this policy will be required to participate in an educational follow-up session. This session may include substance abuse education, counseling, or other appropriate interventions designed to promote responsible behavior and reduce future risk.

Limitations:

- ☒ The Amnesty Policy applies only to violations of University drug and alcohol policies.
- ☒ It does not provide protection from disciplinary action for other violations such as violence, property damage, or harassment.
- ☒ The policy does not prevent action by law enforcement agencies outside the jurisdiction of Wiley University.
- ☒ The policy does not apply to Title IX incidents.
- ☒ Repeated incidents involving the same individual(s) may result in a review and potential disciplinary action, as continued substance misuse poses a significant health risk.

Responsibilities:

Students:

- ☒ Act responsibly and seek help during emergencies involving drug or alcohol use.
- ☒ Comply with the educational follow-up requirements to maintain eligibility for amnesty.

University Officials and Staff:

- ☒ Inform students about the Amnesty Policy and encourage seeking assistance without fear of disciplinary consequences.
- ☒ Ensure that students receiving amnesty are referred to appropriate educational and support resources.

Conclusion

Wiley University is committed to fostering a safe and supportive environment for all students. The Amnesty Policy removes barriers to seeking help during drug- and alcohol-related emergencies, prioritizing student health and safety. By encouraging responsible behavior and providing educational support, the University seeks to reduce risks associated with substance use and promote the well-being of the entire campus community.

Security Cameras & Social Media Policy

Security Cameras:

Security cameras are installed in public areas of the residence halls to monitor activity and reduce vandalism. Cameras are located in main hallways, lobbies, and laundry rooms on each floor.

- ☒ **Tampering with safety and security equipment is prohibited** and may result in a fine.
- ☒ **In-room personal security cameras are prohibited** to protect the privacy of individuals inside rooms or suites, where there is a reasonable expectation of privacy.
- ☒ Student privacy is protected under the Family Educational Rights and Privacy Act (FERPA).

Social Media Policy:

Wiley University is committed to maintaining a positive reputation both on and off campus. Students are expected to be mindful of the content they post online, as it reflects on both themselves and the University community.

Students are prohibited from:

- ☒ Posting videos or other content on social media that depict fights or violent behavior involving Wiley University students or property.
- ☒ Posting videos or content that depict behavior violating the University's Student Code of Conduct, including but not limited to harassment, discrimination, or vandalism.

Violations:

- ☒ Students found in violation of this policy may be subject to disciplinary action, up to and including suspension or expulsion from the University.

Academic Policy

Regulations regarding academic dishonesty and probation are outlined in the University Course Catalog produced by the Office of Academic Affairs. This catalog includes policies governing academic grievance procedures and student performance expectations.

Alcoholic Beverage Policy

The President, upon recommendation of the Vice President for Student Affairs, may grant permission for the serving of alcoholic beverages at University facilities during approved events.

- ☒ No alcoholic beverage may be served to or consumed by anyone under the age of 21.
- ☒ Alcohol consumption in residence halls, restrooms, or hallways is prohibited.
- ☒ Possession of empty alcohol containers in residence facilities is also prohibited.

Appropriate Academic Attire

Students are expected to dress in a manner appropriate for a higher education setting:

- ☒ Integrity in appearance and personal cleanliness is important.
- ☒ Business or formal attire is required for special occasions (e.g., banquets, convocations, graduation).
- ☒ Informal but respectable attire is required for sporting events and social activities.
- ☒ Headgear is inappropriate for males during indoor activities.
- ☒ "Do rags," scarves, sagging pants, overly tight or revealing clothing, and visible undergarments are considered inappropriate.
- ☒ Bedroom or shower slippers are not allowed outside residential areas.

Children on Campus

Unsupervised children are not allowed.

- ☒ Students must arrange for childcare and are prohibited from bringing children to class, the residence halls, or leaving them unattended.
- ☒ Failure to comply may result in denial of campus access until arrangements are made.

Consent

Consent must be clear, unambiguous, voluntary, and sober.

- ☒ Consent must be obtained at every stage of sexual activity and **can be withdrawn at any time.**
- ☒ Consent cannot be assumed based on previous relationships, silence, or impaired judgment due to alcohol or drugs.

Drug-Free Campus Policy

Possession of illegal drugs on campus may result in disciplinary action, including expulsion. The Office of the Dean of Students ensures that due process is afforded.

Drug-Free Workplace Policy

The University complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, implementing programs to prevent drug and alcohol abuse among students and employees.

Electronic Device Policy

Cell phones and electronic devices must remain off during classes, labs, libraries, offices, convocations, and assemblies unless permission is given by the instructor or administrator. Course syllabi may provide additional guidelines.

Fighting/Disruptive Activities Policy

Students involved in fighting or major disruptions face suspension for up to two full semesters (or more) and must also pay for any property damage.

Fundraising/Solicitation Policy

Unauthorized fundraising is prohibited.

- ☒ Registered student organizations must request written permission to sell merchandise.
- ☒ Individual students may not engage in sales activity without approval.

Noise Policy

The Wiley University Security Department enforces low-noise regulations.

- ☒ High-volume audio equipment maybe confiscated until the end of the semester.
- ☒ The University assumes no responsibility for the condition of confiscated items.

Personal Checks and Credit Cards

Personal checks are not accepted.

- ☒ Payments must be made by cashier's checks, money orders, or credit cards (Discover, MasterCard, Visa).

Pets Policy

Pets are prohibited on campus, including residence halls.

- ☒ Service animals are permitted with prior approval.
- ☒ Violators may be required to leave campus immediately and, in residence life cases, may face eviction.

Probation and Dismissal Policies

- ☒ Students dismissed for disciplinary reasons forfeit all fees paid to the University.
- ☒ Returning students after suspension are placed on disciplinary probation.

Sexual Misconduct Policy

Sexual misconduct, including sexual assault and harassment, is strictly prohibited.

- ☒ All community members and guests are subject to this policy (see Wiley University's full Sexual Misconduct Policy).

Search Policy

University officials may enter student rooms in cases of emergency, suspected danger, contraband concerns, or when health, safety, or community morals are at risk.

Weapons Policy

Possession of weapons (guns, knives, or any lethal instruments) on campus will result in immediate expulsion.

- ☒ Weapons are not allowed in vehicles, residence halls, or any other campus building.
- ☒ Misuse of objects as weapons will also be subject to disciplinary action.

University Jurisdiction

Wiley University students are subject to all federal, state, and local laws, as well as University policies.

- ☒ Students may face University disciplinary action, including suspension or expulsion, for violations of University policy — regardless of whether incidents occur on or off campus.
- ☒ Wiley University follows a **zero-tolerance** approach to violations of the Student Code of Conduct.
- ☒ **Zero tolerance** means that depending on the facts of the case, disciplinary sanctions may be applied following due process.

Off-campus jurisdiction may apply when:

- ☒ The victim is a student, faculty member, or staff member;
- ☒ The offense occurred at a University-sponsored event;
- ☒ The student's University status assisted in the offense (e.g., misuse of a University ID);
- ☒ The offense impacts the pursuit of the University's goals.

University disciplinary processes may proceed independently of criminal or civil proceedings.

- ☒ Findings or sanctions issued by the University are not altered based on outside legal outcomes.
- ☒ Guilty pleas, no-contest pleas, or court findings can be considered conclusive evidence in University proceedings.

Other University Policies

In an effort to provide students with an atmosphere conducive to academic success, through Wiley University's comprehensive Student Code of Conduct by which students are governed, the following administrative policies have been established:

- ☒ **Academic Policy:** Regulations governing academic dishonesty and probation of students enrolled at Wiley University are contained in the University's course catalog produced by the Office of Academic Affairs. Included in this publication are rules, procedures, and regulations governing academic grievance procedures and students' academic performance.
- ☒ **Alcoholic Beverage Policy:** The President, on the recommendation of the Vice President for Student Development, may grant permission to any person, group, or organization to serve, or permit the serving of, alcoholic beverages at University facilities during social events. No alcoholic beverage shall be served to any person under the age of 21, nor shall any person under the age of 21 be permitted to consume any alcoholic beverage within University facilities. The consumption of alcoholic beverages in residential facilities and the restrooms and hallways of University facilities is prohibited. **Students are prohibited from having empty alcohol bottles in residential facilities.**
- ☒ **Appropriate Academic Attire:** Students are expected to dress in a manner representative of a higher education institution. Integrity in appearance and personal cleanliness are important in

determining impression on fellow students, professors, and visitors. Inappropriate attire includes:

- o Headgear for males during indoor activities;
- o "Dorags" or scarves;
- o Sagging or unbelted pants;
- o Excessively tight or revealing clothing;
- o Visible undergarments;
- o Bedroom or shower slippers worn outside residential areas.

Business or formal wear is required for special occasions (e.g., banquets, convocations, graduation), while sporting and social events require informal but respectable attire.

- ☒ **Children on Campus:** Unsupervised children are not allowed. Students must arrange for childcare to prevent involvement of the University. The University assumes no responsibility for the supervision of students' children. Students may not bring children to class or leave children unattended on campus. Non-compliance may result in denied class admission and removal from campus.
- ☒ **Consent:** Consent must be clear, unambiguous, and voluntarily given through a sober and affirmative "YES." Consent:
 - o Must be given for each instance of sexual activity;
 - o Can be withdrawn at any time;
 - o Cannot be assumed through silence, previous relationships, or impaired judgment;
 - o Must not be obtained through coercion;
 - o Is automatically withdrawn if a person becomes incapacitated.
- ☒ **Drug-Free Campus Policy:** Any student found in possession of illegal drugs on campus is subject to disciplinary action, including expulsion. Due process will be ensured by the Office of the Dean of Students.
- ☒ **Drug-Free Workplace Policy:** Wiley University complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 by maintaining a drug-free environment for all offices and departments receiving federal campus-based funds.
- ☒ **Electronic Device Policy:** Cellular phones and other electronic devices must not be activated or operated in classrooms, labs, libraries, business offices, convocations, or assemblies unless explicit written permission is provided by the instructor or facility administrator.
- ☒ **Fighting/Disruptive Activities Policy:** Students engaged in fighting or disruptive activities will be suspended for two full semesters. Students responsible for property damage will be held financially liable in addition to facing disciplinary action.
- ☒ **Fundraising/Solicitation:** Unauthorized fundraising by individuals or student groups is prohibited.
 - o Registered student organizations must seek written approval to sell merchandise.
 - o Individual students may not sell merchandise without prior authorization.
- ☒ **Noise Policy:** The Wiley University Security Department enforces a policy regarding low-level noise.
 - o Pedestrians carrying high-volume audio equipment will receive citations, and equipment will be confiscated until semester's end.
 - o The University is not liable for confiscated equipment's condition.
- ☒ **Personal Checks and Credit Cards:** Personal checks are not accepted. Payments must be made via cashier's check, money order, or by using Discover, MasterCard, or Visa.

- ☒ **Pets Policy:** Pets (including dogs, cats, birds, reptiles, horses, etc.) are prohibited on campus.
 - o Students with service animals must seek approval.
 - o Students found with unauthorized pets in residence halls are subject to eviction.
- ☒ **Probation and Dismissal Policies:** Students dismissed for disciplinary reasons forfeit all University fees and must satisfy any outstanding financial obligations. Upon readmission after suspension, students will be placed on disciplinary probation.
- ☒ **Sexual Misconduct:** Wiley University prohibits sexual misconduct, including assault and harassment. Campus sexual misconduct policies apply to all students, faculty, staff, and guests (See Wiley University's Sexual Misconduct Policy).
- ☒ **Search Policy:** University officials may enter student rooms:
 - o During emergencies;
 - o When there is reason to believe a clear and present danger or contraband exists;
 - o When the health, safety, or moral of the University community are at risk.
- ☒ **Weapons Policy:** Students found in possession of weapons (guns, knives, lethal instruments) on campus will be **expelled** immediately.
 - o Weapons are prohibited in vehicles, residence halls, and all campus buildings.
 - o Non-traditional objects used as weapons may also result in disciplinary action.

University Jurisdiction

Wiley University students are subject to all federal, state, and local laws. Students are also subject to disciplinary action—including suspension or expulsion—for violations of University policies.

- ☒ **Zero Tolerance Policy:** Wiley University enforces zero tolerance for violations of the Student Code of Conduct.
 - o "Zero tolerance" means that, depending on the facts, disciplinary sanctions may be imposed.
 - o Students are always afforded due process.
- ☒ **Standard of Proof:** University Student Conduct Hearing decisions are based on a preponderance of the evidence standard ("more likely than not").

The University may exercise jurisdiction over off-campus offenses when:

- ☒ The victim is a student, faculty, or staff member;
- ☒ The offense occurs at a University-sponsored or University-sanctioned event;
- ☒ The accused used their University status in committing the offense (e.g., misuse of ID cards);
- ☒ The offense significantly impairs the University's mission and goals.

University proceedings are separate from criminal or civil court processes and may proceed regardless of external legal outcomes.

- ☒ Guilty pleas, no-contest pleas, or court verdicts can serve as conclusive evidence during University proceedings.

Student Rights: When a Victim

Avictim is defined as a person harmed by a charged student who is alleged to have violated the Student Code of Conduct. Victims have the following rights:

- ☒ To have an advisor of their choice accompany them during Student Conduct Hearing hearings and other relevant meetings throughout the University's Student Conduct Hearing process.
- ☒ To submit a written statement to the hearing body.
(This information may only be considered during the sanctioning phase if the accused student is found responsible.)
- ☒ To have unrelated past behavior excluded from the hearing.
(The Office of the Dean of Students will determine if information is unrelated.)
- ☒ To be present throughout hearings (or portion thereof) at the discretion of the Office of the Dean of Students and/or the University Student Conduct Hearing Committee.
- ☒ To have personal property returned if it is currently in the possession of the University.
(The timing of property return will be determined by the Office of the Dean of Students and/or the Wiley University Police Department.)
- ☒ To be notified of the outcome of the hearing, including both the decision and any sanctions imposed.

Grievance Procedure

The **Office of the Dean of Students** maintains a grievance procedure to ensure prompt and equitable solutions to student concerns, including complaints of:

- ☒ Sexual harassment,
- ☒ Hazing, and
- ☒ Discrimination.

Important Notes:

- ☒ Grievances involving employees will be referred to the Office of Human Resources.
- ☒ Grievances meeting Title IX requirements will be forwarded to the Title IX Coordinator or a designated responsible employee.
- ☒ Academic-related grievances must follow the processes outlined by the Office of Academic Affairs.

Student Conduct Hearing Composition

- ☒ The **Office of the Dean of Students**, through the **Vice President for Student Development**, holds administrative responsibility for the University's Student Conduct Hearing system.
- ☒ The **University Student Conduct Hearing Officers** serve as a hearing board for individual or group disciplinary cases.
- ☒ The committee also reviews and recommends student conduct policies to University administrators.
- ☒ Committee members include student affairs representatives, faculty, and staff, all appointed to one-year terms by the Office of the Dean of Students.

The Student Conduct Hearing Process

Personal Bias

- ☒ Before any Student Conduct Hearing committee members are expected to **recuse themselves** if they cannot be objective.
- ☒ A hearing can only proceed if a **quorum** is present.
(If there is no quorum, the hearing will be rescheduled, and any interim sanctions will remain in place.)

Conduct During the Hearing Process

All individuals attending or participating in a Student Conduct Hearing must:

- ☒ Refrain from disruptive conduct;
- ☒ Obey all directives or instructions from the presiding chairperson.

Violations:

If any individual disrupts the hearing or disobeys directives:

- ☒ They will be escorted from the hearing by University authorities.
- ☒ If the individual is an active participant (e.g., charged student, complainant), the hearing will continue without their presence.

Student Notification

- ☒ All notices, decisions, and outcomes related to student conduct matters will be emailed to the student's **Wiley University email address on file**.
- ☒ It is the student's responsibility to check their University issues email address throughout the conduct process.
- ☒ University officials may also attempt to notify students in person through class schedules or on-campus housing assignments.
(This method will constitute proper notification.)

Notification of an Alleged Student Conduct Hearing Violation

- ☒ Any student charged with a violation of the Student Code of Conduct (or any other University policy) will be **notified in writing** by the **Office of the Dean of Students**.
- ☒ The notice will include:
 - o The specific policy or violation being charged,
 - o The date, time, and location of the scheduled hearing.
- ☒ Students must be given **at least three (3) business days (72 hours)** notice prior to the hearing date.
- ☒ If a student wishes to postpone a hearing:

- o They must submit a **written request** to the Office of the Dean of Students **at least 24 hours** before the hearing.
- o The request must cite valid reasons such as extenuating circumstances or an act of God.

Options for Hearings

Administrative Hearing Waiver Option

Students charged with a violation of the Student Code of Conduct may choose to resolve their case through a Hearing Waiver. By selecting this option, the student agrees to:

- ☒ **Accept responsibility** for the alleged violation(s),
- ☒ **Waive their right** to a formal hearing before the University Student Conduct Hearing Committee,
- ☒ **Waive their right to appeal** the decision or imposed sanctions,
- ☒ **Accept the sanctions** determined by the Office of the Dean of Students.

By electing the Administrative Hearing Waiver, the student voluntarily resolves the case without a formal hearing process. The decision made and sanctions imposed by the Dean of Students will be final and binding.

Note: Students must indicate their choice to accept the Administrative Hearing Waiver in writing. Once accepted, the decision is final, and no further Student Conduct Hearing review will be available.

University Student Conduct Hearing:

~~Students may request a hearing before the University Student Conduct Hearing Committee.~~

(Requests must be submitted in writing to the Office of the Dean of Students at least 24 hours before the scheduled administrative hearing.)

Note: Cases involving alleged violations of the **Sexual Misconduct Policy** will automatically be referred to the Title IX Coordinator.

- ☒ Minor or non-violent violations may be encouraged to proceed through Administrative Hearings.
- ☒ **All interim sanctions (such as campus bans or restrictions) will remain in effect until a hearing is held and a decision is rendered.**

Student Conduct Hearings

Students who request a University Student Conduct Hearing Committee hearing are entitled to:

- ☒ An **updated hearing notice** at least **three (3) business days** before the hearing.

- ☒ The opportunity to **review evidence** to be presented.
(***Appointments must be scheduled through the Office of the Dean of Students.***)
- ☒ The right to have a **support person(s)** present.
 - o **Support persons** may **advise**, but **may not speak**, present arguments, or question witnesses.
 - o Students must notify the Office of the Dean of Students **in writing at least 24 hours before** the hearing if bringing legal counsel or a support person.
- ☐ The opportunity to:
 - o **Present their version of events**,
 - o **Call witnesses** in their defense,
 - o **Hear all evidence** presented against them.

Important:

Interim sanctions remain in place until the Office of the Dean of Students officially lifts them after a final decision is rendered.

Hearing Procedures

University Student Conduct Hearing Committee Hearings follow these procedures:

- ☒ **University Student Conduct Hearing Committee Hearings** are convened and presided over by the Committee Chairperson, provided a 2/3 quorum of committee members is present.
- ☒ If quorum is not met, the hearing will be rescheduled, and all interim sanctions will remain in effect.
- ☒ The Chairperson will:
 - o Confirm that the charged student understands their rights.
 - o Read the University's opening statement and the alleged violation(s) into the record.
- ☒ The charged student may make an opening statement, including a statement of responsibility if desired.
- ☒ Evidence, complaints, and/or witnesses will be presented. Witnesses are presented individually and must leave the room after testimony. Written testimony may be accepted at the discretion of the Office of the Dean of Students (or the Committee Chairperson).
- ☒ Committee members (or the Office of the Dean of Students official) may cross-examine any witness or the charged student.
- ☒ After all testimony and evidence are presented, the Chairperson will ask if any additional information needs to be heard.
- ☒ Both the complainant and the charged student may make closing statements (not to exceed five minutes each).
- ☒ After closing statements, all non-committee members are dismissed so deliberations can occur.
- ☒ **Decisions:**
 - o For University Student Conduct Hearing Committee Hearings, decisions are made by a simple majority vote of the committee.

Note:

Students who fail to attend a scheduled hearing waive their due process rights, and a decision will be made based on available evidence. Disciplinary action, if imposed, is effective immediately.

- ☒ Students are responsible for checking and maintaining access to their Wiley University email accounts; failure to do so is not a valid excuse for missing a hearing.
- ☒ Student Conduct Hearing hearings may be audio recorded by the University for appeal purposes only. Recordings are the sole property of Wiley University.

Deferred Decisions

In cases where additional information is needed before a decision can be rendered, the University may defer its decision pending further evaluation. **Interim sanctions remain in place until a final decision is made.**

Parental Notification

Disciplinary information will **not** be shared with parents or guardians without the student's written consent, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. ***Please see the FERPA and Parent communication section of this handbook.***

Appeals

Although decisions by the Office of the Dean of Students or the University Student Conduct Hearing Committee are considered final, students may appeal under specific circumstances.

Appeal Process:

1. A formal letter stating the rationale for the appeal must be submitted to the Vice President for Student Development and Strategic Retention within **two (2) business days** of the hearing decision.
2. The Vice President will determine if sufficient justification exists for an appeal meeting. If granted, the student will be notified of the outcome within **five (5) business days** after the meeting.
3. If dissatisfied, the student may submit a final appeal to the Office of the President within **two (2) business days** of the Vice President's decision. The President (or designee) will review the case and notify the student of the final decision within **five (5) business days**.

Grounds for Appeal:

- ☒ The evidence did not warrant a finding of responsibility.
- ☒ The sanction imposed was excessively severe.
- ☒ Due process procedures were not followed.

- ☒ New information has become available that could not have been presented during the original hearing.

Important:

The appeals process is not another hearing. Students bear the burden of establishing the merit of their appeal. Appeals are not automatically granted.

Disciplinary Investigation Procedures

The Office of the Dean of Students investigates alleged violations of the Student Code of Conduct. All investigations remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).

Prior to Beginning an Investigation

1. Interim Administrative Suspension (Temporary Removal from Campus):

The Office of the Dean of Students will assess whether the charged student poses a safety risk requiring interim administrative suspension.

- a. The length of any suspension is at the discretion of the Dean of Students.

2. Separate Investigations:

Investigations into possible violations of law are conducted by the Wiley University Police Department (or external law enforcement), while the Office of the Dean of Students handles violations of the Student Code of Conduct.

3. Investigation Preparation:

Investigators will:

- a. Identify allegations/complaints.
- b. Identify persons to be interviewed.
- c. Gather relevant documentation, such as:
 - i. Camera footage
 - ii. Housing incident reports
 - iii. Victim/witness statements
 - iv. Prior disciplinary records
- d. Draft interview questions moving from open-ended to specific.
- e. Focus investigations on current allegations (while also reviewing past behavior if relevant).

4. Case Documentation:

Each case file will be maintained by the Office of the Dean of Students.

Conducting Investigatory Interviews

- ☒ Interviews are private and conducted in a secure location.
- ☒ Victims and witnesses are interviewed individually.
- ☒ Interviews may be audio-recorded, with recordings properly logged (date, time, purpose, participants).
- ☒ If breaks occur, times will be noted and remarks restated upon resumption.
- ☒ Whenever possible, two staff members will attend—one as the interviewer, the other as a note-taker.
- ☒ Interviewees will be:
 - o Informed of the investigation's nature.
 - o Advised of their rights and potential sanctions.
- ☒ Staff will not:
 - o Promise specific outcomes.
 - o Offer personal opinions about the incident.

Interviewees are instructed to notify the Office of the Dean of Students if contacted about the investigation after the interview.

Interview Content

Investigators will ask questions including, but not limited to:

- ☒ **Incident Details:** Who, what, when, where, and how.
- ☒ **Observations:** Direct evidence vs. circumstantial conclusions.
- ☒ **Impact:** How the event affected the interviewee personally or academically.
- ☒ **Witnesses:** Who else witnessed or discussed the incident?
- ☒ **Consistency:** Any changes or inconsistencies in reported facts.
- ☒ **Motive/Perception:** Potential reasons for false or exaggerated reports.
- ☒ **Additional Evidence:** Documents, notes, recordings, or physical proof.
- ☒ **Other Misconduct:** Similar acts committed by the accused, if any.

Open-ended questions will be used unless redirection is needed.

If an allegation is denied, follow-up questions will focus on misunderstandings and motives for potential false accusations.

Before concluding the interview, the interviewee will be asked:

- ☒ Are there any additional witnesses?
- ☒ Is there any other relevant information?

Evaluating Results of the Investigation

Investigators will assess the credibility of evidence by considering:

1. Witness Bias:

- a. Relationship to involved parties.
- b. Motive to influence the outcome.

2. Witness Reliability:

- a. Memory clarity and ability to accurately describe events.
- b. Influence of impairment, exaggeration, or bias.

3. Consistency:

- a. Alignment among different witness accounts.
- b. Distortion or inconsistencies in timelines.

4. Evidence Review:

- a. Completeness of witness interviews.
- b. Defense evidence provided by the charged student.
- c. Overall preponderance of evidence supporting or refuting the allegations.

Concluding the Investigation

If Allegations Are Supported:

- ☐ The Office of the Dean of Students will:
 - o Assess the severity of the conduct violation.
 - o Review precedent disciplinary sanctions for similar cases.
 - o Notify the complainant that appropriate action has been taken.

If Allegations Are Unsupported or Inconclusive:

- ☐ The Office of the Dean of Students will:
 - o Inform the charged student of the outcome.
 - o Remind the student of protections against retaliation.
 - o Notify the complainant that the investigation did not substantiate the claims.

Assembling the Investigation Report

Each investigation report will:

- ☒ Detail all information gathered.
- ☒ Include copies of evidence and documentation.
- ☒ Summarize the findings that led to disciplinary decisions.

Appeals Process

Although disciplinary decisions are final, students retain the right to appeal following due process:

1. Initial Appeal:

- a. Submit a formal appeal letter to the Vice President for Student Development within **two (2) business days** of the hearing decision.
- b. If justified, a meeting will be scheduled and a decision issued within **five (5) business days** after the meeting.

2. Final Appeal:

- a. If unsatisfied, submit a formal appeal letter to the President (or designee) within **two (2) business days** of the Vice President's decision.
- b. If justified, a meeting will be scheduled and a final decision issued within **five (5) business days**.

Note:

Appeals are reviewed only for the following reasons:

- ☒ Evidence did not warrant the finding.
- ☒ Sanctions were excessively severe.
- ☒ Due process was not properly followed.
- ☒ New information has emerged that could not have been presented earlier.

Appeals are **not** automatic. It is the student's responsibility to demonstrate the merit of an appeal.

Student Conduct Hearing Sanctions

Student Code of Conduct violations are adjudicated through the Office of the Dean of Students. The Dean of Students serves as the University's chief Student Conduct Hearing administrative officer. The University's Student Conduct Hearing system provides the complete process for addressing violations of the Student Code of Conduct. A student charged with multiple related offenses at one time will have all charges addressed during a single hearing. A decision will be rendered on each individual offense. The Office of the Dean of Students will determine whether any imposed sanctions will run concurrently (at the same time) or consecutively (one after another). The following actions or behaviors, occurring on University premises or during University-sponsored activities (unless otherwise specified), constitute violations of the Student Code of Conduct and may result in one or more of the sanctions outlined by the University:

Code One Offenses

A student found responsible for any of the following acts will be subject to disciplinary action including, but not limited to, probation, fines, suspension, or expulsion. The severity of each offense shall determine the appropriate sanction imposed. Violations that severely endanger or harm human

life or property are considered major offenses and carry the maximum sanction of expulsion. The information and evidence presented in each case shall determine the appropriate sanction.

1.1. Academic Dishonesty: Any deliberate attempt to gain an unfair advantage in academic work, including but not limited to:

a. Unfair Advantage: Receiving, stealing, reproducing, or circulating examination materials prior to an examination; receiving, stealing, destroying, defacing, or concealing materials for the purpose of depriving others of their use; unauthorized collaboration on academic assignments; failure to return assignments or examinations as instructed; intentionally obstructing or interfering with another student's academic work; or engaging in any activity with the purpose of obtaining an unfair advantage over other students.

b. Cheating: Unauthorized use of information, notes, or study aids on an examination; altering graded assignments; submitting work completed by another individual.

c. Falsification of Information: Intentionally furnishing false or misleading information; altering documents; forging signatures; or impersonating someone in an examination setting.

d. Plagiarism: Presentation or submission of work (in whole or in part) completed by someone else as one's own, without proper citation or acknowledgment.

e. Unauthorized Access to Academic or Computer Systems: Viewing, altering, or dispensing academic, administrative, or computer records; modifying programs or systems; interfering with the use or availability of such systems or records.

f. Other Acts of Academic Misconduct: Committing fraud; providing assistance with knowledge that it could be used in violation of academic integrity standards; or supplying false information during an academic dishonesty investigation.

1.2. Aiding and Abetting: Knowingly providing information, material, protection, or other assistance to another person with knowledge that such aid or participation could be used to violate the Student Code of Conduct, including:

a. Conspiracy: Assisting or attempting to assist another person in committing acts that violate the Student Code of Conduct.

b. Inciting Conflict Through Gossip or Instigating: Engaging in the deliberate spread of gossip, rumors, or misleading information with the intent, knowledge, or reasonable expectation that such actions will provoke or escalate hostility, cause physical or verbal altercations, or otherwise disrupt the campus environment.

1.3. Arson

Intentionally setting fire or attempting to set fire to public or private property belonging to another person, with or without the intent to defraud, obstruct security operations, or endanger human life.

1.4. Bribery

Offering, giving, receiving, or soliciting anything of value—such as money, services, or goods—to influence a decision, grade, or University service improperly, or to secure an advantage or special treatment for oneself or another.

1.5. Coercion

Using express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwanted sexual activity. This includes, but is not limited to, administering a drug, intoxicant, or similar substance with the intent to impair the individual's ability to give informed consent before engaging in any activity, including sexual activity.

1.13. Hazing: Any action taken or situation created, intentionally or unintentionally, on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation, admission, affiliation, or as a condition of continued membership in a group or organization. Hazing includes but is not limited to: paddling, forced consumption of food, alcohol, or drugs, physical and psychological shocks, morally degrading or humiliating games and activities, and any activity not consistent with the academic mission of the University.

1.14. Intimidation: Engaging in conduct that would cause a reasonable person to fear harm to themselves or others. Intimidation may include, but is not limited to, implied threats, menacing behavior, or coercive acts designed to instill fear.

1.15. Sexual Misconduct: Any form of non-consensual sexual contact, sexual harassment, sexual exploitation, or sexual assault as defined by the University's Sexual Misconduct Policy. This includes dating violence, domestic violence, and other forms of sexual violence.

1.16. Theft: The unauthorized taking, carrying, leading, or riding away of property or services owned by another person or entity. This includes attempted theft, possession of stolen property, and failure to return rented or borrowed property as agreed.

1.17. Unauthorized Entry or Use of Property: Unauthorized entry into, unauthorized use of, or unauthorized presence on University premises, facilities, property, or other property owned or controlled by the University. This includes unauthorized possession, duplication, or use of keys, ID cards, access codes, or other means of entry.

1.18. Violation of Local, State, or Federal Law: Any conduct which constitutes a violation of federal, state, or local law may also constitute a violation of the Student Code of Conduct when it adversely affects the University community and/or the pursuit of its objectives.

1.19. Weapons or Dangerous Instruments: Possession, use, or storage of firearms, explosives, other weapons, or dangerous instruments on University property or at University-sponsored events, except as expressly permitted by law and University policy.

1.17. Sexual Misconduct: Any non-consensual sexual contact, sexual harassment, sexual assault, sexual exploitation, or other form of sexual violence as outlined in the University's Sexual Misconduct Policy. This includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, indecent exposure, and any conduct of a sexual nature that creates a hostile, intimidating, or offensive environment.

1.18. Theft: The unauthorized taking, carrying away, or possession of property owned by another person, entity, or the University without consent and with the intent to deprive the rightful owner of its use or possession.

1.19. Unauthorized Entry or Use of Facilities: Unauthorized entry into, presence in, or use of University buildings, offices, roofs, rooms, or other University facilities or property. Unauthorized duplication, possession, or use of keys, keycards, or access codes for University facilities is also prohibited.

1.20. Violation of Law: Violation of any federal, state, or local law on or off University premises that adversely affects the University community and/or the pursuit of its objectives.

1.21. Weapon or Dangerous Instruments: Possession, storage, use, or transportation of any firearm, ammunition, explosive, knife, or other weapon or dangerous instrument on University property or at University-sponsored events, without express written permission of University authorities, except as otherwise permitted by law.

1.17. Possession, Use, Distribution, Sale, or Manufacture of Controlled Substances: Knowingly possessing, using, distributing, selling, and/or manufacturing illegal drugs or controlled substances, including but not limited to, narcotics, barbiturates, hallucinogens, marijuana, or amphetamines.

a. Possession of Marijuana (Minor): Possession of marijuana when such possession would constitute a misdemeanor at law.

b. Possession of Marijuana (Major): Possession of marijuana when such possession would constitute a felony at law.

c. Dangerous Drugs: Including but not limited to the use, consumption, possession, manufacturing, purchase, sale and/or distribution of illicit drugs, narcotics or other controlled dangerous substances and drug paraphernalia when such possession would constitute a felony at law.

d. Possession, Distributing, Selling, or Manufacturing Counterfeit Drug-related Paraphernalia: Knowingly possessing, distributing, selling, or manufacturing counterfeit drugs or related drug paraphernalia.

1.18. Possession or Use of Weapons: The unauthorized possession or use of any type of firearm, ammunition, explosive, or other weapon. Weapons may not be stored in residence halls, campus

buildings, or on University-owned or -controlled property. Items not considered weapons but used with the intent to inflict bodily harm will be subject to interpretation by the Office of the Dean of Students. The University defines a weapon as any device, apparatus, substance, or object capable of causing or inflicting injury or death, whether designed or adapted specifically for use as a weapon.

1.19. Repeated Offenses:

Repeated violations of the University's Student Code of Conduct or of any University policy for which a sanction has been previously imposed.

1.20. Sexual Assault:

Engaging or attempting to engage an individual in one or more of the following sexual actions with or directed against another person, including:

1. Sexual penetration without the consent of the other person;
2. Sexually explicit touching through the use of coercion or where the person is incapable of giving consent because of temporary or permanent mental or physical incapacity; and/or
3. Sexual penetration through the use of coercion or where the person is incapable of giving consent because of temporary or permanent mental or physical incapacity.

1.21. Sexual Exploitation:

A sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. Examples include:

- ☒ Pressure for a date or a romantic or intimate relationship;
- ☒ Invasion of sexual privacy;
- ☒ Pressure for or forced sexual activity;
- ☒ Unnecessary and unwelcome references to various parts of the body;
- ☒ Belittling remarks about a person's gender or sexual orientation based on gender stereotyping;
- ☒ Inappropriate sexual innuendos or humor;
- ☒ Videotaping or photographing someone without their consent;
- ☒ Obscene gestures of a sexual or gender-based nature;
- ☒ Offensive sexual graffiti, pictures, or posters;
- ☒ Sexually explicit profanity; and/or
- ☒ Use of e-mail, the Internet, or other forms of digital media to facilitate any of the above-referenced behaviors.

1.22. Sexual Harassment:

Unwelcome conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education;

2. Submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or
3. Such conduct has the purpose or effect of unreasonably interfering with a person's employment or education or creating an intimidating, hostile, or offensive environment. Sexual harassment also includes non-sexual harassment or discrimination based on a person's sex and/or gender, including harassment rooted in nonconformity with gender stereotypes.

1.23. Theft/Identity Theft: Taking or attempted taking without consent, or unauthorized use of funds or property, such act constituting a criminal felony under Texas law; this includes the misuse or unauthorized use of University funds or of student organization funds administered through the University.

a. Possession of Stolen Property: Knowingly possessing, using, or attempting to use stolen property.

1.24. Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this policy, or as retribution or revenge against anyone who has reported sexual misconduct, relationship violence, or who has participated (or is expected to participate) in any manner in an investigation or proceeding under this policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination.

1.25. Unauthorized Access to Records, Equipment, or Telephone or Other Communication Devices:

Unauthorized use of, access to, or an attempt to gain access to University records, equipment, or telephone or other communication devices including, but not limited to, paper/computer files, computer systems/software, telephones, and fax machines.

1.26. Unauthorized Access: Attempted or unauthorized entry into any building, structure, or facility, including forcible entry or remaining on the premises without prior approval.

a. Failure to Vacate: The failure to vacate University facilities during visitation hours, at closing, or at the directive of a University official.

b. Improper Use of Keys: Knowingly using, duplicating, or causing to be duplicated any key for a facility, building, or room without proper authorization; or failure to return University-issued keys to the proper University officials.

c. Trespassing: Unauthorized presence on, in, or within any building or property owned or operated by the University (including residence halls), or unauthorized entry into or remaining in a facility or office under the control of another after being asked to leave.

1.27. Violations of Federal, State, or Local Laws: Alleged violations of local, state, or federal laws which occur on or off campus are subject to internal University investigation, review, and disciplinary action, in addition to any action by appropriate civil authorities.

1.28. Violent Behavior: Conduct that causes physical harm or injury; endangers the health, safety, or welfare of another or oneself; causes severe emotional distress; or endangers one's own health or safety. This includes any threat, attempt, or offer to cause physical harm or severe emotional distress to another.

a. Fighting: Engaging in a physical altercation (physical assault), violence, or conflict with another individual(s).

b. Physical Assault: The use of physical force upon any person, including, but not limited to, intentionally inflicting bodily injury, attempting to inflict bodily injury, or the threatened use of physical force against another person.

c. Threat of Physical Assault: Attempting to use or threatening to use physical force against another person, including actions or behaviors that would cause a reasonable person to fear imminent bodily harm.

Code Two Offenses

A student found responsible for any of the following acts will be subject to the maximum sanction of disciplinary suspension and may not be permitted to reside in an on-campus residential facility. The information and evidence presented in a student's case shall determine the appropriate sanction to be imposed.

2.1. Disruption/Obstruction:

Any minor action that annoys or disrupts an official University function, such as teaching, research, administration, or other campus activities. This includes, but is not limited to, quarreling, fighting, public intoxication, playing loud music, or encouraging participation in disruptive activities.

a. Disorderly Conduct: Behavior that disturbs the peace or undermines public safety, such as causing a disturbance or being unruly.

b. Disruptive Behavior: Disruption of a class, curricular activity, or University event, or any other act that impairs, interferes with, or obstructs the University's mission, atmosphere, operations, processes, orderly conduct, or the rights of other community members.

c. Cell Phone Usage: The use of cell phones inside classrooms, official testing sites, or during official assemblies is prohibited. This includes placing, receiving, or conversing on calls and/or sending or receiving text messages.

2.2. Failure to Comply: Failure to follow a directive made by a University official performing his or her duties, or failure to comply with any sanction imposed under the University's Student Code of Conduct.

a. Failure to Appear: Failure to appear before a University official or committee conducting a Student Conduct Hearing proceeding or investigation.

b. Violation of Probation: Failure to comply with previously issued disciplinary probation directives.

2.3. Gambling: Wagering, or assisting in the wagering of, money or any other item of value on University property or at University-sponsored events.

2.4. Indecent, Obscene, and Immoral Behavior: Conduct that is disorderly, lewd, obscene, or immoral. Such acts include, but are not limited to, the use of obscene gestures, improper body exposures, or any other acts that violate public decency. Also prohibited is any unauthorized use of electronic or other devices to make audio or video recordings of a person without their knowledge or effective consent when such recording is likely to cause injury or distress. This includes taking unauthorized photographs or recordings in gyms, locker rooms, or restrooms.

a. Profanity: The use of abusive, vulgar, or irreverent language toward faculty, staff, students, or University officials.

2.5. Misuse of Property: Misusing property belonging to another person or entity, or attempting to do so; this includes any attempt to alter the function or performance of University equipment or property, as well as the misuse of the University's name, logo, or seal.

2.6. Negligent Bodily Injury: Careless or reckless behavior resulting in bodily injury, or which could reasonably result in bodily injury, to any person.

2.7. Negligent Destruction of Property: Careless or reckless behavior resulting in damage, defacement, or destruction of property belonging to another person or entity.

2.8. Off-campus Incidents: Students or student organizations engaging in any illegal acts off campus that adversely affect the University's interests or reputation.

2.9. Theft/Identity Theft: Taking or attempting to take, without consent, or unauthorized use of funds or property, where such act would constitute a criminal misdemeanor under Texas law; this includes the misuse or unauthorized use of University funds or student organization funds administered through the University.

a. Possession of Stolen Property: Knowingly possessing, using, or attempting to use stolen property.

2.10. Unauthorized Posting or Distribution of Materials: Posting or distributing materials without authorization or failing to abide by University policies and regulations concerning posting and distribution on University premises.

2.11. Unwelcome and Uninvited Contact: A single behavior or act that causes another person to experience emotional distress, fear for their safety, or reasonable fear of bodily injury. Such behaviors include, but are not limited to:

- ☒ Following another person;

- ☒ Monitoring or surveillance of another person;
- ☒ Unwelcome communication, such as face-to-face messages, telephone calls, voice messages, emails, written letters or notes, or unwanted gifts.

2.12. Violation of University Housing Regulations: Violations of regulations and rules governing the operations of University residence halls, including but not limited to policies on room and bathroom maintenance, quiet hours, visitation, the use of telephones, safety regulations, or other residential expectations outlined by the Office of Residence Life and Housing.

Code Three Offenses

A student found responsible for any of the following acts will be subject to the maximum sanction of disciplinary suspension and may not be allowed to reside in an on-campus residential facility. The information and evidence presented in a student's case shall determine the appropriate sanction to be imposed if a student is found responsible.

3.1. Illegal Posting: Posting signs, advertisements, flyers, or other materials on University property without prior authorization from the appropriate University offices.

3.2. Illegal Registering of Automobiles: Registering an automobile on behalf of a freshman student residing in on-campus housing who has not been authorized to operate a vehicle on campus.

3.3. Possession and/or Use of Fireworks: Possession, use, or distribution of fireworks, explosives, or pyrotechnic devices of any description on University property.

3.4. Tobacco: Smoking and the use of tobacco products—including but not limited to cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, and other tobacco-related products—are prohibited on all Wiley University campus property by students, faculty, staff, and visitors.

3.5. Traffic or Parking Violations: Violations include, but are not limited to, operating or attempting to operate a motor vehicle on campus while under the influence of alcohol or illicit drugs; reckless driving; obstruction of the free flow of pedestrian or vehicular traffic; and parking in unauthorized or improper zones.

3.6. Unauthorized Occupancy in Residence Hall: Residing in, or allowing another individual to reside in, a residence hall room without completing the required housing application, paying a security deposit, or paying the appropriate room rent.

3.7. Unauthorized Use of Loud Speakers: Use of loudspeakers, amplification systems, or similar devices on University property without the express written approval of the appropriate University officials.

3.8. Violation of Rules Regarding Residence Halls and Dining Facilities: Violation of University policies, rules, or regulations governing residence halls and dining facilities, including but not limited to, visitation policies, quiet hours, housing contracts, posted regulations, and all dining facility rules and guidelines.

Disciplinary Sanctions

A student admitted to Wiley University accepts responsibility to conform to all University regulations. Any student who fails to meet this obligation shall be subject to disciplinary sanctions including, but not limited to, expulsion, suspension, fine (not to exceed \$500 per violation), probation, campus service, and warning. Students are required to become familiar with all regulations and are held accountable for any misconduct, even in the absence of such familiarity.

Student organizations also are governed by the Student Code of Conduct. Student organizations in violation of University policies shall be subject to the maximum of termination or loss of recognition from the University. Any lesser sanction includes but is not limited to restriction or suspension of the use of University facilities and services; suspension of the privilege to sponsor fundraising events; the loss of all funds allocated by the University; and restitution of damages. Penalties and sanctions governing all students include, but are not limited to, the following:

- ☒ **Community Service:** An assigned number of hours of service to an on or off-campus organization.
- ☒ **Educational Program:** An opportunity for personal development.
- ☒ **Expulsion:** Prohibition from attending classes and from being present without permission on any campus of the Wiley University System. An expelled student may not apply for (re)admission to any institution in the Wiley University System.
- ☒ **Eviction from Facilities:** Removal from residence facilities or other campus facilities as designated in the written notification. Fees will not be refunded to a student who is evicted from residence facilities.
- ☒ **Fine:** A specific monetary amount up to \$500.00, which may be included with a period of disciplinary probation. A fine may be issued for each individual violation or as an aggregate amount.
- ☒ **Interim Administrative Suspension:** The University shall enforce this policy when a student's continued presence on campus interferes with the educational process of the University, or where the health, safety, and morals of the campus community are compromised. This constitutes convincing danger to the normal function of the University or to the student personally

in such situations as supported by case law (e.g. Woodruff v. West Virginia Board of Regents, 1971, establishes that the University shall suspend the student immediately on an emergency basis). Students placed on emergency administrative suspension shall remain on suspension until a Student Conduct Hearing is held and a final determination is made in the pending case.

Deferred Suspension: A disciplinary status assigned to a student found

- ☒ responsible for a serious violation of the Student Code of Conduct. Under deferred suspension, the student is permitted to continue attending classes and participating in University activities. However, if the student is found responsible for any additional violation of University policies during a specified probationary period, the student will be automatically suspended without the right to a hearing. The length of the deferred suspension period will be determined by the Office of the Dean of Students.

Letter of Reprimand: A written statement of reproof to the student or organization.

- ☒ **Mandatory Withdrawal:** Forced removal from an academic course in which an offense occurred, without credit for the course.

No Contact Order: A directive to refrain from any contact, direct or indirect, with one or more designated persons or group(s) through any means

- ☒ including personal contact, e-mail, text messaging, telephone, social media or third parties. A No Contact Order may be temporary or permanent.

Probation: This is notice to a student or student organization that any further major disciplinary violation may result in suspension. Special restrictions may also be imposed as a condition of probation. Such restriction may

- ☒ include one or more of the following conditions:

- a. **Restrictions:** Exclusion of a student or organization from, or modified participation by a student or organization in, specific or all campus activities or facilities; or embargo of privileges.
- b. **Restitution:** Financial reimbursement or replacement of damaged or lost property
- c. **Suspension:** Prohibition from attending classes and from being present without permission on any campus of the Wiley University System for the duration of the sanction. The sanction may not exceed a period of more than two full semesters following the effective date of suspension due to the severity of the crime. If required by the sanction, students who have been suspended must petition for re-enrollment through the Office of the Dean of Students and/or the University Student Conduct Hearing Committee. Once eligible to return to the University, suspended students must apply for readmission.

d. **Warning:** This is official notification to students that their behavior has been unacceptable. Any further misconduct will result in additional sanctions. These sanctions are a part of the official record but are removed at the time the student completes a degree program.

Withdrawal Due to Extenuating Circumstances (WE)

I. Principles

Fairness and Equity

Students are responsible for understanding and adhering to the rules and regulations of their academic program, as outlined in the Wiley University Student Handbook and other official resources. However, the University recognizes that unforeseen and uncontrollable events may arise that severely impact a student's ability to complete an academic semester.

The guiding principles for Withdrawal Due to Extenuating Circumstances (WE) requests are fairness and equity. Wiley University is committed to supporting students facing serious disruptions while maintaining fairness for students who continue their studies under similar hardships. The University has sole discretion to approve or deny WE applications.

II. Definitions

Complete Withdrawal

A WE request typically involves a complete withdrawal from all courses in a given semester, as extenuating circumstances usually have a pervasive effect on a student's academic performance.

Selective Withdrawal

In rare cases where only certain courses are impacted, a student may apply for a selective withdrawal. The student must provide a clear and specific explanation as to why some courses are affected while others are not.

Timely Withdrawal

A withdrawal request made during an active semester will be considered timely if it is submitted before the University's official census deadline.

Retroactive Withdrawal

If circumstances prevent a timely request, a retroactive withdrawal may be considered for a prior semester. Additional documentation and explanation are required.

III. Criteria

Students may request a WE under the following grounds:

Medical or Mental Health Grounds

Students who suffer from a significant medical or mental health condition during the semester that prevents them from completing academic requirements may be eligible for a WE.

Examples:

- ☒ **Eligible:** Hospitalization for a week or more, or a documented mental health crisis requiring extended treatment.
- ☒ **Not Eligible:** Short-term illnesses such as influenza without significant academic impact.

Students are strongly encouraged to seek early intervention from medical professionals, psychological counselors, academic advisors, or the Dean of Students Office to explore all available support options before requesting a withdrawal. Poor time management or failure to prioritize academics will not be accepted as grounds for a WE.

Compassionate Grounds

Students may be eligible for a WE if they experience traumatic events that severely impair their academic performance.

Example:

- ☒ Death of an immediate family member.

Other Grounds

In rare instances, other overwhelming personal difficulties—such as divorce, significant family commitments, or unavoidable employment changes—may also be considered. Supporting documentation and a detailed explanation must be provided.

IV. Guidelines

Wiley University maintains sole discretion over the approval of Withdrawal Due to Extenuating Circumstances (WE) applications.

Applications may be **denied** if:

- ☒ A student applies more than once for the same reason;
- ☒ A student applies for a retroactive WE more than five (5) years after the original semester of enrollment;
- ☒ An academic dishonesty incident report is on file for the course in question.

Financial Aid

Per federal regulations (Title IV), a student's financial aid must be canceled or adjusted for the semester of withdrawal.

The University reserves the right to verify the authenticity of all documentation and signatures included in a student's WE application packet.

Poor Academic Performance

While students requesting a WE often have faced academic challenges, fear of receiving a poor grade alone is **not sufficient** grounds for approval.

Approval is based solely on the **nature and severity** of the extenuating circumstances.

The following reasons, by themselves, will not be accepted for granting a withdrawal:

1. Experiencing academic difficulties in the course;
2. Administrative error in enrolling or withdrawing from a course;
3. Poor academic standing overall;
4. Careless academic planning;
5. Conflict with an instructor;
6. Difficulty managing or scheduling course assignments;
7. Dissatisfaction with instructor grading practices.

Note:

Students facing these issues should immediately contact their course instructor or an academic advisor for assistance.

V. Documentation

An appeal for withdrawal requires a **high standard of documentation**. Retroactive appeals must include a complete record of graded course activities, including assignment dates and grade weighting, to ensure academic integrity. The Provost reserves the right to verify the validity of any documents submitted.

Required Documents

- ☒ All documents must be presented in English and must be officially certified.
- ☒ Retroactive WE requests must include supporting records of coursework and grades up to the time of the withdrawal request.

Medical Documentation

- ☒ Students requesting withdrawal for medical reasons must submit formal documentation from a licensed medical practitioner. A medical explanation must be uploaded to the Wiley University **Class Excuse Portal**. Students who did not seek medical attention at the time of the illness or accident, and cannot provide valid supporting documentation, will not be granted a withdrawal.
- ☒ **Notes written on prescription pads** are not acceptable documentation.
- ☒ Health care providers must submit comprehensive documentation addressing the nature, severity, and timeframe of the medical condition as it relates to the academic term in question.

Compassionate Grounds Documentation

Students requesting a Withdrawal Due to Extenuating Circumstances (WE) on compassionate grounds, such as the death of a loved one, must submit supporting evidence. Acceptable documentation includes:

- ☒ An obituary;
- ☒ A death certificate;
- ☒ A prayer card.

Proof of relationship to the deceased may be required.

Personal Letter

Students must submit a clear and concise personal letter along with their WE application. The letter must:

- ☒ Be typed, double-spaced (no longer than two pages) or single-spaced (no longer than one page);
- ☒ Clearly explain the reason for requesting a withdrawal;
- ☒ Directly reference and connect to the submitted supporting documents;
- ☒ Include a chronological list of relevant events, when applicable.

Note:

Vague letters or letters lacking strong supporting documentation may delay the review process or result in denial of the request.

Supplementary Documentation

Additional supporting documents may include:

- ☒ **Police Reports:** For motor vehicle accidents or crimes resulting in victim services;
- ☒ **Employment Letters:** Must be on official company letterhead;
- ☒ **International Medical Documentation:** For illnesses abroad, official hospital or medical reports must be provided;
- ☒ **Compassionate Withdrawals:** Must include an obituary, prayer card, or death certificate.

VI. Procedures

A. Pre-Application Consultation

Students considering a WE application should consult with an academic advisor at the **Student Success Center** (located in the Pemberton Education Complex) or their department advisor for guidance on the rules, regulations, and deadline dates regarding withdrawals.

B. Application Submission

A completed WE packet must be submitted to the following offices, in order:

1. Office of Student Health, Counseling and Wellness;
2. Office of the Dean of Students;
3. Office of the Provost;
4. Registrar's Office.

Each WE packet must include:

- ☒ Completed WE Application Form;
- ☒ Personal letter explaining the extenuating circumstances;
- ☒ Printed copies of all supporting documents.

C. Faculty Consultation

Faculty members may be consulted to verify academic challenges outlined in the application. Students are responsible for providing a clear, well-documented explanation.

D. Timeline for Review

- ☒ Most WE applications are adjudicated within one week of receiving all supporting documents.
- ☒ Delays in submitting documentation may result in denial or return of the application without processing.
- ☒ Applications referred to Faculty Committees will require additional processing time.
- ☒ Upon approval, the Registrar will update the student record with the "WE" notation and notify the student via email.
- ☒ Students are responsible for monitoring their academic record on Wiley JICS.

E. Retroactive Requests

- ☒ Requests submitted after the semester deadline (last day of class) are considered **retroactive**.
- ☒ Retroactive WE requests follow the same procedures as in-semester requests.
- ☒ Requests for terms more than five years prior to the date of application will not be considered.

F. Ongoing Treatment Requirement

Students receiving a WE for mental health or medical reasons must:

- ☒ Undergo ongoing and appropriate psychological treatment for a minimum of six weeks (unless otherwise approved by the Associate Vice President of Student Health, Counseling, and Wellness).
- ☒ Provide proof of treatment before being eligible for re-entry.

G. Re-entry Following WE

All students seeking to re-enter Wiley University after a WE must:

- ☒ Submit a personal re-entry letter outlining their readiness to return;
- ☒ Have the letter reviewed by the Registrar's Office in consultation with the Office of the Provost.

VII. Appeals

Students whose Withdrawal Due to Extenuating Circumstances (WE) application is denied and who believe they have valid grounds for an appeal must contact the **Office of the Provost** for detailed instructions on the appeals process.

Appeals must clearly present new evidence or demonstrate that the initial review process was not properly followed.

VIII. Review Schedule

Wiley University will conduct an annual review of the Withdrawal Due to Extenuating Circumstances (WE) Policy to ensure its effectiveness and consistent enforcement.

The objectives of the annual review are to:

- ☒ Assess the effectiveness of the WE Policy and recommend changes, if necessary;
- ☒ Ensure that WE procedures are applied fairly and consistently.

The review will also evaluate:

- ☒ The total number of WE applications submitted during the academic year;
- ☒ The number of students seeking re-entry following a WE.

Annual Review Committee Composition:

- ☒ Provost and/or Vice President for Student Affairs (or designee) – **Chair(s)**
- ☒ Associate Vice President of Student Health, Counseling, and Wellness (or designee)
- ☒ Associate Vice Provost (or designee)
- ☒ Dean of Students (or designee)
- ☒ Registrar (or designee)

FORM A

Students Request for Medical/Mental Health Withdrawal

Completed by Student

Instructions to Student:

1. Complete the Students Request for Medical/Mental Health Withdrawal form, print and provide signature/date at the bottom.
2. Complete Section 1 of the Students Request for Medical/Mental Health Withdrawal, Physician/Mental Health Provider Form print, provide signature/date and ask your Physician/Mental Health Provider to complete all remaining sections of the form.
3. If you received financial aid or veterans' benefits, discuss the impact of your withdrawal on your eligibility for the assistance received. Federal regulations may require you to return funds.
4. Pay in full any remaining balance on your account.
5. Submit the complete forms with signatures and supporting medical documentation to the Registrar, prior to the start of the final exams' week for the semester.

General Information:

- ☒ Medical/Mental Health Withdrawal assumes withdrawal from all courses for the semester unless otherwise specified by the student.
- ☒ Requests will be approved or denied based on the nature of the illness as documented on the Physician/Mental Health Provider Form. The physician/mental health provider's signature does not necessarily constitute approval.
- ☒ Federal law requires that a student's financial aid be cancelled or adjusted for the semester of withdrawal, in accordance with Title IV policies.
- ☒ The University reserves the right to verify the authenticity of all requested information and signatures.
- ☒ All students approved for medical/mental health withdrawal will be required to meet conditions of medical clearance prior to re-entry.

Student Name:

ID #:

Current Address:

Home

Phone: _____ **Cell Phone:**

Email:

Semester for withdrawal request: (check one) FALL WINTER SPRING SUMMER **Year:** 20

List the classes to be included in the medical/mental health withdrawal:

COURSE NO.	COURSE TITLE	CREDITS

I authorize my physician/mental health professional to release the information requested for my withdrawal from Wiley University for this current semester. I understand that the information will be handled in a confidential manner and in compliance with HIPAA.

Signature

Date

FORM B
Re-Entry Documentation
(Following Medical/Mental Health
Withdrawal) Physician/Mental Health
Professional Form

Please return this form, completed by a licensed Physician/Mental Health Professional, to address above.

STUDENT TO COMPLETE

I authorize my physician/mental health professional to release the information requested for my re-entry to Wiley University following my mental health/medical withdrawal. I understand that the information will be handled in a confidential manner and in compliance with HIPAA.

Patient Name:

Student ID:

Student Signature: _____ Date:

PHYSICIAN / MENTAL HEALTH PROFESSIONAL TO COMPLETE

Condition that required the student's withdrawal:

Dates of treatment:

Medications (if applicable):

Recommendations for continued recovery:

Evaluation of student's ability/readiness to return to the University environment, including areas of academic and social functioning:

Additional information/accommodations appropriate for facilitating the student's return to University:

PLEASE PRINT

Name of Physician/Mental Health Professional:

Phone:

Address:

Signature of Physician/Mental Health Professional:

Date:

Professional License ID #:

Wiley University
Refusal of Treatment, Transport and/or Evaluation

Because it is sometimes impossible to recognize actual or potential problems outside the hospital, we strongly encourage you to be evaluated, treated if necessary, and transported to a hospital via EMS personnel for more complete examination by a physician.

You have the right to choose to not be evaluated, treated, or transported if you wish; however, there is the possibility that you could suffer serious complications or even death from conditions that are not apparent at this time.

By signing below, you are acknowledging that you have been advised to seek medical attention and transported via EMS, and that you understand the potential

harm to your health that may result from your refusal of the recommended care;
and you release Wiley University from liability resulting from refusal.

PLEASE CIRCLE THE FOLLOWING THAT APPLY:

I refuse:

EVALUATION

TREATMENT

TRANSPORT

Name:

Age

DOB

Address:

Phone #:

Signature:

Date:

Witness Signature:

Date:

Witness Printed Name:

APPENDIX

Appendix A

Alma Mater

Oh, Wiley Dear, ever we'll sing thy praise.

With love and rapture our voices we'll raise. Our hearts are all
swelling with joy sublime. We'll cherish thee, till the end of time.
We'll cherish thee, till the end of time.

Oh, Lord, we pray, may our Dear Wiley stand.

A beacon light, shining o'er our dear land.

And may her sons, with steadfast purpose true. Go forth inspired,
glorious deeds to do.

Go forth inspired, glorious deeds to do.

- Written by Mr. William Henry Smith

*** This song is sacred. When sang, persons should stand and, if applicable, remove their hats.**

School Colors

Purple and White

School Mascot

Wildcat

School Motto

Go Forth Inspired

Heritage Song -“Lift Every Voice and Sing”

Lift every voice and
sing, 'til earth and
heaven ring,
Ring with the harmonies of
Liberty; Let our rejoicing rise

High as the listening skies,

Let it resound loud as the rolling sea.

Sing a song full of the faith that the dark past has
taught us, Sing a song full of the hope that the
present has brought us; Facing the rising sun of
our new day begun,

Let us march on 'til victory is won.

Stony the road we
trod, Bitter the
chastening rod,
Felt in the days when hope unborn had
died; Yet with a steady beat,
Have not our weary feet
Come to the place For which our fathers died.
We have come, over a way that with tears has been watered,
We have come, treading our path through the blood of the
slaughtered, Out from the gloomy past,
'Til now we stand at last
Where the white gleam of our bright star is cast.
God of our weary
years, God of our
silent tears,
Thou who has brought us thus far on
the way; Thou who has by Thy might
Led us into the light,
Keep us forever in the path, we pray.
Lest our feet stray from the places, our God, where we
met Thee, Lest our hearts drunk with the wine of the
world, we forget Thee; Shadowed beneath Thy hand,
May we forever
stand, True to our
God,
True to our native land.



FERPA & Parent Communication at Wiley University

What Parents Can Know with Student Consent

When a student provides written consent (FERPA waiver) allowing the university to share their educational records, including conduct information, parents may receive certain details about their student's case. However, Wiley University maintains clear parameters and boundaries to ensure that students remain responsible for their own conduct processes and self-advocacy.

- **Case-Specific Conduct Details:** The nature of the violation, investigation outcomes, and sanctions.
- **Academic Standing & Disciplinary Impact:** If conduct violations affect academic status, such as suspension.
- **Appeal Processes:** Eligibility and timelines for appeals.
- **Financial Implications of Sanctions:** If disciplinary actions result in fines, housing loss, or tuition changes.

Establishing Boundaries for Parent Communication

Even with a FERPA waiver on file, Wiley University encourages student-led communication and limits direct parent involvement to ensure students take ownership of their education and personal development. Below are the guidelines Wiley University follows regarding parent communication:

- **Parents may request case updates but should not be the primary contact.**
- **All official communications must go through the student.** Parents will not receive direct copies of conduct notices.
- **Meetings & Hearings:** Parents cannot attend disciplinary meetings unless explicitly allowed by policy.
- **One-Way Information Sharing Only:** University officials will share FERPA-allowed information but will not engage in discussions that bypass the student.
- **No Parent-Led Negotiations:** Parents cannot negotiate sanctions, appeal decisions, or intervene in the process.
- **Communication Frequency Limits:** A single point of contact will be designated for parent inquiries.

- Respect for Student Autonomy: Even withFERPA consent, the university prioritizes student engagement.

Encouraging Student Independence

AtWiley University, we believe students should navigate their own conduct and academic challenges todevelop independence and responsibility. Parents can best support their students by:

- Encouraging open communication with university officials.
- Helping their student prepare for discussions and decisions, rather than taking over.
- Respecting university policies and student privacy.