

The background of the cover is a photograph of a brick university building with a large, curved, ribbed metal roof. In the foreground, a bronze statue of a panther is perched on a brick pedestal. A semi-transparent purple overlay covers the right half of the image, containing the text.

WILEY
UNIVERSITY

GO FORTH

STUDENT HANDBOOK

WELCOME TO OUR UNIVERSITY

2024 - 2025

INTRODUCTION.....	1
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A Word from the President.....	2
--------------------------------	---

The Administration.....	3
-------------------------	---

UNIVERSITY

OVERVIEW.....	4
----------------------	----------

Mission of the University.....	4
--------------------------------	---

History and Development of the University.....	4
--	---

Presidents of the University.....	11
-----------------------------------	----

THE DIVISION OF STUDENT AFFAIRS	12
--	-----------

Student Affairs Personnel.....	12
--------------------------------	----

Career Services.....	14
----------------------	----

Dean of Students.....	14
-----------------------	----

Residence Life.....	14
---------------------	----

Student Health, Counseling and Wellness.....	15
--	----

COVID 19 Policy.....	17
----------------------	----

UNIVERSITY

POLICIES.....	18
----------------------	-----------

Alcohol and Other Drugs.....	18
------------------------------	----

Standard of Conduct.....	19
--------------------------	----

Sanction.....	19
---------------	----

Intervention.....	19
-------------------	----

Anonymous Publications.....	19
-----------------------------	----

Automobiles and Parking.....	19
------------------------------	----

Operation of Automobiles.....	20
Parking Regulations and Information.....	20
Chapel (GEEP).....	20
Children on Campus.....	20
Class Attendance	23
Directory Information.....	24
Disciplinary File/Records.....	22
Dress Code Policy for Students.....	22
Failure to Pay Financial Obligations.....	23
Grievance Procedures for Students.....	23
Policy Statement.....	23
Definition.....	24
Filing a Grievance.....	24
Appeals.....	24
Guest Speakers.....	24
Hazing.....	25
Identification Cards.....	26
Litter Free Campus.....	26
Non-Discrimination Policy.....	26
Off-Campus Conduct.....	27
Probation.....	27
Quiet Hours.....	27
Records and Files.....	27
Scholastic Dishonesty.....	28

Sexual Harassment.....	28
Informal Procedures.....	29
Formal Procedures.....	29
Smoking Policy.....	29
Speech and Assembly.....	30
Student Accounts.....	30
Student Food Services.....	30
Student Intellectual Property.....	30
Student Searches.....	31
Student Travel.....	31
Suicide Prevention and Awareness.....	32
Transcripts.....	32
Visitation.....	33
Withdrawal.....	33

UNIVERSITY OFFICES AND

SERVICES..... 34

Academic Affairs.....	34
Academic Advisement.....	34
Business Office.....	35
Co-Curricular Activities.....	35
Clubs and Organizations.....	35
Advisors for Organizations.....	35
Advisor Responsibility to the Organization.....	36
Fraternities and Sororities.....	37

Honor Societies.....	38
Membership Requirements.....	38
Criteria for Registration of an Organization.....	38
Music Organizations.....	41
National Organizations.....	41
Information and Technology Services.....	41
Access to Network Services.....	41
Residence Hall Connections.....	41
Personal Computers on the Network.....	41
E-Mail.....	41
Appropriate Use of E-Mail.....	41
Network Security.....	42
User IDs and Passwords.....	42
Responsible Use of Network and Computing Facilities.....	42
Individual Responsibility.....	43
Institutional Privileges.....	43
Indemnification of Wiley University.....	43
Cable.....	43
Laundry Services.....	43
Library Services.....	43
Postal Services.....	43
Procedures for Scheduling Student Events.....	44
Recognized Campus Groups/Organizations.....	44
Radio Station.....	44

Student Success Center.....	45
Student Support Services.....	45
Technology Services.....	45
STUDENT GOVERNMENT ASSOCIATION (SGA).....	47
The SGA Constitution.....	47
GREEK LIFE CODE OF CONDUCT.....	64
General Policies.....	64
Membership Criteria.....	66
Membership Requirements.....	65
Organization Responsibilities.....	65
Membership Intake Period.....	65
New Member Presentation.....	66
Prohibited Activities.....	66
Organizational Management.....	67
Sanctions.....	79
STUDENT CODE OF CONDUCT.....	71
Definitions.....	71
Rules and Regulations.....	73
Judicial Process.....	93
Judicial Sanctions.....	103
Withdrawal due to Extenuating Circumstances.....	116
APPENDIX.....	124

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 2024-2025 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.

Welcome Wildcat!

On behalf of the entire university community, it is my pleasure to extend a warm welcome to you as you embark on your journey with us. Whether you are a new student just beginning your academic career or a returning student continuing your studies, we are thrilled to have you as a part of our vibrant and diverse campus community.

As the Vice President for Student Development, Enrollment Management, and Strategic Retention, I am committed to ensuring that your experience at Wiley University is enriching, fulfilling, and supportive of your personal and academic growth. Our team provides a welcoming and inclusive environment where you can thrive, both inside and outside the classroom.

I encourage you to familiarize yourself with the resources and opportunities available to you as outlined in this Student Handbook. This handbook serves as a comprehensive guide to University policies, procedures, services, and campus life, designed to assist you in navigating your academic journey and making the most of your University experience.

In addition to academic excellence, we are deeply committed to your holistic development and well-being. From academic advising and career exploration and readiness to student organizations and campus activities, there are countless opportunities for you to engage, connect, and pursue your passions. I encourage you to take advantage of these resources and get involved in the rich tapestry of campus life.

At Wiley, we embrace diversity, equity, and inclusion as core values that enrich our community and strengthen our collective learning experience. We celebrate the unique perspectives, backgrounds, and identities that each of you brings to our campus, and we are committed to fostering a culture of respect, empathy, and understanding.

As you embark on this exciting chapter of your academic journey, know that you are not alone. Our dedicated faculty, staff, and fellow students are here to support you every step of the way. Should you have any questions, concerns, or need assistance, please do not hesitate to reach out to my office or any of the support services available to you.

Once again, welcome to Wiley University. We are delighted to have you as a part of our community, and we look forward to supporting you in your pursuit of academic excellence, personal growth, and success.

Best wishes for a fulfilling and rewarding academic year!

Go forth inspired,

Danielle Sims Brooks

Dr. Danielle Sims Brooks

Vice President for Student Development, Enrollment Management, and Strategic Retention

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) 927-3329

Provost/ Vice President for Academic Affairs & Strategic Retention

Dr. Kimberly McLeod. - (903) 923-1620

Sr. Vice President for Business, Finance, & Strategic Retention

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

Vice President for Student Engagement, Enrollment Management & Strategic Retention

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

Vice President of Institutional Research / Effectiveness & Strategic Retention

Dr. Runell J. King -

Special Assistant to the President/Director of Sponsored Programs

Mrs. Cassandra Johnson - (903) 927-3214

UNIVERSITY OVERVIEW

Mission Statement

Wiley University 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 Blacks in America. 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 desire to succeed that in 1880, rather than moving Wiley University farther out of town, the founders of the University moved nearer to Marshall on 55 acres of wooded land where the University stands today. Land was cleared and four additional buildings were constructed as student 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 were 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). It was their strength of character in the face of hardship and acrimony that forged the early foundations of this bastion of academic excellence. Their labors were rewarded in 1888 when the first graduate of Wiley University

(for so it was called at the time) was awarded the Bachelor of Arts degree. Mr. H.B. Pemberton would lead the way for generations of Wiley University graduates to come.

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

Matthew Winfred Dogan, Sr. (1896-1942) was to become the most prolific and the longest-sitting president to grace the halls of Wiley University. The seventh president took office at the age of 33 and was to become the backbone and strength of Wiley. During his 46-year administration of Wiley University, many changes occurred on the campus and in the United States as a whole. At a time in history when the National Association for the Advancement of Colored People (NAACP) and the National Urban League were established to reinvigorate

the old abolitionist struggle to achieve complete emancipation and full citizenship for Black Americans, Wiley University was building and expanding.

Two of Wiley's most outstanding faculty members served during Dogan's tenure, Dr. James Farmer, Sr., the first black in Texas with a Ph.D. degree and the visionary Melvin Beaunorus Tolson, one of the most distinguished debate coaches in the United States. Tolson taught at Wiley from 1924 to 1947. During his illustrious and firebrand years as a faculty member, he established the Alpha Phi Omega Forensic Society (debate team), which went virtually undefeated. It was, however, the defeat of the National Champions at the University of Southern California in 1935 that established the signal and historic achievement and prominence of the debate team of Wiley University.

In 1906, the University boasted of eleven buildings on campus. The first brick building constructed on campus under the Dogan administration was the central building. It was built of bricks made on campus and was constructed by students. Subsequent campus buildings were constructed around this main building and housed programs in mechanics, printing, tailoring, broom making, woodworking and industrial programs. Among the eleven buildings was the King Industrial Home for Girls bringing the important study of home economics to Wiley.

Dogan's dream was to expand for the future and indeed Wiley University expanded as building after building was erected for more specialized programs. However, 1906 also brought tragedy to Wiley University as five buildings were destroyed by fire, including the main central building. Although the buildings were in ashes, the foundations remained strong and in 1907, buildings of greater magnitude began to take shape on the campus. Noted philanthropist, Andrew Carnegie, made possible the construction of the Carnegie Library that was erected in 1907.

However, Wiley University was continuing to expand. Coe Hall, named for former teacher, Mrs. Isabel Coe, was built to serve as the men's dormitory. Coe's father had donated the sum of \$5,000 to the University. Thirkield Hall, a magnificent three-story structure built with the grandeur befitting an institution of higher learning, was erected in 1918 and named for Bishop Wilbur P. Thirkield, a close friend of the University and former president of Howard University.

The Daniel Adams Brainard Chapel was erected in 1924 with a capacity for 800 students. The Chapel was equipped with a pipe organ that was one-of-a-kind among similar sized Universities of the time. In 1925, **Dogan Hall** was built to accommodate women in dormitories. Dogan Hall was a truly lavish residence hall in its day. **The Refectory** was also erected during this time as a dining hall for students and a place for extra-curricular activities. Truly, a pioneer in the educational arena, Wiley University took the leadership role in reorganizing Black schools of higher education and in 1929 renamed itself Wiley University, dropping the use of the word University. It was at this time the high school and trade school were discontinued. Wiley University was recognized in 1933 as an A class University by the Association of Universities and Secondary Schools of the southern states. This marked the first time any Black school had ever been rated by the same agency and standards as other universities.

Wiley University was a leader in planting the seeds of the first social organizations in the Southwest. These fraternities and sororities nurtured the cohesiveness of Black University students. The Beta Chapter of Phi Beta Sigma Fraternity, Inc. was formed on the Wiley campus in 1915, the second chapter founded in the United States. The Theta Chapter of Omega Psi Phi Fraternity, Inc. was formed in 1922 and the Theta Chapter of Zeta Phi Beta Sorority, Inc. was formed in 1923. Other social organizations included the Phi Chapter of Alpha Kappa Alpha Sorority, Inc. in 1924, the Alpha Sigma Chapter of Alpha Phi Alpha Fraternity, Inc. in 1925, the Alpha Iota Chapter of Delta Sigma Theta Sorority, Inc. in 1930 and the Alpha Chi Chapter of Kappa Alpha Psi, Inc. in 1935.

At a time when Jesse Owens was thundering to an unprecedented four gold medals in the 1936 Olympic Games in Berlin, Wiley University was introducing football to Black Universitys and was a leader in forming the Southwestern Athletic Conference (SWAC), still in existence today. Wiley University won many national championships in football and basketball, having more championship athletic teams than all its opponents in the SWAC combined.

This drive for excellence extended beyond the football fields and the basketball courts and spilled over into the academic arenas with a debating championship in 1928 and notable accomplishments in the field of dramatic competitions. Wiley University was the first of its kind in the region to adopt an honor roll system for outstanding students. Wiley University was the leader that other Black Universitys and universities eagerly followed.

Music has always played an integral part in Black history and this was also true in the history of Wiley University. The Wiley University band was a first during this period. In the 1930's, Duke Ellington wrote "*It Don't Mean a Thing If It Ain't Got That Swing*" and George Gershwin's *Porgy and Bess* debuted before record crowds in New York. The Wiley University music department was also making some noise of its own, proudly becoming second to none among similar Universitys in the region. The Wiley Quartet sang for stage and radio during this time period and the Glee Club, band, orchestra and choir were all well equipped with instruments and talent.

The General Education Board of The Methodist Church provided funding in 1935 to refurnish and redecorate the Carnegie Library. The University accepted the gift and a challenge from the Board to match dollar-for-dollar a \$3,000 proposed endowment. The Endowment Drive was completed in 1938 and the University endowment grew to \$6,000 (equivalent to over \$200,000 in today's value). World War II began for the United States on December 7, 1941, with the Japanese sneak attack on Pearl Harbor. As President Franklin Roosevelt was addressing Congress on the proposition of war, Wiley University President, Dr. Matthew Dogan, relinquished the reins of authority in 1942 to **Dr. E.C. McLeod**, Wiley's eighth president (1942-1948). While University enrollment took a back seat to the draft, Dr. McLeod never backed down from the vision established by the previous administration to build and expand "Dear Wiley", thus, a five-year building plan was unveiled.

Wiley served the defense effort well with the establishment of the Wiley University Committee on Community Service and National Defense. The Committee coordinated its efforts with the country's national defense resources through an expansion of its summer program. Many Wileyites seized this opportunity and trained for community health improvement with the aid of this national program.

Addressing the demands of the market, homemaking education was added to the curriculum and a new facility complete with lecture rooms, laboratories and mock dining and lodging facilities was established in 1942. A new athletic stadium was constructed and improvements were made to the athletic fields. **McLeod Hall** was constructed as a men's residence hall to accommodate the veterans returning from the war. Many young men took advantage of the educational opportunities afforded them through their G.I. Benefits package. This was the most expansive record of enrollment in Wiley University history.

During McLeod's administration, the University joined the United Negro University Fund in 1944 as a charter member. This brought new resources to the University for expanding programs and building projects. Wiley University enjoys the distinction of having won the title of Miss UNCF for three consecutive terms being the only University of the era to receive this stellar national honor.

With the retirement of Dr. McLeod in 1948, Wiley University changed leadership. The ninth president of Wiley University was **Dr. Julius S. Scott, Sr.** (1948-1958). He had worked at the University in various capacities over the years and brought a true Wiley Spirit to the presidency. Under his leadership, the **Alumni Gymnasium** was completed. The new gym was a project initiated by the Wiley University National Alumni Association and was funded through gifts from alumni and grants from the federal government. The gymnasium was more than a new structure on campus. It was a monument to the struggles and the successes of its former students and graduates of the University. Wiley University students were getting their first taste of rock-n-roll in 1954 listening to the sounds of recording artists like Fats Domino, Chuck Berry and Little Richard. During this period, Smith-Nooks Hall of Music was built and dedicated and shortly thereafter, in 1958, Dr. Scott retired the presidency **Dr. Thomas Winston Cole, Sr.** (1958-1971) was selected as the tenth president to

lead Wiley University in 1958. He was a 1934 graduate of Wiley University and the first Layman to hold the position. His visionary goal was to build on the great traditions established by his predecessors. In 1960, Wiley University was admitted to full membership in the Southern Association of Universities and Secondary Schools (SACS). In addition, a new building program was established including a complete renovation of the Refectory together with its transformation into a modernized dining facility. Dr. Cole was instrumental in refurbishing and remodeling many facilities on campus including the Aaron Baker Science Building, the T.W. Cole Library, and the Fred T. Long Student Union Building. He had the streets paved, new sidewalks installed and created new parking facilities for students, faculty and staff. It was also during this period that the annex for Dogan Hall was completed to house the senior females on campus. Dr. Cole served Wiley University well from 1958-1971.

The eleventh president of Wiley University was also an alumnus of the University, **Dr. Robert E. Hayes, Sr.** (1971-1986). His administration continued to advance the University. During his presidency, the University experienced continued growth and development. A new men's dormitory was constructed to accommodate an increasing enrollment. The fledgling KBWC, Wiley University radio station, received licensing approval by the Federal Communications Commission. The A Cappella choir resumed its annual spring concert tour of the mid-west and the number of faculty members holding earned doctorate degrees increased to 41 percent. Dr. Hayes was also instrumental in raising over a million dollars through speaking engagements and gifts from individuals. Dr. Hayes served his Alma Mater from 1971 until his retirement in June of 1986. Between 1986 and 1987, **Dr. E.W. Rand**, and **Dr. David R. Houston** served successively as interim presidents of the University.

The Wiley University Board of Trustees elected **Dr. David L. Beckley** (1987-1993) as the twelfth president of the institution in 1987. Under his leadership, the University improved its fiscal management practices, retired outstanding federal bonds on several campus buildings and facilities, retired federal debts and loans, increased the endowment fund and increased the number of faculty members holding terminal degrees. Also during the Beckley administration, the University was reorganized into five academic divisions: Basic Studies; Business and Social Sciences; Education and Physical Education; Humanities and Natural Sciences and Mathematics. These programs helped prepare students for careers in their major discipline as well as making available to them the opportunity to pursue graduate work.

Dr. Lamore J. Carter (1993-1996) was named thirteenth president of Wiley University by the Board of Trustees in 1993. Under his administration, significant accomplishments included the reaffirmation of accreditation by the Commission on Universities of the Southern Association of Universities and Schools (SACS). The renovation of significant portions of the Wiley-Pemberton Complex was completed through acquisition of several grants from the Department of Housing and Urban Development (HUD). Dr. Carter continued the initiative to increase the number of Ph.Ds. on the faculty and brought about outstanding improvements in the educational programs via a Fulbright Faculty Seminar in Thailand in 1994.

In 1996, **Dr. Julius S. Scott, Jr.** (1996-1998), a 1945 graduate of Wiley University, became the fourteenth president and chief executive officer of the institution. Dr. Scott's administration was marked by focused planning, fiscal stability and a "seize the day" philosophical ideal. He is credited with enhancing the academic experiences of students, increasing enrollment, improving the living and learning facilities, improving the overall academic standards of the institution, and improving the University's relationships with the Texas Annual Conference of The United Methodist Church.

Dr. Ronald L. Swain (1998-2000) became Wiley's fifteenth president in 1998. Under his leadership, a University-wide strategic planning initiative was launched. Equally important, the University increased its technological capabilities by extending computer usage throughout the campus, providing laptop computers to each student. Improvements to the information systems were initiated that eventually led to increased network, Internet and computing capabilities and resources for the library.

In 2000, **Dr. Haywood L. Strickland** (2000-2018) was named the sixteenth president. His initial administrative theme was “Achieving Excellence through Pride and Performance.” During his first year of service, he exemplified this theme in achievements by beginning the construction of the \$2.4 million Julius S. Scott, Sr. Chapel on September 11, 2001, a day that will be etched in the memories of all Americans. As the New York twin towers were falling, the Julius S. Scott, Sr. Chapel was rising. This edifice is now a center for worship and a gathering place for educational and spiritual enrichment for the Wiley University family and will be for generations to come. Dr. Strickland was responsible for renovating and refurbishing every campus facility; spearheading the expansion of the physical plant; substantially improving science laboratory facilities and securing record amounts in private gifts, as well as increased external funding for sponsored programs. Dr. Strickland was committed to the utilization of innovative techniques and strategic planning in all administrative processes. He was equally committed to modern pedagogy, the application of cutting-edge technology, and the involvement of the University in service to the community. The 16th president of the University was dedicated to student-centered programs and a customer- focused approach. Under Dr. Strickland’s administration, the University had its accreditation re-affirmed to the year 2013. The University garnered rare, international visibility on December 25, 2007 with the release of the movie, *The Great Debaters*, directed by Denzel Washington and produced by HARPO Productions and the Weinstein Company. This major motion picture captured the fame and notoriety of Professor Melvin B. Tolson and the intellectual legacy of four former students -- Hobart Jarrett, Henry Heights, James Farmer, Jr. and Henrietta Bell (Wells). It was their 1935 victory over that year’s National Champions that was the subject of the movie, *The Great Debaters*, which also won national acclaim. Under President Strickland’s leadership, the University received a one million dollar gift from Mr. Denzel Washington to revive the school’s debate team which was subsequently named in honor of both Professor Tolson and Denzel Washington.

During his tenure, the University was organized into four degree-granting divisions: the Division of Sciences, the Division of Education, the Division of Business and Technology, the Division of Social Sciences and Humanities, and one service unit, the Student Success Academy. The latter division, although not degree - granting, is responsible for the University’s general education and developmental education programs, and provides initial support and advisement to freshmen and transfer students. Dr. Strickland announced his retirement in 2017, and officially retired as president in March 2018.

In 2018, **Herman J. Felton, Jr.**, Ph.D., J.D. (2018 – present), who has an intentional focus on social good and leadership, became the 17th President and Chief Executive Officer of Wiley University. Since his arrival, the revitalization of the campus with emphases on re-branding of the institution through a new website, technology infrastructure, campus beautification, and numerous renovations have occurred on the campus to improve structural facilities and technology access. The Thomas W. Cole Library was renovated to serve and respond to a tech-savvy, research-focused scholar, enrollment in online programs have increased, the campus radio station has returned to the airwaves, numerous campus academic building and their classrooms have been retrofitted with technology reflective of the student-driven demand for the University to deliver pedagogy via smart classrooms. Additionally, more innovation in instructional practices, tools for institutional effectiveness (Watermark, Maxient, and Acalog)

have been acquired, and upgrades have been made to the wireless infrastructure for a more consistent and reliable wireless experience. In continued support of the University's affiliation with the United Methodist Church's ethos, an infrastructure was incorporated, ensuring the entire University participates in Chapel every Tuesday. The University opened a Spirit Store and created a First-Day Success Program which provides online and hard copy textbooks through Cengage to improve overall academic success and student pride. Wiley now offers continuing professional education (CPE) certificates through the Texas Education Agency (TEA). Dr. Felton's tenure has also brought the Heman Sweatt Center for Social Good, the University's first Honors Program, and the hiring of a licensed clinical psychologist for mental health and wellbeing.

There is an unyielding conviction among the faculty and administration today that learning occurs best in an environment that is academically challenging and supportive, that embraces the principles of academic freedom, and shared governance. Overall, Wiley University remains a viable force in the academic community. The institution continues to be a leader in innovation. It was the first "*ThinkPad University*" west of the Mississippi River.

This initiative afforded all students the opportunity to use a laptop in their daily class work. This type of technologically advanced classroom allows students to become more proficient in the use of technology by obtaining class assignments, tests, and research projects via the internet consistently. Each residence hall is equipped with Internet capabilities for students to perform extensive research from the comfort of their rooms.

For more than one and one-third centuries, Wiley has offered educational opportunities to the citizens of Texas, the nation and the world. The Wiley University spirit remains vibrant in the face of remarkable social change, global terrorism, economic strife and adversity. The beacon light that is Wiley University will shine forth unsullied for generations to come. The insightful vision of years past that made Wiley University a preeminent black University in the south is alive and well. Those leaders who brought Wiley through its illustrious history and the dates of their service are shown in Table 1.

THE PRESIDENTS OF WILEY UNIVERSITY

President	Years of 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
Matthew W. Dogan	1896 – 1942
Egbert C. McLeod	1942 – 1948
Julius S. Scott, Sr.	1948 - 1958
Thomas W. Cole, Sr.	1958 - 1971
Robert E. Hayes, Sr.	1971 – 1986
David L. Beckley	1987 – 1993
Lamore J. Carter	1993 – 1996
Julius S. Scott, Jr.	1996 – 1998
Ronald L. Swain	1998 – 2000
Haywood L. Strickland	2000 - 2018

THE DIVISION OF STUDENT DEVELOPMENT & ENROLLMENT MANAGEMENT

Wiley University is concerned with the total development of students and as such, the Division of Student Development & Enrollment Management is organized to provide services and programs consistent with student needs and the purpose of the institution. Moreover, the Division is designed to promote the emotional and social adjustments of students, as well as their intellectual growth. These services and programs include orientation, general counseling, tutoring, religious life activities, student activities, judicial affairs, health services, counseling and career planning, intercollegiate athletics, and the Student Government Association.

Student Affairs Personnel

Critical to the mission of the Division of Student Development & Enrollment Management is a staff that meets the out-of-class needs of students. The positions established to serve these needs of students include the following:

Danielle S. Brooks, Ph.D.

Vice President for Student Development, Enrollment Management, & Strategic Retention
Fred T. Long Student Union, Second Floor
(903) 927-3233

Gaelle Amazan

Assistant Vice President for Student Success and Strategic Retention
Fred T. Long Student Union, Basement
(903)-923-2432

Tanisha D. Cousby

Dean of Student Engagement | Executive Director of Residence Life
Fred T. Long Student Union, Second Floor
(903)-927-3233

Antoinette M. Briley, RN, MBA, MHA

Director of Student Health, Counseling & Wellness
Fred T. Long Student Union, Basement
(903) 927-3260

MiShelle A. Edwards, MA

Executive Director for Student Transitions and Strategic Retention
Fred T. Long Student Union, Second Floor

TaShara Robinson

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

Student Development Offices

Career Architecture

The main objective of the Office of Career Architecture is to assist students in developing vital links between academic life and the world of work. Career Architecture 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. In order 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 Architecture include conducting activities to improve interview skills; resume development and business dress and etiquette workshops; scheduling of campus interviews for students 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 Architecture 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 Architecture.

Dean of Students

The Office of the Dean of Students, a Division of Student Development and Enrollment Management, oversees aspects of a student's life outside of the classroom, including the discipline process. The Dean of Students Office at Wiley University is dedicated to providing a customer style, co-curricular climate that enhances the University's mission and vision. The Dean of Students Office serves as a resource for students concerning their rights and responsibilities to their community, as well as providing assistance to faculty, staff, and students regarding student disciplinary matters. The Dean of Students Office plays an important role in enriching, maintaining and evaluating the overall quality of student life at Wiley University. We support the academic mission of the University by facilitating personal, academic, civic, social, spiritual and professional development in our students. The Dean of Students Office works directly with students to help solve problems and to assist in individual and group crisis management.

Residence Life

The University strives to make living in the residence halls an enriching, exciting, and educational experience. All freshmen, except those who live within a 50-mile radius, are required to live on campus. The residence requirement applies to upperclassmen on a space-available basis. Requests for off-campus housing must be supported by documentation. Upon receipt, the Committee on Off-Campus Housing reviews all requests for approval or rejection.

Residential students are under the supervision of the Area Coordinator. Rules governing residence life can be found in the Residence Life Handbook and/or this handbook.

Personal property insurance is the sole responsibility of the student. Insurance coverage, if desired, must be obtained by the student to cover individual needs. Students are encouraged to purchase renter's insurance for protection against property damage or theft.

A student may guarantee a room assignment by paying the Housing Commitment Fee of \$75.00 each semester (fee is subject to change). The Director of Residence Life may recommend that a student who is destructive, non-cooperative, disrespectful, disruptive, or persistent in violating residence life policies and practices, including violating the rights of others, be required to vacate the residence hall within forty-eight (48) hours or be subject to prosecution by local authorities. Furthermore, any student who withdraws or is suspended from the University must leave the residence hall immediately.

Rooms in residential facilities are furnished. However, it is recommended that students bring with them the following items: twin sheets, pillowcases, bedspreads, a blanket, towels, shower shoes, one mattress cover, one set of curtains and one pillow. Students wishing to personalize their room such as wall décor, etc., must have prior written approval. Some items are strictly prohibited in residence halls, such as air conditioners, space heaters, hot plates and other cooking utensils. Moreover, students are prohibited from having weapons, alcohol, microwaves, and illegal drugs on campus.

Students who live in a residence hall must purchase the University meal plan. For information about room and board adjustments, refer to the refund policy listed in the Financial Aid section of this document.

Student Health, Counseling, and Wellness

Student Health Services is a unit within the department of Student Health, Counseling, and Wellness in the Division of Student Development and Enrollment Management, is located in Jackson Hall. Student Health Services seeks to protect and maintain the health of all enrolled students. The University provides health services under the guidance of the Vice President of student Development and Enrollment Management with direct service provided by a licensed nurse.

The primary mission of Health Services is to provide Wiley University students with comprehensive, supportive, student-centered health care and health education. Health Services seeks to empower students to take responsibility for their health and to make informed health decisions.

Services and Programs

Health Services is dedicated to providing health education and services that will meet the needs of its constituents.

Health services and education include but are not limited to:

1. First Aid
 - a. Administer over the counter medications
 - b. Assess vital signs, i.e., body temperature, blood pressure, pulse, and respiratory rate.
 - c. Assist with diagnostic referral to urgent care
2. Sexual Health Issues
 - a. Diagnosing Sexually Transmitted Diseases
 - b. Sexual Decision Making
 - c. Sexual Assault
3. Women Health Issues
 - a. Breast Health Awareness
 - b. Contraceptive Choices and Family Planning
4. Men's Health Issues
 - a. Testicular Self-Exam
 - b. Contraceptive Choices and Family Planning

Health Insurance

Health insurance is primarily the responsibility of the student and family, and any family coverage available must provide primary care. Students must present evidence at registration of any family or personal insurance coverage. However, the University does provide secondary insurance through the assessment of general fees. This coverage is designed to supplement primary care coverage and, therefore, is limited to accidental injury and in-patient hospitalization. The University does not offer coverage for medication, eyewear, outpatient treatment, and dental needs.

Infectious Disease Policies and Procedures

Communicable diseases are defined as an infectious disease transmissible (as from person to person) by direct contact with an affected individual or the individual's discharges or by indirect means (as by a vector). The Office of Student Health, Counseling and Wellness is a resource for treating and protecting students and the Wiley University community from infectious disease. The Office of Student Health, Counseling, and Wellness will work with area resources (CDC, Public Health Department, etc.) to triage and deliver care in a manner appropriate to a specific illness/disease.

- I. Environment of Care
 - a. High Touch Areas should be cleaned a minimum of every 24 hours, and includes the following:
 - i. Door Handles
 - ii. Stairwell Rails
 - iii. Light Switches
 - iv. Tables and Chairs in Classrooms, library, common rooms (i.e. in Dorms, Student Union, etc), cafeteria
 - v. Countertops
- II. Student and Staff rules of isolation/quarantine/time off (see Appendix A &B)
 - a. Strep Throat
 - i. Isolate for 24 hours after 1st dose of antibiotics
 - b. Flu
 - i. Isolate until fever free for 24 hours without fever-reducing medications
 - c. COVID
 - i. Positive PCR, but Asymptomatic
 - 1. Isolate for 5 days at home
 - 2. On day 6 retest with Rapid COVID test (must provide proof of negative test)
 - ii. Positive PCR, but Asymptomatic
 - 1. Isolate for 10 days at home
 - 2. On 11th day retest with Rapid COVID test (must provide proof of negative test)
 - iii. Positive PCR with symptoms
 - 1. Isolate for minimum of 5 days, as long as one does not have symptoms and has been fever free for 24 hours without fever-reducing medications
 - 2. On day 6 or day after symptoms/fever subsides, one will be retested for COVID via Rapid antigen test (must provide proof of negative test)
 - iv. Positive PCR with symptoms (Unvaccinated)
 - 1. Isolate for minimum of 10 days, as long as one does not have symptoms and has been fever free for 24 hours without fever-reducing medications
 - 2. On day 11 or day after symptoms/fever subsides, one will be retested for COVID via Rapid antigen test (must provide proof of negative test)
 - v. COVID contact (unvaccinated)

1. Quarantine for 5 days
 2. Retest on day 6, if negative quarantine complete
 3. Continue to monitor for symptoms up to 10 days after exposure
 - vi. COVID contact (vaccinated)
 1. No need to quarantine, but must wear mask while in public areas
 2. Monitor for symptoms for 10 days after exposure.
 - d. Meningitis
 - i. Isolate for 24 hours after first dose of antibiotics
 - ii. Any Questions about safety and infections contact Director of Health Services.
- III. PPE
- a. Wear masks when around or caring for students/staff with respiratory symptoms
 - b. Wear a gown when:
 - i. Contact with body fluid
 - ii. Person has respiratory illness
 - c. Gloves with all procedures that one can come in contact with body fluids
 - d. Eye protection when there is a risk for splashing of body fluids
- IV. Reporting Structure for Communicable Illnesses
- a. If any communicable illness is identified of staff or students, Contact Director of Health Services for guidance on isolation
 - b. The following will be contacted for students:
 - i. VP of Student Affairs
 - ii. Dean of Students
 - iii. VP of Academic Affairs.
 - iv. Chief Operating Officer
 - c. The following will be contacted for staff:
 - i. Direct Supervisor
 - ii. VP of HR
 - iii. Chief Operating Officer

Important Numbers to Call in Case of an Emergency

Student Health (903) 927-3260	Dean of Students (903) 503-2840
Residence Life (903) 923-1632	Campus Police (903) 938-8863

Hours of Operation

Student Health Services is open:

- Monday-Friday 8:30 a.m. to 4:30 p.m.
- 24hr on-call crisis assistance available after 5:00 p.m. and on weekends
(call Campus Security at 903-930-1637)

*In the case of an emergency, the student should go directly to, or will be taken to, the local emergency room.

Counseling Center

The Counseling Center is a unit within the department of Student Health, Counseling, and Wellness in the Division of Student Affairs. The Counseling Center is located in the basement of the Student Union, room 105.

The primary mission of the Counseling Center is to support Wiley University students in establishing, maintaining, and improving their overall well-being by providing a broad range of counseling, crisis management, consultation, and outreach services and programs to the campus community. When this mission is fulfilled, the quality of students' experience at Wiley University is enhanced, and they are more likely to achieve academic and personal success.

Services and Programs

The Counseling Center provides short-term counseling for a wide range of concerns at no additional cost to all enrolled students. Concerns can include but are not limited to University adjustment, interpersonal relationships, family problems, academic performance, substance abuse, mood disturbance, gender expression, sexual orientation and crisis intervention and management. Group programs and workshops are provided in such areas as study skills, test-taking skills, time management, stress management and substance use and abuse/trauma education.

The scope of services also includes consulting with other campus offices, parents, spouses, and agencies upon request of the student and with the student's written permission; advisory service to other student services departments upon request; and helping faculty and administration to understand our student body through involvement in educational planning and decision-making.

Counseling appointments are made in one-hour increments. The actual length of time for a counseling appointment is 50 minutes. At the end of each semester, the sessions may be reduced to 30 minutes. This allows the counselor time for documentation of the previous appointment, and for centering before the next appointment.

Should a Wiley University student require counseling or psychological services beyond those offered by the Counseling Center, counselors will work with the student to identify community resources to meet their needs. Examples of services beyond those offered at the center include long-term counseling requiring multiple sessions each week or long-term weekly counseling; counseling for students with active eating disorders that require intensive medical, psychiatric, and/or nutritional services; and other similarly complex services as determined by the Director of Counseling Services.

Hours of Operation

New clients are scheduled for an initial appointment after contacting the Counseling Center in one of two ways, 1) by telephone or 2) by coming directly to the Counseling Center as a walk-in.

The Counseling Center is open:

- Monday- Friday 8:00 a.m. to 5:00 p.m.
- 24hr on-call crisis assistance available (**call Campus Security at 903-930-1637**)

*In the case of an emergency, the student should go directly to, or will be taken to, the local emergency room.

Student Development

The purpose of the Office of Student Development is to enhance the academic program of studies and facilitate the overall educational experience of students through development of and participation in social, cultural, intellectual, and governance programs. The office of Student Development provides an environment in which students and student organizations are exposed to various cultures and experiences, assisted in the development of institutional, oriented to the culture and customs of the University, informed about institutional policies and procedures, aided in the awareness and utilization of campus facilities and resources, and assisted in the development of leadership.

The Office of Student Development provides an environment in which students and student organizations are:

- Encouraged and aided in the development of social, cultural, intellectual and governance programs that expand involvement with the University community and society.
- Exposed to various cultures and experiences, ideas and issues, art and musical forms, and different ways of life.
- Assisted in the development of institutional spirit through interaction among students, staff, faculty advisors, and members of the local and world communities.
- Oriented to the culture and customs of the University and this country.
- Informed about institutional policies and procedures and how these are related to their lives and activities.
- Aided in the awareness and utilization of campus facilities and other resources such as Facilities and Campus Police.
- Assisted in the development of leadership through opportunities to practice leadership, decision-making, and other related skills through Student Government, Fraternities and Sororities, and other academic and non-academic campus clubs and organizations.

Student Transitions & Strategic Retention

The Office of Student Transitions and Strategic Retention at Wiley University is dedicated to facilitating a seamless and enriching transition experience for all students, from orientation to their academic journey. We offer a comprehensive range of programs and initiatives to support new students, returning students, extended education learners, and graduate/online students. Student Transitions fosters student success, personal growth, and community engagement through innovative and impactful experiences in the awareness and utilization of campus facilities and resources, and assists in the development of leadership.

UNIVERSITY POLICIES

Alcohol and Other Drugs

Wiley University shares the widespread national concern with the serious threat to health, safety, and welfare posed by the unlawful use of drugs and the abuse of alcohol on University campuses. In keeping with the University's historic mission and character and applicable with Federal and State laws, Wiley University promotes a drug-free campus for all students to prevent the illicit use of drugs and abuse of alcohol.

Standard of Conduct

The possession, use, distribution, dispensing or manufacture of illicit drugs or alcohol at any time on any University property or as part of any University-sponsored activity is absolutely prohibited.

Sanctions

As a condition of enrollment at Wiley University, all students must abide by the standards of conduct, and disciplinary sanctions will be imposed for violations. Among the sanctions that may be imposed are; reprimand, probation, suspension, expulsion or termination of employment, and referral for prosecution. Sanctions for drug-related violations may include suspension or termination of employment or enrollment. However, at the University's sole discretion, a student may be permitted to continue in employment or enrollment if he or she satisfactorily participated in an approved educational and/or rehabilitation program.

Intervention

Wiley University's Student Health, Counseling and Wellness Department in collaboration with Residence Life provides Alcohol and Other Drug Treatment. Students found in violation of the Student Code of Conduct will be sanctioned to participate in the Wiley University Drug and Alcohol Coalition. Additionally, students will be referred to the Counseling Center where they will be assessed for substance abuse and/or dependence. Subsequent treatment and disciplinary action will be determined based on assessment outcome.

Please refer to the Alcohol and Other Drugs Policy on the Student Affairs website.

Anonymous Publications

Anonymous publications are prohibited. Any student publishing or aiding in publishing or circulating or aiding in circulating an anonymous publication will be subject to disciplinary action.

Automobiles and Parking

Students may operate automobiles on the Wiley University campus in accordance with posted regulations. All vehicles parked on Wiley University Campus must display a current Wiley University parking decal. When students complete registration, they must provide a valid driver's license and a copy of their automobile insurance to the cashier to receive a parking decal.

Vehicles not properly registered with the Business Office, or those parked in a Fire Zone (red striped area) or curbs marked with yellow paint, will be towed off the campus at the owner's expense. Fees for traffic violations are payable at the Cashier's Office and must be paid within seven business days of the date of the violation. Payments must be made in the form of cash, money order, or cashier's check for the amount of the ticket. Fines paid through the mail must also be received within the designated seven- business-days' time frame.

Operation of Automobiles

Wiley University considers the possession and operation of automobiles on campus to be a privilege subject to applicable regulations. Automobiles operated by faculty, staff or students using campus parking areas, must be registered with the Business Office.

Parking Regulations and Information

Registering vehicles with Wiley University enables the Campus Security and Marshall Police Department to respond more effectively in instances of theft or damage to vehicles.

Parking Permits are required. Valid permits entitle holders to park any place on campus designed for parking with the exception of designated and residential parking spaces.

Chapel (GEEP)

Wiley University is interested in the intellectual, spiritual, and cultural development of students, faculty and staff. A weekly assembly convenes on Tuesdays at 11:00 a.m. in the **Julius S. Scott, Sr. Chapel**. Each student is required to attend all programs during each semester the student is enrolled and required to dress appropriately (business attire) for all convocation and lyceum activities. Attendance is optional only for last-semester seniors approved for graduation. More than three absences result in a failing grade in GEEP.

Children on Campus

Unattended children are not allowed in Wiley University facilities at any time. For the purpose of this regulation, children are defined as minors who are not currently enrolled in classes or approved programs with Wiley University. Children may not be taken to orientations, classes, labs, testing centers, or other academic programs. Further, children may not be taken to Residence Hall rooms.

Class Attendance

Class attendance is regarded as an obligation and is important to the attainment of the educational goals of students and the University. Students are required to be on time and to attend classes regularly. Attendance should be captured three times during the semester: census, mid-term, and finals. If a student has an "F" grade administered during mid-term or finals, the last date of attendance should be noted. Each instructor must keep accurate and permanent records of class attendance to support grades awarded. The attendance policy is included in the course syllabus and explained at the beginning of each semester by the instructor.

Faculty will log in Canvas/myWiley daily to record attendance for students on their roster. On the twelfth day of census, instructors will log into the grade portal in myWiley and post a "no show" ("NS") for students who fail or cease to attend a face-to-face (F2F) class or failing to demonstrate attendance in a distance or online class before the end of the published census date

(twelfth (12) day of class or equivalent for an abbreviated term) for that term. For faculty teaching online courses, place an “NS” for those whom have not logged into the course, not visited any section, not completed any assignments, or has not contacted the instructor. If student attends class at least once, the student will be counted as present on the twelve day of census. The Office of the Registrar will send a report to the Vice President, Deans, Department Chairs, and Faculty of those students who have been marked “No Show” for verification of accuracy by the end of the business day on the first day following the census date.

The Dean of Students, Vice President of Academic Affairs, and Vice President for Student Affairs and Enrollment Management may excuse a student’s absence from any class or attendance-required function of the University. Once an administrator has excused a student’s absence, the student should submit all notes or documents issued by physicians, parents, University nurse, athletic program, and other materials documenting justification on a timely basis (maximum of one week following an absence) to the instructor on record.

Students are allowed a maximum of one unexcused absence for each semester hour credit for the course. For example, if the course offers three semester hours of credit the student will be allowed three unexcused absences. An absence due to a student representing the University, when properly documented prior to the absence, is an excused absence.

A student, who misses 20% of the scheduled class meetings will receive a failing grade for the course that offers three semester hours of credit (unless excused according to the procedures and standards described above): for classes meeting 3 days per week, 9 days = 20%; for classes meeting two days per week, 6 days = 20%; for classes meeting one day per week, 3 days = 20%. Students who attend a 4-hour class one day a week at the Shreveport Fire and Police Academy (6:00-10:00 Page 3 of 3 p.m.) will receive a failing grade if they miss 1 day (20%) unless excused according to the procedures and standards described above.

Absence from class, excused or unexcused, does not relieve any student of the responsibility for completing assignments and being familiar with the material covered in class. The student is responsible for arranging for make-up work with the instructor of record prior to the absence or departure from campus. Students must make arrangements with their teachers for making up missed classes, prior to the class absences. Instructors are obligated to assist students who: (a) identify themselves as University representatives from the start of the course, (b) make arrangements for excused absences prior to the period(s) missed and (c) meet the agreed upon documented conditions. Failure to meet agreed and documented conditions removes the excuse and the absence becomes counted as unexcused.

A student will be dropped from a course for non-attendance or non-payment by the census date.

Directory Information

In compliance with FERPA, information classified as directory information may be released to the public without the student’s consent. Directory information is defined as:

- student name;
- student address;
- telephone listing;

- 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; and
- photo/visual likeness and/or voice.

A student may request that directory information not be disclosed by completing and filing an Authorization to Withhold Directory Information (Authorization) form with the Admissions and Records Office. If no Authorization is filed, directory information will be released in accordance with FERPA. A filed Authorization is valid until revoked by the student in writing. For information on completing an Authorization, please contact the Enrollment Services Office or the Office of the Registrar.

Disciplinary Files/Records

Student referrals due to a violation of the Student Code of Conduct may result in a disciplinary file being created in the name of the accused student. Record(s) relating to violations that result in administrative re-assignment of an academic grade, permanent denial of a Wiley University degree, and/or expulsion from Wiley University will be retained permanently. Records relating to all other forms of disciplinary action (including those concerning investigations that do not result in disciplinary action), will be retained for three years from the end of the academic calendar year of the most recent alleged incident. Records of major violations, (as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f), see the Student Handbook, Section 6.8 Crime Statistics), or students found responsible of repeated violations of the Student Code of Conduct, Board policies, laws, Wiley University regulations, procedures, or administrative rules may be kept longer than three (3) years, if required by law. Authorized Wiley University officials may disseminate student disciplinary information to officials at other schools without prior consent, in accordance with the requirements of FERPA (the Family Educational Rights and Privacy Act of 1974) Office.

Dress Code Policy for Students

The Dress Code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress insures that Wiley University students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers.

Students will be denied admission to various functions if their manner of dress is inappropriate. On this premise, students at Wiley University are expected to dress neatly at all times. The following are examples of appropriate dress for various occasions:

- a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- b) Shirts and dresses must have fabric in the front and on the sides (under the arms).
- c) Clothing must cover undergarments (waistbands and straps included).
- d) Fabric covering breasts, genitals and buttocks must be opaque.
- e) Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- f) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- g) Specialized courses may require specialized attire, such as sports uniforms or safety gear.

The dress code further clarifies prohibitions on attire or grooming “depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech;” defines parent, student, and staff responsibilities; and addresses appropriate enforcement.

Wiley University understands and fully supports students’ right to self-expression. The University also has an obligation to create a living and learning environment where all members of the community are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community. Students who fail to abide by the dress code, when advised by a University official, shall be considered in violation of the dress code and will be subject to disciplinary action.

Classroom instructors and University administrators and staff have the right to address policy violators and/or deny admission to students dressed in any of the prohibited attire. Clothing and personal appearance should be neat, becoming, and appropriate. The following is required of all students at Wiley University:

- Appropriate distinction shall be made between proper attire for class, work, convocation, business and formal affairs, relaxation, and play. Learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process.
- Inappropriate attire will be considered: sheer or provocative garments without proper undergarments to obscure their transparency; form-fitting clothing without proper support undergarments; micro-mini dresses/skirts/shorts that do not continuously cover the middle of the thighs while standing/sitting; halter tops; midriff blouses; t-shirts bearing profane language/indecent messages, and cutout or torn jeans, any outfits that reveal undergarments and/or private parts.
- Neither males nor females shall show any visual display of underwear.
- Neither males nor females shall wear baseball caps, stocking caps, skullcaps, sun-visors, do-rags and bandannas in public buildings except in the privacy of the student's living quarters or for religious or cultural dress.
- Males shall not wear undershirts of any color worn outside of the private living quarters of the residence halls.

- Appropriate attention must be given to personal cleanliness and good grooming including hair; to present a clean, neat, and orderly appearance representative of the Wiley University community and the University's values and mission.
- Dress must be in good taste and appropriate for the occasion or setting. During special occasions (convocations, career/graduate and professional school fairs, employment opportunities, coronation, banquets, etc.) business or formal wear (shirt and tie, business suit, blazer and dress skirt/slacks, or dress/tuxedo, dresses with sleeves may be worn [sleeveless, strapless, halter and one shoulder dresses are inappropriate for the above]) should be worn.
- Pajamas, hair rollers, and/or bedroom slippers shall be worn only in the residence halls and not be worn in public or in common areas of the University.

Note: Public buildings at the University include residence hall lobbies; any building used for instruction, convocation, meeting, or event; the Winston Cole Library, Willis King Administration Building, Pemberton Complex, Blakely Building; Baker Science Building, Fred T. Long Student Union, Smith Nooks Building, Hodge Center, Thirkield Building and the Julius S. Scott, Sr. Chapel.

Failure to Pay Financial Obligations

Wiley University may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay amounts or payments owed to Wiley University (e.g., loans, fines, charges). If a student fails to pay Wiley University any amount due, disciplinary action may be initiated and vital services will be interrupted. **FINES WILL BE ASSESSED.**

Grievance Procedures for Students

Policy Statement

The policy of the University is to ensure the speedy and fair resolution of all conflicts, to provide for review processes to guarantee the fair and reasonable application of University policies to all students, and to encourage mediation of potential conflicts at the earliest possible moment. Students are expected to exhaust all internal administrative remedies before pursuing any action with external agencies. It shall be the responsibility of the University, Through the Office of the Vice President for Student Affairs, to ensure that the rights of all students are appropriately supported and respected.

Definition

A student grievance is any complaint made in writing by a student to an appropriate administrative office of the University alleging unfair, unreasonable, arbitrary, capricious, and/or discriminatory application of University policies. A grievance may result from academic experiences, non-academic matters involving administrators, staff, or student organizations or matters related to alleged discrimination based on race, color, national origin, age, gender, disability, creed, or marital status.

All grievants are encouraged to resolve problems where they arise and with the parties involved. In general, grievances may be categorized as academic, non-academic or discriminatory grievances. Grievances may result also from alleged acts of sexual harassment.

Filing a Grievance

Students may file a grievance or register a formal complaint by presenting the complaint in writing to the appropriate administrative officer of the University. The appropriate officers for various types of grievances are listed below:

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

Appeals

Student appeals related to Wiley University academic policies must be submitted to the Vice President for Academic Affairs, who will refer the appeal to the appropriate University committee. The Vice President for Academic Affairs will have a consultative meeting with students and provide other needed assistance. The Academic Council will consider letters of appeal.

The decision of the Vice President for Student Affairs on disciplinary matters may be appealed. **The appeal is limited to the issue of penalty.**

Guest Speakers

Wiley University has and reserves the right to regulate the presentation of guest speakers on the campus who are not affiliated with the University.

1. Only registered student organizations and the Student Government Association may present guest speakers on campus.
2. The organization sponsoring a guest speaker has the responsibility of making clear to the guest speaker the fact that the organization, not the University, is extending the invitation to speak and that any views that the speaker may express are his or her own and not necessarily those of Wiley University.
3. A guest speaker is subject to all provisions of federal, state and/or local laws.
4. No person shall be permitted on the campus to engage in speech, either verbal or written that is inciting or likely to produce imminent, lawless action.

Hazing

Any act that endangers the mental or physical health or safety of a *student*, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the *organization*, group, or *University* into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or *organization*; or as part of any activity of a recognized student *organization*, student group, Corps of Cadets, Corps outfit, Corps unit, or Corps Special Activities. Previously relied upon “traditions,” (including Corps, fraternity/sorority, or any other group or *organization* activity, practice or tradition) intent of such

acts, or coercion by current or former student leaders of such groups, or former students will not suffice as a justifiable reason for participation in such acts. It is not a defense that the person (or group) against whom the hazing was directed consented to, or acquiesced to, the behavior in question.

Examples of such behavior include but are not limited to:

- Misuse of authority by virtue of one's class rank or leadership position.
- Striking another *student* by hand or with any instrument.
- Any form of physical bondage of a *student*.
- Requiring a *student* to drink or eat anything.
- Causing a *student* to walk in a line or stand in any sort of formation.
- Requesting that a *student* engage in any form of exercise for an extended period of time.
- Requiring a student to memorize and recite an organizations history, founders, chapter location and/or poems.
- Taking of one or more *students* to an outlying area and dropping them off.
- Causing a *student* to violate the law or a *University rule* such as indecent exposure, trespassing, violation of visitation, etc.
- Having firsthand knowledge of the planning of such activities or firsthand knowledge that an incident of this type has occurred and failing to report it to appropriate *University officials* (The Dean of Student Life and/or University Security) is also a violation under this section.

Students who are recipients and/or victims of hazing (and who have not perpetrated hazing behavior on others involved in the fact pattern for which they are reporting) and who report the activities to the Dean of Student Life and/or University Security, will not be charged with a violation of the hazing *rule*.

The hazing *rule* is not intended to prohibit the following conduct:

- Customary public athletic events, contests, or competitions that are sponsored by the *University* or the organized and supervised practices associated with such events; or
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program as defined and approved by the *University*.

Hazing is also a violation of Texas state law. See the Texas Education Code, sections 37.151 and 51.936. See Appendix of the Student Rules.

Identification Cards

All Wiley University students are issued an identification card (ID) free of charge upon arrival to the University. If a student loses his/her ID card at any time during their time at the University, he/she must pay a fee of \$35.00 for a replacement card. All Wiley students

must have their ID card present upon return to campus each semester. All Wiley students are required to have and display a University issued identification card at all times.

Litter-Free Campus

Wiley University takes great pride in the beauty of the campus. Littering is strictly prohibited and a violation of the University's policy. Littering shall include, among other things, the throwing of debris such as cigarette butts, food wrappers, paper, cans, bottles, or other trash on the ground.

No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the University except in receptacles provided for that purpose. Intentionally discarding such will be seen and adjudicated as a violation of the University Littering Policy. Fines may be imposed in an amount not to exceed one hundred dollars (\$100.00).

Non-Discrimination Policy

Wiley University is committed to equality of educational opportunity and does not discriminate against applicants, students or employees, based on race, color, national origin, religion, gender identity, age, disability and sexual orientation.

Moreover, the University is open to people of all races and actively seeks to provide racial integration by recruiting and enrolling students of all racial and ethnic backgrounds. For more information about this policy or to lodge complaints or grievances under this policy, contact the Human Resources Office in the Nelson House or call 903-927-3345.

Off-Campus Conduct

A student is subject to disciplinary action for prohibited conduct that occurs while participating in off-campus activities sponsored by another University, including field trips, internships, athletic events, etc. **Students may be brought before a University judicial body for violations of the Student Code of Conduct that occur off campus and for behavior and conduct that reflect negatively on the image or reputation of Wiley University. The specific actions and/or behaviors are described in the official notice of charge(s) brought against the student.**

Probation

A student placed on disciplinary or academic probation may not represent the University in any official capacity, such as sports, as a class representative, or travel with the institution until the probation has ended.

Quiet Hours

Quiet Hours are maintained to help provide an atmosphere that is conducive to good scholarship and that promotes an environment where individuals can learn from the experience of group interaction. Quiet hours are mandated for residence halls and the adjacent parking lots. Students must observe quiet hours from 10:00 p.m. to 10:00 a.m. Sunday-Thursday.

Noise heard in the hallways or from the confines of the individual's room will be considered excessive and in violation of the Quiet Hours policy. Likewise, noise heard in the residence halls from the parking lots will be considered excessive and in violation of the policy.

Records and Files

FERPA

The Family Education Rights and Privacy Act of 1974 (commonly referred to as FERPA) ensure students the right to inspect their educational records and files. Provisions also exist concerning the release of materials from a student's files to a third party without the written consent of the student. Wiley University complies fully with the legislation and follows the guidelines issued by the Department of Education. Questions about these policies and procedures should be referred to the Registrar.

In accordance with the provisions of the Family Educational Rights and Privacy Act, the Unit of Student Records/Registrar has adopted the following Student Records Policy to protect the privacy of the education records of its students.

The term "education records" means those records, files, documents, and other materials in handwriting, print, tape, film, electronic, or other media that contain information directly related to a student and are maintained by Wiley University (the "University") or a party acting for the University. A "student" is any person who currently attends or has attended the University.

Scholastic Dishonesty

Any student who commits an act of scholastic dishonesty is subject to disciplinary action. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts.

The Division of Academic Affairs is responsible for the overall coordination of the educational program of the University. Academic Affairs is comprised of four degree granting units: Business and Technology, Education, Sciences and Social Sciences and Humanities.

Sexual Harassment

Sexual harassment is a form of sex discrimination, which may violate federal and state laws. Wiley University will not tolerate sexual harassment in any form by any person. The following description adapts the 1980 Equal Employment Opportunity Commission guidelines to the academic setting.

Unwelcomed sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

1. Submission is made an expressed or implied term or condition of employment or status in a class, program, or activity;
2. Submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion, or grade in a course);
3. The conduct may unreasonably interfere with a person's work or educational performance or creates an intimidating, hostile, or offensive environment for working or learning.

Both men and women can be sexually harassed. Sexual harassment can occur between equals, but most often occurs in situations when one person has power over another. The University's sexual harassment policy applies to all members of the University community—students, faculty, and staff, in both on-and off-campus settings when involved in University employment, classes, programs, or activities.

Informal Procedures

Students may seek a resolution to sexual harassment matters through discussions with the alleged offender. Before adopting this approach, however, the student may choose to seek advice from a staff member in the Vice President for Student Affairs office about how best to confront an individual whose conduct is believed to be offensive.

Formal Procedures

Students may report the incident(s) of harassment to the alleged offender's immediate or general supervisor. The appropriate supervisor to contact is shown below:

<u>Alleged Offender</u>	<u>Supervisor</u>
Faculty Member	Division Dean or Vice President for Academic Affairs
Staff Member	Immediate Supervisor or Human Resources Office
Student	Hall Director, Director of Residence Life, Dean of Students or Vice President for Student Affairs

All complaints will be taken seriously and investigated. A student who makes a complaint of sexual harassment will not be subjected to any adverse consequences. However, Wiley University recognizes the damage that can result from a false complaint and will not tolerate false allegations. False allegations of sexual harassment will be handled in accordance with procedures outlined in the *Student Code of Conduct*.

If a student decides to file a formal complaint, it will be resolved according to established University procedures. The procedures depend on the status of the person against whom the complaint is being filed, not the status of the person(s) filing the complaint, e.g., a student complaint against another student is handled by way of the student judicial process and a student complaint against a faculty or staff member is handled according to University policy outlined in the Title IV section in the employee and faculty Handbook.

Smoking Policy

In keeping with Wiley's long-standing policy to promote and protect the safety of students, faculty and staff, and in recognition of the ill effects of tobacco on both smoking and non-smoking persons, the University declares that all buildings on the Wiley University campus shall be smoke free. There shall be no use of smoking materials of any kind inside the University buildings, including student rooms in residence halls.

Smoking outside of buildings shall be at designated areas (35 feet from the building) equipped with receptacles for the appropriate disposal of the smoking materials. All individuals are responsible for enforcement of this policy.

Speech and Assembly

The freedoms of speech and assembly are basic and essential to intellectual development. However, these activities are subject to the well-established right of Universities and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic program and administrative processes of the University.

Student Accounts

Students whose accounts are not current with the Business Office and those whose financial aid forms are incomplete, incorrect, or late, may be denied any and all Wiley University services. A student may not be permitted to register, attend classes, use University facilities, take final exams, or receive transcripts, grade reports, or other educational records unless all accounts with the University are satisfied.

Student Food Services

The University dining program assures students a healthy and balanced diet essential to physical well-being. All students who reside in University residence halls are required to purchase the University meal plan. Off-campus or commuter students may purchase a meal plan. Purchases may be made in the Office of Business and Finance.

After dining, trays and dishes must be returned to the appropriate receiving area. Silverware, salt and peppershakers, glassware, and food preparation equipment are for use only in the University Cafeteria and under no circumstances are any items to be removed from the premises. **A failure to do so will result in a \$100.00 fine.**

Rules of good conduct, proper attire and good citizenship must be observed in the dining area at all times. Students are expected to dress in a neat manner and make the appropriate selection for the time, occasion, and place. For information about proper attire, refer to Dress Code Policy for Students.

Meals are served during the time frames designated below:

Monday – Friday	Saturday – Sunday
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Breakfast	7:00am – 9:00am	Brunch	10:30am – 12:00pm
Lunch	12:00 pm – 2:00pm	Dinner	4:00pm – 6:00pm
Dinner	6:00pm – 8:00pm		

Student Intellectual Property

A student shall retain all rights to work created as part of instruction or using Wiley University technology resources. As an agent of Wiley University, a student employee shall not have rights to work he or she creates on Wiley University time, or using Wiley University technology resources or intellectual property. Wiley University shall own any work or work product created by a student employee in the course and scope of his or her employment, including the right to obtain copyrights and patents.

Student Searches

Searches of Student's Personal Possessions, Wiley University Property or Facilities

Wiley University respects the privacy rights of students. However, authorized Wiley University officials have a limited right to search students or their property when in the interest of the overall welfare of other students or when necessary to preserve good order and discipline.

Other searches by authorized Wiley University officials of a student's personal possessions for the purpose of enforcing this Code or investigating allegations may be conducted based on the official's reasonable suspicion, with the student's consent, when practicable. These restrictions do not apply to searches of Wiley University property or facilities.

Authorized Wiley University officials may question a student regarding the student's own conduct or the conduct of other students. In the context of Wiley University disciplinary proceedings, students have no claim to the right not to incriminate themselves. All persons are responsible for the security of any vehicle, bag, or other item they own, possess, or bring onto Wiley University property or to a Wiley University sponsored activity. No person shall own, possess, place, keep, or maintain any article or material that is prohibited by law or Wiley University

policy in vehicles, on Wiley University property, or at a Wiley University-sponsored activity. Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in disciplinary proceedings against the student.

When law enforcement authorities are involved in a search, a law enforcement officer with probable cause is authorized to search a student's personal possessions for the purpose of enforcing this code or investigating allegations of illegal or criminal behavior. Searches by law enforcement officers of a student's possessions shall be only as authorized by law.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses to permit the vehicle to be searched, an authorized Wiley University official may contact the Wiley University Security Department and/or local law enforcement officials and turn the matter over to them.

Student Travel

Students who travel representing the University must have a minimum 2.5 grade point average (GPA), have no disciplinary sanctions, cleared through the business office, and registrars office at the time of travel. This policy does not include travel that is a requirement of a particular class (such as a field trip) in which a student is enrolled. **The owners of private cars approved for any trip assume liability in the event of accidents. The University cannot be held liable for accidents and injuries sustained on a trip.**

Suicide Prevention and Awareness

A student is experiencing a mental health crisis when his/her mental or emotional condition results in a behavior that constitutes an imminent danger to that individual or another person. Crises include:

- Suicidal ideations, plans, or attempts
- Homicidal ideations, plans, or actions
- Loss of contact with reality, which may include hallucinations, extreme confusion, unresponsiveness, uncontrolled behavior, extremely irrational or incoherent speech.

When a student has made any kind of a suicide attempt, suicide gesture or has threatened suicide, the first and primary concern is for the student's health and safety.

Students exhibiting risk factors will be referred to the Associate Vice President of Student Health, Counseling, and Wellness, who will then assess the situation, provide clinical support, and make appropriate campus referrals. All members of Student, Health, Counseling and Wellness and campus security staff will be familiar with resources and agencies that may be called to assist a student who endorses thoughts of suicide. With consent, the student's family will be informed about any concerns raised by University and be given resources to seek help if needed.

Please refer to the **Suicide Prevention, Awareness, and Intervention Policy** for detailed procedures when supporting suicidal risk.

Time, Place, and Manner

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 our community. In furtherance of these principles, the university establishes this Time, Place, and Manner Policy to govern 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 in a manner that respects the rights and safety of all members of the university community.
- Preserve the academic and administrative functions of the university.
- Maintain the safety, accessibility, and aesthetics of university facilities and grounds.
- Promote the exchange of diverse viewpoints and ideas within a civil and respectful environment.

2. Scope:

This policy applies to all students, faculty, staff, and visitors engaging in expressive activities, events, or demonstrations on university property, including but not limited to outdoor areas, indoor facilities, and university-sponsored events.

3. Time, Place, and Manner Restrictions:

- Time Restrictions: Expressive activities, events, and demonstrations may take place during regular university operating hours, as determined by the university administration. Any requests for activities outside of regular operating hours must be approved in advance by the appropriate university authority.
- Place Restrictions: Expressive activities, events, and demonstrations may take place in designated outdoor areas of the campus, subject to availability and one week to the requested date to utilize the space via the Building Request Form. There are two spaces dedicated on campus and have been designated as Speaker's Corners. They are as follows:
 - The Wildcat Statue in front of the Fred T. Long Student Union.
 - Heman-Sweatt Plaza
- Manner Restrictions:
Expressive activities, events, and demonstrations must be conducted in a manner that:
 - Does not disrupt or interfere with the normal operations of the University.
 - Does not infringe upon the rights of others to engage in their own expressive activities or to access university facilities and grounds.
 - Complies with all university policies, including those related to noise, safety, and property damage.
 - Does not promote violence, harassment, discrimination, or other unlawful conduct.
 - Respect the dignity and values of the University as a faith-based institution.

4. Registration and Approval:

All individuals or groups wishing to conduct expressive activities, events, or demonstrations on university property must register their activities in advance with the university's scheduling office. Approval of such activities is subject to compliance with this policy and other applicable university policies and procedures. Requests should be made one week prior.

5. Enforcement:

Failure to comply with this Time, Place, and Manner Policy may result in corrective action, including but not limited to the removal of individuals or groups from university property, disciplinary sanctions, and legal consequences as appropriate.

6. Amendments:

This policy may be amended or revised by the university administration as necessary to address changes in circumstances, legal requirements, or university priorities. Any amendments or revisions will be communicated to the university community in a timely manner.

Wiley University is committed to upholding the principles of free expression, academic freedom, and community engagement while maintaining a safe, respectful, and inclusive environment for all. We appreciate your cooperation in adhering to this Time, Place, and Manner Policy and contributing to the vibrant intellectual and cultural life of our university community.

Transcripts

A Wiley University transcript is the complete and official academic record of a student. One official transcript can be given to graduates without charge. Students seeking internships and scholarships will be provided transcripts without charge through the registrar's office by completing a form.

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

Ordering a Transcript

In order to comply with the Privacy Act of 1974, transcripts of credits will be supplied to all students and former students only when requested in writing. All financial obligations must be paid in full and loan notes current.

Transcript Fees

Currently Enrolled Students – No Fee for Transcripts (only \$2.75 processing fee to Parchment)
Non-Enrolled Persons (to include Graduates) – \$10.00 (plus \$2.75 processing fee to Parchment)
Transcripts will not be issued to any student or non-student who has holds placed by Admissions, Fiscal or Financial Services, Financial Aid, Student Conduct, or Housing. There is a \$2.75 processing fee for all transcripts (including currently enrolled students)

Visitation

Visiting hours in the residence halls are Sunday -Thursday 10am -10 pm and Friday -Saturday 10 am – 1 am. For further information on visitation, see the *Residence Life Handbook*.

Withdrawal

Withdrawing from the University involves dropping all courses for which the student has enrolled. Students may withdraw voluntarily or may be withdrawn involuntarily by the University. Any student wishing to withdraw from the University must execute a Student Withdrawal Form that can be picked up from the Unit of Student Records. When the student withdraws, a notation of "W" (withdrew) will be posted to the permanent record of the student if the student withdraws prior to the academic penalty date set in the academic calendar or after the academic penalty date, providing that the student is passing at the time of the request for withdrawal. It is the responsibility of the student to complete and obtain all

appropriate signatures on the withdrawal form prior to submitting the form to the Unit of Student Records. The withdrawal is effective only when the form is turned in to the Unit of Student Records with all appropriate signatures.

The Vice President for Student Affairs and the President of the University are authorized to withdraw students involuntarily from the University. A written and signed statement is sent to the Unit of Student Records. A student is withdrawn by dropping all classes for that term.

Withdrawal Due to Extenuating Circumstances

Wiley University recognizes that unforeseen and extenuating circumstances arise that may make it difficult to complete an academic semester. The dominant principles governing the Withdrawal Due to Extenuating Circumstances (WE) process are fairness and equity. The University is prepared to help students who experience unexpected and uncontrollable events that seriously threaten their academic performance, but in doing so, the University must be careful not to disadvantage students who continue their studies when faced with similar circumstances. The University has the sole discretion to approve WE applications. *See page 106 for additional information.*

The following criteria are stated in a manner intended to help students determine whether they are eligible to apply for a withdrawal due to extenuating circumstances:

Medical/Mental Grounds

Students have grounds for a WE request if they suffer a medical condition during the semester, which so impairs their ability to study that course requirements cannot be satisfied. Hospitalization for a week or more is almost certain to be regarded as sufficient evidence, while a short experience of the influenza (the flu) is likely to be insufficient. Students should seek medical assistance, psychological counseling, academic advising, or assistance from the Dean of Students Office early in the term, so that adjustments to their academic program can be made if necessary. Withdrawal requests arising from failure to manage academic priorities will not be accepted as reasons for a WE.

Compassionate Grounds

Students have grounds for a WE request if they have a traumatic experience that renders them unable to complete course requirements during the term. The death of an immediate family member may be regarded as sufficient reason.

Other Grounds

Most WE applications are based on medical, compassionate, or employment related circumstances. However, other types of overwhelming personal difficulties such as divorce or family commitments may also be considered with the appropriate explanation and supporting documents.

Please refer to the **Withdrawal Due to Extenuating Circumstances Policy** for detailed procedures when pursuing a WE.

UNIVERSITY OFFICES AND SERVICES

Academic Affairs

The Division of Academic Affairs is responsible for the overall coordination of the educational program of the University. Academic Affairs is comprised of four degree granting units: Business and Technology, Education, Sciences and Social Sciences and Humanities. Additionally, this unit coordinates the developmental education services for the University and handles the placement testing for all incoming first-year students in cooperation with the Office of Institutional Research. The Cole Library, Student Support Services, and Evening and Weekend Programs also constitute the Academic Affairs Division.

Academic Advisement

Responsibility for the academic advisement of each student is delegated to one or more faculty and staff members by the Vice President for Academic Affairs and the division to which the student applies. Advisor-advisee pairing is done within the Office of the Vice President for Academic Affairs.

Every student has an academic advisor. Another professor in the major department chosen by the student and the dean of the division will assist with advisement when the advisor is not available. For freshmen, the primary advisor is an academic coach from the Student Success Academy.

In all cases, the dean of the division in which the student's chosen major resides will function as the advisor when the normal advisors are not available.

Business Office

The Business Office is responsible for the financial, accounting, security and management-information systems of the University. Specific functional responsibilities are information technology, budgeting, general ledger processing, purchasing, accounts-payable processing, fixed-asset management, accounts-receivable processing, payroll, monitoring and reporting, cash management, cashiering, and financial aid.

The Business Office is also charged with ensuring that the University's internal accounting and administrative controls are adequate. Internal controls are the methods and procedures adopted by the University to safeguard its assets, ensure the accuracy and reliability of its accounting data, promote operational efficiency and help ensure adherence to prescribed policies and procedures.

Co-Curricular Activities

The University recognizes: (1) the importance of organized student activities as an integral part of the total educational program of the University and that the acquisition of knowledge is not confined to the formality of the classroom; (2) that University learning experiences are enriched by student organizational activity; and (3) that student organizations provide a framework for students to develop special talents and interests.

Inherent in the relationship between the University and organized student groups is the understanding that the purposes and activities should be of significant value to the student. Each proposed organization must demonstrate that its purposes are to broaden the scope of the academic experience, extend knowledge in specialized areas, enhance professional, cultural, and social interests, or promote recreational interests within the University community.

Clubs and Organizations

There are a variety of special-interest clubs available to students, some of which are listed in this document. For additional information, contact the Unit of Student Activities at 903-927-3367.

Advisors for Organizations

Every campus organization, including Greek-lettered organizations, must have an on-campus faculty or staff advisor. Each organization shall submit the name(s) and signature(s) of its advisors at the beginning of the academic year. The following are among the responsibilities of the advisor to an organization.

Wiley University deems it necessary for each recognized organization to have an advisor. Student organizations may seek advisement from either faculty or full-time staff members of the University. However, organizations should endeavor to seek an advisor who has adequate time to dedicate to their respective organization. Individuals may serve as advisors for two organizations. Organizations should seek out professionals who are allied to, or have a professional interest in, their organization. The University will only recognize on-campus advisors.

Advisor Responsibility to the Organizations

The following are among the responsibilities of the advisor to an organization:

1. Complete and receive advisor certification through the Office of Student Activities.

2. Present opportunities for the educational and personal development of students who participate as members of student organizations.
3. Create programs that justify a student's time, abilities, energy and dues.
4. Attend a mandatory risk management training session.
5. Remain well informed about all plans and activities of the organization.
(All student meetings should be documented on the University's template for meeting agendas and minutes.)
6. Discourage domination of the organization by any individual.
7. Become familiar with the history of the organization and all events and/or changes that have occurred within the organization.
8. Assist in the orientation of new officers.
9. Attend all events sponsored by the organization. The advisor should cancel an event if he/she is not able to attend the event or remain on the premises until the event ends.
10. Provide assistance for sponsored events and must be willing to play a more active role if deemed necessary to insure the success of the event. The advisor should use discretion in this role and remember that students can often learn from experiences that are not completely successful. Therefore, it is highly recommended that advisors review/evaluate programs with their student organization(s).
11. Encourage students to evaluate every activity or event.
12. Approve the organization's planning binder prior to it being submitted to the Student Activities Coordinator.
13. Verify that the organization has registered all campus events and has properly reserved the necessary rooms and equipment.
14. Verify that the organization has submitted a Security Staffing Request Form regarding security needs for an event.
15. Assist the organization in setting realistic goals and obtaining objectives for each academic semester and/or year.

Fraternities and Sororities

Eight of the Divine Nine national fraternities and sororities are represented on the Wiley University campus. These organizations take into membership and activity a high percentage of the University's enrollment. For inquiries about the status of these organizations, contact the Coordinator of Student Activities.

Nine organizations of the Divine Nine hold a charter from 1915-2014. Eight of the nine national fraternities and sororities are represented on the Wiley University campus.

Chartered FRATERNITIES include Alpha Phi Alpha, Alpha Sigma Chapter, Kappa Alpha Psi, Alpha Chi Chapter, Omega Psi Phi Theta Chapter, and Iota Phi Theta, Theta Xi Chapter.

Chartered SORORITIES include: 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 is composed of elected representatives of all fraternities and sororities and is organized for the promotion of fellowship, cooperation and brotherhood among Greek-lettered organizations.

Fraternities and sororities should be aware of the fact that their existence on campus is a privilege, not a right. They are bound to follow, not only the regulations set forth by their respective national bodies, but also the rules, regulations and policies of Wiley University. Guidelines governing the operations of fraternities and sororities are as follows:

1. Each fraternity or sorority must have an on-campus advisor financially active in the respective organization. Individuals external to the University may serve as co-advisors or off-campus advisors.
2. Organizations are not permitted to have a meeting or event without having at least one advisor present.
3. An advisor from each organization must attend Pan-Hellenic Council meetings.
4. The Coordinator of Student Activities or a designee will serve as the coordinator of sorority and fraternity activities. (This arrangement will not lessen the responsibilities of the advisors.)
5. Organizations will not be permitted to meet after 12:00 a.m.
6. The Pan Hellenic Council develops a schedule of events for the year, giving special dates for the intake process during the spring semester of each academic year in the spring. In the event an organization has less than five members, the organization may apply for Fall-intake with the approval of the Vice President for Student Affairs or designee.
7. Hazing in any form is not permitted. Disciplinary action will be taken against any individual or organization found guilty of hazing any person desiring to join an organization.
8. All persons attempting to join an organization must be in good standing with the University and must be cleared by the Director of Student Development or Vice President for Student Affairs.
9. Each Greek organization must prove to be in good standing.

Honor Societies

Alpha Kappa Mu National Honor Society (AKM) is the University's general scholarship honor society open to junior and senior students in all academic areas whose cumulative grade point averages are 3.5 or above (on a 4.0 scale). It was founded at Tennessee State University in Nashville, Tennessee on November 26, 1937 by the late Dr. George W. Gore.

Kappa Mu Chapter of AKM, Wiley University, was organized March 9, 1945. The honor society was re-instated in March 1979.

Beta Kappa Chi is a National Scientific Honor Society. Organized at Wiley in 1945, the chapter promotes the dissemination of scientific knowledge and stimulates high scholarship in pure and applied sciences.

The National Society of Leadership and Success was organized at Wiley University in 2016.

Membership Requirements

All student organizations are subject to administrative approval. To participate in the activities of any organization, students must be in good disciplinary, financial, and academic standing. Students seeking membership in a Greek-lettered Organization (Divine Nine) must have completed at least thirty hours (30) at Wiley University and possess and maintain 2.50 cumulative/GPA; transfer students must be sophomores and completed one semester as full-time Wiley students and meet all specific criteria of the organizations (mid-term and final grades will be reviewed). Students seeking membership in social clubs must have earned 30 semester hours at Wiley University and have and maintain 2.50 cumulative GPAs.

Criteria for Registration of an Organization

The following guidelines are established for the registration of a student organization:

1. Select an advisor.
2. Set up a meeting with the advisor and the Coordinator of Student Activities for the purpose of reviewing the *Student Organization Handbook*.
3. Obtain a copy of the *Student Organization Handbook* and become familiar with Wiley University rules and regulations governing student organizations.
4. Apply for recognition. All student organizations should be officially recognized and must register with the Student Development Office each year. The necessary forms must be completed before recognition is considered. All forms are available in the Student Development.
5. Submit a nationally recognized constitution and/or charter. Every student organization must have an up-to-date constitution on file.

Important things to remember about a constitution:

- a. It must be voted on and approved by the general membership.
- b. It must be submitted to the Student Activities Office and renewed every year.
- c. Copies should be kept by each organization.
- d. The constitution must be signed by the student organizer/president, advisor and the Student Activities Coordinator.
- e. The organization's membership requirements must be in line with University rules and regulations governing the operation of clubs and organizations.

All constitutions must contain statements that cover the following points:

- a. A concise statement of purpose, which includes the general goals and direction of the organization.
 - b. A clear definition of requirements for membership.
 - c. A list of titles of officers, their duties, and a clear definition of requirements to be an officer (at least two officers are needed). A chaplain must be one of the officers.
 - d. The requirements for a quorum to conduct official business.
 - e. A designated process for the assessment of dues or fees.
 - f. Requirements of officers and procedures for collecting and depositing money.
6. Complete the required forms and submit them to the Student Activities Coordinator for approval. When the organization obtains recognition, the officers may begin to transact business. Any new group may advertise for and hold one organizational meeting before it is officially recognized.
7. In order to be recognized and to retain official recognition, student organizations must maintain certain requirements for the general membership of the club, the advisors and the student officers.
8. All elections should be held the third week in April.
9. All organizational members must have an active Wiley University e-mail account.
10. Student organizations may be recognized officially when formed for purposes that are consistent with the philosophy and goals of Wiley University. Approval for recognition is granted by the Vice President for Student Affairs through the Coordinator of Student Activities (or designee). In order to be recognized and retain official recognition, student organizations must meet certain requirements. Student groups not complying with the following conditions shall not enjoy the privileges associated with the status of being officially recognized by the University, including using University facilities for meetings and publicizing activities.

To be recognized, student groups must:

- a. Have an approved full-time faculty or staff advisor (employed by the University on at least a nine-month basis) who shall ensure that University regulations which apply to recognized student organizations are followed.
- b. File a constitution and statement of purpose (in English) with the Coordinator of Student Activities and keep the constitution current by updating it annually.
- c. File an annual request with the Coordinator of Student Activities for official recognition for the school year and provide signatures of official University advisors and student officers authorized to withdraw money and the names and addresses of all advisors and student officers by April 30th.

- d. Conduct activities of the organization in a manner that reflects the highest ideals of the University. The purposes, goals and activities of one organization may not duplicate those of another.
 - e. Perform University assigned community service projects.
 - f. Commit to a minimum of one week of beautifying the campus during the academic year.
 - g. Submit a planning binder of activities for the next academic year by April 30th.
 - h. Submit financial and community service reports by December 1st (fall) and April 30th (spring) of each semester.
11. In matters of finance, provisions established by the University shall govern operations of student organizations.
12. Students selected as officers in officially recognized student organizations shall:
- a. Have at least a 2.5 overall grade point average at the time of the election. Post at least a 2.5 grade point average for the regular semester during the term of office (mid-term and final grades will be reviewed).
 - b. Be in good standing with the University and enrolled in at least twelve credit hours in a regular semester during the term of office.
13. Student religious organizations desiring to operate on campus are subject to all regulations pertaining to other student organizations.
14. Student organizations and their official University advisors are responsible for compliance with University policies and regulations and applicable state and federal laws.
15. Actions of recognized student organizations are subject to review. Recognition privileges may be revoked for failure to abide by University Regulations (See the Code of Student Conduct).
16. Individuals who are not students at Wiley University are not eligible for membership and may not participate in regular activities of Wiley University recognized student organizations.

Music Organizations

The Department of Music has always maintained high standards and is known across the United States for its A Cappella Choir and musical ensembles.

National Organizations

Wiley University is affiliated with Who's Who Among Students in American Universities and Universities, Alpha Phi Omega National Service Fraternity, and Gamma Sigma Sigma Service Sorority.

Information and Technology Services

Access to Network Services

A **JICS** and an **E-mail** account are provided to each student upon arrival at Wiley University and remains in effect as long as the student is enrolled at the University. Accounts assigned to students or others are the property of Wiley University. The standard Wiley University email naming convention comprises the first initial of the first name, followed by the middle initial of the middle name, followed by the last name. Example: icwildcats@wileyc.edu.

Using JICS, students can view classes and availability, register for classes, pay tuition, view financial aid status, access email, and more.

Residence Hall Connections

Residence hall connections are intended to provide end-user connections to campus computing services and the Internet. Two network connections per room are available.

Personal Computers on the Network

Personally, owned computers that are used on the University's network are subject to the regulations contained in the Information Systems & Technology Division Handbook. Information Systems & Technology Division (ISTD) reserves the right to discontinue access to the network.

Computers connected to the network may not be used as servers for private enterprises, commercial activity, or profit. ISTD reserves the right to disconnect any network ports having activity that adversely affects the network or any other user. Network connections may also be revoked in the case of malicious or inappropriate computing activity.

E-Mail

Appropriate Use of E-Mail

Wiley University strongly recommends that e-mail not be used for confidential communication. E-mail is now considered a formal written record that carries the same legal weight as a paper memorandum. Users of e-mail should remember that e-mail messages become the possession of the receiver and can be duplicated easily and redistributed by recipients.

Messages that have been deleted can be retained unintentionally on system back-up files. In addition, even secure passwords are not completely confidential. When a private message needs to be conveyed between two individuals, a conversation is the best way to accomplish it; and messages that should not be preserved should be deleted immediately. E-mail is also governed by state and federal laws with regard to copyrighted material, photographic images and libelous remarks.

University policy prohibits certain types of e-mail. These include mail messages that may be perceived as pornographic, harassment, political campaigning, or commercial solicitation.

Chain mail is also prohibited because it consumes large amounts of system resources. Certain types of e-mail, including, but not limited to, harassing e-mail, may subject the sender to civil or criminal penalties. In spite of University policy, malicious users who know the owner's computing ID and password can abuse e-mail. Users are responsible for protecting their own passwords. These policies will be enforced when violators are brought to the attention of the ISTD administration. Contact the ISTD office.

Wiley University does allow mass mailings via the e-mail server; however, there are guidelines, which govern the use. Contact the ISTD office.

Network Security

Security for access to the network and to files or applications on a server is implemented via user ID and password systems. Each user is responsible for all e-mail transactions made under his or her user ID and password, and for all network e-mail activity originating from that connection. Users are solely responsible for the security of the ID and password assigned to them.

User IDs and Passwords

Only the person responsible for the account and user ID should have access to the password. Access to user IDs may not be loaned or sold and any suspected breach of password security should be reported immediately to ISTD at (903) 927-3240. Some common rules to follow in protecting the password include: 1) do not store passwords at any workstation that can be used to gain access to other computing resources; 2) never share passwords; and 3) never tape passwords to a wall or under a keyboard.

Responsible Use of Network and Computing Facilities

Wiley University is a private institution fully committed to the ideals of academic freedom, freedom of expression, and multicultural diversity. At the same time, inappropriate and/or malicious use of computing resources that in any way is wasteful of the University's equipment and services, violates the rights of others, or is inconsistent with the University's policies relative to technology is strictly prohibited. Violators will be penalized severely and expeditiously. Penalties may include warning, administrative or involuntary withdrawal, suspension, expulsion and/or referral to law enforcement authorities.

Individual Responsibility

Students have the responsibility as authorized users to use the network and systems appropriately. This is the only way that the integrity and availability of the network and systems can be ensured for everyone. Each student is responsible for using only the account or computer for which he or she has authorization. Moreover, each student is responsible for protecting all passwords. Individual responsibility also involves respecting the rights of other users.

Institutional Privileges

Wiley University reserves the right to allocate resources in different ways in order to achieve maximum usage. To accomplish this, the system administrator may suspend or terminate privileges of individuals without notice if malicious misuse or use inconsistent with University policy or applicable law is discovered. Privileges may also be suspended without notice to meet time-dependent, critical operational needs. The system administrator may also limit the number of messages or files that each user has in order to keep the system functioning.

Indemnification of Wiley University

Users agree, in consideration of access to the University's computing, networking and media services, to indemnify, defend, and hold harmless the University from any suits, claims, losses, expenses or damages, including, but not limited to, the user's access to, or use of, the University's computer resources and all other media services and facilities.

Cable

Students are provided with analog cable. The University does not provide the television.

Laundry Services

Washer/dryer services are available in each residential hall at no additional charge.

Library Services

The Thomas W. Cole, Sr. Library collection includes thousands of catalogued items, comprising both print and not-printable materials. During each semester, the library hours are established so that the library is always available to students during peak hours of need. An African-American exhibit is housed in the library. General policies governing use of the library are: I.D. cards are required for borrowing library materials. Reference books and periodicals are to be used in the library only. It is against University policy to deface library material in any matter

Postal Services

Postal services is available to all students through Auxiliary services, located in Pemberton Gym.

Procedures for Scheduling Student Events

To avoid conflicts, all student activities must be registered on the University master calendar and in the Student Activities Office. Events occurring on campus or sponsored by a campus group must be recorded at the Office of Student Activities 14 days prior to the event. Several requirements for scheduling events follow:

Recognized Campus Groups/Organizations

Campus groups or organizations desiring to schedule an event should adhere to the guidelines listed below:

- Consult the Office of Student Activities to ensure that the proposed event does not conflict with events already scheduled.
- Designate one person from the organization as the contact person for all information such as requests for furniture set-ups, refreshments, or service.
- Complete and return a Building Request Form to the Student Activities Office **no later than one month prior to the event**. This request should be signed by the group's advisor, second attending sponsor, the Office of Student Activities, the Office of the Vice President for Student Affairs and the building manager.
- Include all requests for equipment on the request form. Equipment to be moved from one building to another must be approved by the Office of the Vice President for Student Affairs.
- Publicize events for the use of Wiley University facilities only after having received written confirmation of the approved scheduling.
- Regular weekly meetings must be confirmed 48 hours prior to the meeting.

Should there be a need to reschedule an event, it must be rescheduled according to the steps outlined above. Cancellations must be reported to the Office of Student Activities immediately.

Radio Station

The mission of the Radio Station is to promote a positive image of Wiley University, provide community outreach, and serve as a laboratory training area for the Mass Communications Department.

KBWC – “Wildcats” 91.1 FM is owned and operated by Wiley University. The Radio Station was voted “Black University Radio Station of the Year” in 2004 and 2009. The station is located on the second floor of the Fred T. Long Student Union Building. KBWC plays Gospel, Contemporary Jazz, Hip-Hop, R&B, Blues, Old School, and Reggae music.

Student Success Center

The mission of the Student Success Center is to orchestrate complementary and coordinated services to first and second year students early in their careers to ensure academic success, facilitate their retention and strengthen the positive outcome of graduating on time. This academic support unit will assist not only students who have insufficient academic skills, but also improve the educational experience for the first-year, full-time student as well as provide comparable services to the second-year, or sophomore students.

Drawing on best practices, the Center includes programs and activities that follow research based objectives. These include to: (a) increase sustained, informal faculty and student interaction; (b) increase student involvement in the campus as a learning system; (c) link curriculum and co-curriculum programs, and (d) to structure a flexible platform for academic assistance and supplemental instruction services.

Student Support Services

The Student Support Services program assist eligible students in successfully obtaining a University degree. Services are targeted toward students in the General Education and Special Studies Division who may be more prone to becoming discouraged learners because of deficiencies in their basic learning skills. Services provided include tutoring, academic and personal advising, social and career counseling, and a variety of structured motivational learning experiences. Students accepted for enrollment in the Student Support Services program are monitored for progress employing an academic-support plan from the time of enrollment to the date of graduation. Each semester, the s t u d e n t s should maintain at least a 2.0 grade point average. The program is designed to improve the retention and graduation rate of University students.

The Student Support Services Program is a federally funded program that affords eligible students every opportunity to obtain a University degree successfully. The services provided include academic tutoring, advice and assistance in postsecondary course selection. The program assists student with information about student financial aid programs, educational or counseling services designed to improve financial and economic literacy; provides assistance in completing financial aid applications; and assists students in applying for admission to graduate and professional programs. The program is designed to improve the retention and graduation rates of University students.

These services enable eligible participants to:

- Improve their academic skills,
- Increase their retention rates,
- Increase their graduation rates, and
- Facilitate their enrollment into a graduate or professional school program.

Technology Services

Wiley University offers a wide array of computing, networking, and media services to students, faculty, staff and administrators. These services are in place to facilitate teaching and learning, fundraising, and administrative activities that further Wiley University's mission. The policies listed below govern the allocation and use of the information technology resources and outline the responsibilities of those who use computing and networking facilities at the University. By accessing these services, all students agree to abide by and be subjected to the terms and conditions contained in this handbook and that are cited in all other applicable University policies. It is the intent of this policy to enable high- quality services and maximize productivity while protecting the rights of all members of the campus community.

Internet service is available to students seven days a week. Off-campus students can access network resources at www.wileyc.edu. On-campus networks are located in the residence halls, Aaron Baker Science Building, Freeman P. and Carrie E. Hodge Center, Thirkield Hall, Thomas Winston Cole, Sr. Library, and the Wiley-Pemberton Complex. Wireless and direct access is available in all buildings and residence halls.

STUDENT CODE OF CONDUCT

The University has a definite and binding responsibility to promote appropriate student conduct on the campus. This responsibility must be shared by all members of the University community. The policies governing standards for student behavior, referred to herein as the Student Code of Conduct, reinforce the University's right and duty to promulgate regulations for the safety and welfare of the University community. The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior. The Code of Conduct sets behavioral expectations and guides all Wileyites on how to govern themselves as a member of our community.

The policies provided herein are designed to provide a swift remedy, by means of exclusion from the campus or University premises, for cases involving students who commit overt acts of violence, or otherwise engage in illegal conduct that disrupts the orderly operation of the University.

As you embark on your academic journey with us, it's important to establish a shared understanding of our community values and expectations. Our Student Code of Conduct serves as a guide to promote a safe, respectful, and inclusive environment where all members can thrive academically and personally.

At Wiley, we believe in the power of restorative practices to resolve conflicts, repair harm, and foster accountability within our community. Restorative practices are rooted in principles of empathy, dialogue, and mutual respect, emphasizing the importance of building, and maintaining positive relationships.

Rather than focusing solely on punitive measures, restorative practices aim to address underlying issues, promote understanding, and encourage personal growth. When conflicts arise or misconduct occurs, we strive to approach resolution through restorative processes, which may include facilitated dialogues, mediation, and community circles.

Our Student Code of Conduct reflects these restorative principles, emphasizing the following key values:

- 1. Respect:** We expect all members of our community to treat each other with dignity, courtesy, and consideration, regardless of differences in background, beliefs, or identity.
- 2. Responsibility:** Each member is responsible for their actions and their impact on others. We encourage accountability and ownership of one's behavior, with a commitment to making amends and learning from mistakes.
- 3. Integrity:** Honesty, integrity, and ethical conduct are fundamental to our community. We uphold high standards of academic and personal integrity, promoting a culture of honesty and trust.
- 4. Inclusivity:** We celebrate diversity and embrace inclusivity as essential values of our community. Discrimination, harassment, and intolerance of any kind are not tolerated, and we are committed to creating an environment where all feel valued and respected.
- 5. Community:** We recognize the interconnectedness of our community and the importance of collaboration and cooperation. Through open communication, active listening, and empathy,

we seek to build and strengthen relationships that contribute to a vibrant and supportive campus community.

As members of the Wiley University community, it is incumbent upon each of us to uphold these values and adhere to the expectations outlined in the Student Code of Conduct. By doing so, we can collectively contribute to a positive and inclusive environment where all individuals can thrive and succeed.

We encourage you to familiarize yourself with the Student Code of Conduct and the restorative practices outlined within it. Should you have any questions or concerns, please don't hesitate to reach out to the Dean of Student Engagement Office. We are here to support you and guide you through any challenges you may encounter.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include taking disciplinary action against those students whose behavior off university premises indicates that they pose a substantial danger to others. People are encouraged to promptly report violations of the Student Code of Conduct to a University Official.

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

Together, we can build a campus environment that reflects our shared values and promotes the well-being of all members of the campus community.

Definitions

- **Advisor:** a person who gives information, advice, or opinions.
- **Business Day:** A day of normal business operation as designated by the University, generally Monday through Friday during the hours of 8:00am to 5:00pm.
- **Campus Community:** refers to any administrator, faculty, staff, or student of the Wiley University, including all land, buildings, facilities, streets, parking lots, sidewalks, and other property in the possession of or owned, used, or controlled by Wiley University.
- **Charged Student (Accused):** A student charged with violations of the Student Code of Conduct or any other University policy.
- **Complainant:** Any person who submits a report alleging that a student violated the Student Code of Conduct or any other University policy.
- **Contempt:** Show of willful disobedience to, or open disrespect of judicial proceedings. Acts include but are not limited to failure to appear and failure to adhere or comply.
- **Faculty Member:** Any person hired by the University to conduct classroom instruction and/or research activities or who is otherwise considered by the University to be a member of its faculty.
- **Hearing Body:** Any person or persons who have been authorized by the University to determine whether a student has violated the Student Code of Conduct and to recommend

sanctions that may be imposed when a student is found responsible for violating the Student Code of Conduct.

- **Judicial Hold:** Prevents the student from conducting business at the University (i.e. any form of registration or obtaining transcripts).
- **Legal Counsel:** An attorney who gives advice regarding law.
- **Mediation:** The process in which all parties voluntarily agree to meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case.
- **Mediator:** Any neutral member of the University community who assists parties in reaching a mutual agreement to resolve their differences.
- **Not Responsible:** When a charged student has not been found responsible (not guilty) for the alleged violation(s) of the Student Code of Conduct.
- **Preponderance of Evidence:** The information and evidence presented in a case supports a finding that it is more likely than not that the violation occurred.
- **Responsible:** When a charged student has been found responsible (guilty) for violating a provision(s) of the Student Code of Conduct.
- **Sanction:** A penalty imposed upon a student after the student has been found responsible for violating the Student Code of Conduct.
- **Student Organization:** An administrative and functional structure of persons enrolled at the University that is officially registered with the Office of Student Life.
- **University Judicial Process:** Actions designed to safeguard a student's right to due process. Observance of state or federal courtroom procedures is not required of the University's judicial process. The imposition of such rigid standards and time-consuming processes may interfere with administration and due process.
- **University Official:** Any person employed by the University, performing administrative or professional responsibilities.
- **University Premises:** All buildings, land, facilities, and any other property owned, leased, controlled, or supervised by the University.
- **University Sponsored Activity:** Any activity on or off campus which is initiated, aided, authorized, or supervised by the University.
- The word Can is used in the permissive sense.
- The word May is used in the permissive sense.
- The word Shall is used in the imperative sense.
- The word Will is used in the imperative sense.

Rules and Regulations

Academic Dishonesty

Wiley University identifies academic dishonesty as any deliberate attempt to gain an unfair advantage in academic work. Academic dishonesty is further defined as,

- **Unfair advantage:** receiving, stealing, reproducing, or circulating exam materials prior to an exam; receiving, stealing, destroying, defacing, or concealing materials for the purpose of depriving others of their use; unauthorized collaborating on an academic assignment; failure to return assignments or an exam as instructed; intentionally obstructing or interfering with another student's academic work; or engaging in any activity with the purpose of creating or obtaining an unfair academic advantage over other students.
- **Cheating:** unauthorized use of information, notes, or study aids on an exam; altering graded assignments; or submitting work done by another person.
- **Falsification of information:** intentionally furnishing false or misleading information; altering documents; forging signatures; or impersonating someone in an exam.
- **Plagiarism:** presentation or submission of work by someone else, as if it were one's own, including drafts of assignments.
- **Unauthorized access to academic records:** viewing, altering, or dispensing academic, administrative, or computer records; modifying academic, administrative, or computer records, computer programs, or systems; or interfering with the use or availability of academic, administrative, or computer records or computer systems.
- **Other:** fraud, providing information, material, or other assistance with knowledge that such assistance could be used in violation of the Student Code of Conduct or other University policies, or providing false information in connection with any inquiry regarding academic dishonesty.

Students who commit acts of academic dishonesty fail to meet the fundamental requirement of satisfactory academic performance at Wiley University. Any student who commits an act of academic dishonesty is subject to disciplinary action. In instances where a student has clearly been identified as having committed an act of academic dishonesty, an instructor must take appropriate disciplinary action initially, including awarding the penalty grade of "F" for the assignment, exam, or course, subject to review and endorsement by the Office of the Dean of Students. Repeated offenses will lead to dismissal from the University. All alleged offenses must be reported to the Office of the Dean of Students.

Reporting Academic Dishonesty

Wiley University expects students to uphold truth and honesty in protecting the validity of their Wiley University education. Students are expected to complete original academic work. The following information addresses procedures to be used by faculty members in instances of academic dishonesty.

- If an instructor alleges a student has committed an act of academic dishonesty, the instructor is responsible for taking appropriate action initially. The instructor may give the student a penalty grade of "F" for the assignment, exam, or course if there is sufficient evidence to determine that the student is responsible for committing academic

dishonesty. The penalty grade may also be a reduced score or grade for the assignment or a reduced grade for the course.

The penalty grade process is as follows when a student is found responsible for violation the University's policy on academic dishonesty:

1. For the first penalty grade issued by an instructor, the responsible student will receive a letter from the Office of the Dean of Students informing them of being placed on disciplinary probation for one academic year.
 2. For the second penalty grade, the responsible student will be suspended from the University for one full semester. The Office of the Dean of Students will inform the student of their rights in writing and the student will be afforded due process as defined in the Student Code of Conduct.
 3. For the third penalty grade, the responsible student will be expelled from the University for repeated violations of academic dishonesty. The student will be informed of their rights and due process afforded as prescribed by the Student Code of Conduct.
- When an instructor gives a student a penalty grade for academic dishonesty, the instructor must notify (in writing) the Office of the Dean of Students. In notifying the Office of the Dean of Students, the instructor may ask the Office of the Dean of Students to initiate a disciplinary hearing to impose additional sanctions. When the Office of the Dean of Students makes a judgment, a sanction in addition to, or other than, a penalty grade (e.g., suspension from the academic program, or the University), the decision is final. The final determination is then forwarded to the instructor and the department chairperson.
 - No student may be dismissed from a course, program of study, or the University without due process as outlined by the Student Code of Conduct.

Other Academic Dishonesty Criteria

- Charged students found responsible for engaging in the act of exchanging test information with peers during the course of an exam shall receive the penalty grade "F" on the exam or for the course.
- Charged students found responsible for engaging in the use of prohibited instruments, such as a cheat sheets or forbidden electronic devices during an exam shall receive the penalty grade "F" for the course.
- Charged students found responsible for using a "stand-in" student to take an exam for a student enrolled in a course, the student enrolled in the course shall receive the penalty grade for the course and will be suspended from the University for one year (3 semesters). The "stand-in" student, if enrolled in the University, shall be suspended from the University for one year (3 semesters).
- Charged students found responsible for using non-original academic work, exam materials, or other graded assignments, or the manipulation of official class records shall receive the penalty grade "F" for the course and are subject to be expelled from the University.

Commencement Conduct

Wiley University's Commencement is held primarily for graduates and their families. It is an occasion honoring important educational accomplishments. It is celebratory, yet formal affair that requires dignity and professionalism from all attendees. The ceremony is formal out of respect for the effort that graduates put into earning their degree and the family members who have come to witness their success. Understanding and cooperation from all attendees in keeping the ceremony formal and free of distractions, such as pranks, unwarranted behavior, excessive celebrations, dancing or "strolling" down the aisle and vocal disruptions, will help make the event worthwhile.

Wiley University maintains a proud tradition of announcing each graduate's name. The last graduate is as important as the first. Once graduates have entered the floor of the arena, they must remain seated until they are signaled to proceed to the stage. After leaving the stage, graduates are expected to remain seated until the conclusion of the ceremony. Courtesy, attention and decorum are important and expected by graduates, their families and guests.

The use of cellular phones and devices during the ceremony is prohibited. Individuals arriving to Commencement intoxicated or dressed inappropriately will not be allowed to participate. Graduates must be dressed in business attire or better. Shoes are expected to be black or navy blue.

Failure to comply will result in immediate removal from the ceremony by the student's respective University Marshall.

Disruption of the Academic Process

Wiley University broadly defines disruption/obstruction as any major/minor action, which obstructs, or attempts to obstruct, an official University function, such as teaching, research, administration, or other campus activity.

Disruption in the Classroom

Disruptions that affect the academic process will be broadly defined as the acts of a student in a teaching environment, which at the determination of the instructor, prohibits other students from fully engaging in the academic process. More specifically,

- Acts that direct attention from instruction, such as noisy distractions; persistent, disrespectful or abusive interruptions of lectures, exams or academic discussions
- Acts that present a danger to the health, safety, or well-being of the individuals present.

Students with disabilities or other impairments that may cause disruptions of the academic process are subject to the regulations that are outlined by the Office of Disability Services but will not be allowed to disrupt the academic progress of other students.

Sanctions for Disruption in the Classroom

Sanctions for disruptions in the classroom are subject to the seriousness of the disruption and range from a warning to dismissal (administrative withdrawal) from course. Serious instances of disruption shall result in suspension or expulsion from the University.

Hazing

Wiley University defines hazing as any willful act by any one student alone or acting with others, directed against any other student that:

- Subjects the student(s) to indignity or humiliation;
- Intimidates the student by threatening or ostracizing him/her in public;
- Submits the student to shame or disgrace among fellow students;
- Humbles, or is calculated to humble the pride, stifle the ambition, or blight the courage of the student attacked;
- Discourages the student from remaining at Wiley University, or causes the student to leave the University rather than to submit to such acts;
- Constitutes a legal assault, by striking, beating, bruising, maiming or any other act of physical violence, or even seriously threatening to do such acts.

Students should be aware of Texas Revised Statute, Title 17 Education, Chapter 5, State Universitys and Universities, Part III Miscellaneous Provisions pertaining to the Hazing Statute 1801 (§1801. Hazing Prohibited; penalties). This statute reads: *“Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited. Whoever violates the provisions of this Section shall be fined not less than ten dollars nor more than one hundred dollars, or imprisoned for not less than ten days nor more than thirty days, or both, and in addition, shall be suspended from the educational institution and not permitted to return during the current session or term in which the violation occurs.”*

Student Email Usage

Purpose of the General Email Policy

Email is a universal service that has greatly enhanced communication both internally within the Wiley University community and externally to users, including prospective students, alumni, and the public at large. This student email policy is a supplement to the University’s general email policy.

Use of Email for Official University Business

The Wiley University email account (@wileyc.edu) is considered the official means for communicating University business to students. The University has the right to send communications to students, faculty and staff via email and the right to expect that those communications will be received and read in a timely fashion. Users are expected to read, and shall be presumed to have received and read, all official Wiley University email messages sent to their official University email accounts. Because the contents of such email are subject to laws governing public records, users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, email transmissions may not be secure and contents

that are expected to remain confidential should not be communicated via e-mail. Common examples of confidential contents include student grades and information protected under Family Educational Rights and Privacy Act (FERPA) regulations.

Redirecting of University Email

If a student wishes to have email redirected from their official @wileyc.edu address to another email address (e.g., @gmail.com, @yahoo.com), they may do so, but at their own risk. Wiley University is not responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not excuse a student from the responsibilities associated with official communication sent to his or her wileyc.edu account.

Expectations about Student Use of University Email

Students are expected to check their official Wiley University email on a frequent and consistent basis in order to stay current with University related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via email.

Educational Uses of University Email

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This policy will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @wileyc.edu accounts are being accessed and faculty can use email for their classes accordingly.

Student ID Card Usage

All students (both full and part-time) at Wiley University are issued student identification (ID) cards. Only the first student ID card is issued free. The student ID card serves as proof of status with Wiley University and provides access to many resources provided by the University, such as dining hall meals, access to buildings, residence halls and campus events, and use of the library.

All enrolled students (full-time and part-time) at Wiley University are required to have valid identification (ID) cards for the semester in which they are registered. Students are required to carry a student ID card at all times. Failure to do so may subject students to a reasonable detention by appropriate University authorities as well as prevent admission/passage into University events, programs, and facilities.

Students must protect their student ID card as to reduce the risk of abuse related to the privileges associated with the student ID card. Students should note the following:

- Holes should not be punched in the ID card, and;
- The magnetically encoded information on the ID card may be protected by keeping the card away from magnetic fields.

- No one other than the student to whom the card is issued is to use the student ID card.
- The student ID card is the property of Wiley University and must be presented upon the request of an appropriate University official and may be revoked at any time by the University.
- Student ID cards must be relinquished when students withdraw or graduate from the University.
- The information contained on and in the card will only be used by Wiley University for University business only.

Misuse of Student ID Cards

The transfer, alteration, falsification, or forgery of a Wiley University student ID card is prohibited. In addition, fraudulent or illegal use of the student ID card may result in criminal charges and/or civil proceedings. Any person, other than a student enrolled Wiley University to whom an official student ID card had been issued, who is found in possession of and attempting to use a Wiley University student ID card or facsimile thereof will be arrested and prosecuted under the criminal code (TexasLRS 14:67:3). Students misusing student ID cards to gain access to University events or facilities receive an automatic fine when the incidents are reported to the Office of the Dean of Students. In these incidents, students may appeal the fine if they have appropriate evidence to validate their claims. Claiming that a student ID card was lost/stolen without presenting proper documentation that the ID was lost/stolen (on the date of the incident or soon after) is not valid evidence.

Replacement of Lost or Stolen ID Cards

When a student ID card cannot be found, the student must report the student ID card as lost as soon as possible. A student must report a lost/stolen student ID card to the Wiley University Security Department in person. Students that lose their IDs cards must do the following in order to obtain a new ID card:

1. Report to the Cashier's Office and pay for a Security report for of the lost/stolen ID card and the fee for a duplicate ID.
2. Report to the Wiley University Security Department to obtain a Security report.
3. Report to the ID office for a duplicate ID.

Requests to waive the duplicate student ID card fee will only be granted in the event that the original card was lost or damaged by the University or a University official performing his or her duties.

Student Organizations Criteria

Student organizations represent the student body and the University. The success of student organizations depends largely upon how sincere students are in their commitments to work with fellow students, advisors, and the University's administration in planning, promoting, and holding well-organized activities.

General Information for Student Organizations

Registration

All student-related clubs and organizations must be registered with the Office of Student Organizations to have official University recognition. Each student organization is required to submit a registration form annually to the Office of Student Organizations. Before an organization is considered registered, it must have the approval of the Coordinator of Student Organizations.

Access to Membership

- Membership in any Wiley University student organization is open to all full-time students enrolled in on-campus degree programs. Students that are cross-registered (and not fully enrolled at Wiley University) or enrolled in on-line degree programs are not eligible to participate in student organizations.
- Membership in any student organization includes only those written requirements set forth in that organization's constitution and by-laws, and those set forth by the Student Code of Conduct and University policies. If the organization has a nationally affiliation, its guidelines and policies must be adjusted to conform to the University's policies and procedures.
- Auditions or tryouts are held by groups which require members to have certain skills or performing abilities. These auditions or tryouts are not intended as pledge activities. Organizations in this category are athletic teams, bands, musical groups, cheerleaders, dance groups, debate societies, military organizations, and quiz bowl teams. Other organizations wishing to hold auditions or try-outs must receive written permission from the department involved and the Office of Student Organizations. At no time shall auditions or tryouts be conducted in a manner which causes injury or bodily harm to a student. Pledging of any kind is prohibited. Any organization found guilty of pledging, hazing, or any similar activity will face disciplinary sanctions.

General Membership Requirements

Most student organizations are open to any full-time student in good academic standing (cumulative 2.0 GPA) who does not have any judicial judgments or pending cases. Organization members holding officer positions must maintain a 2.5 cumulative GPA to remain actively in position. The exception to this is Greek-lettered organizations.

Organizations Serving the General Study Body

The largest student organization on campus is the Student Government Association (SGA). All full-time students automatically become members of the SGA upon registration and payment of the SGA fee. All students meeting the basic qualifications for office can run for an SGA position. All offices are filled by popular vote. Elections for these offices are held in the spring, with the exception of freshman class elections. Any vacancies from spring elections will be filled during freshman fall elections.

Calendars and Announcements

The Office of Student Life must approve any document before it can be posted on University property. Only registered student organizations are permitted to hold meetings and activities in campus facilities. All organizations' calendars of events must be approved by the Office of Student Life at the beginning of each semester and on a monthly basis as events are added. Organizations failing to meet these requirements will face sanctions.

Scheduling Activities

Any activity must be scheduled in accordance with University policies and procedures, at a time and in such a manner that will not disrupt normal operations and other activities of the University. All activities held off-campus must have the approval of the Director of Student Life. Unbecoming conduct at an off-campus event will be treated as if the event were held on campus.

Use of University Facilities and Grounds

The use of University facilities for extracurricular activities is a privilege, not a right. Facilities are assigned on a first-come, first-served basis through the University's building request process. Building request forms must be submitted seven business days prior to the scheduled event. Failure to complete and submit a building request form in the time frame set could result in access to the facilities being denied. Organizations must agree to assume financial responsibility for any damage, abuse, or loss of property, which occurs while using the facility. Funds owed to the University as a result of any such incidents must be paid within three business days of the incident. All activities of the organization will be automatically suspended until all financial requirements have been satisfied. Organizations claiming areas on campus must receive approval from the Office of Student Life before placing any materials in and/or area campus.

Conduct at Activities

Organizations are responsible for the conduct of those attending their activities. It is the responsibility of the organization to incur the cost of any security needed. Organizations may be suspended for the misconduct of their members and event guests.

Lines of Authority

The president and advisor serve as official representatives of student organizations and must ensure that all University regulations are followed. Members should channel any concerns through the president and/or advisor of the organization.

Organization Advisors

Advisors of record must be full-time faculty or staff at Wiley University. Owing to size and/or diversity of members, some organizations may wish to have more than one advisor. That is permissible, but only one person may serve as the primary or official advisor (advisor of

record). In selecting an advisor, students should make certain that the prospective advisor has a sincere interest in the goals and objectives of the organization and has time to work with the group. The advisor must approve and sign all requests for on-campus and off-campus activities to be held by the organization. In doing so, the advisor signifies endorsement of the event and will be held duly responsible.

Additional Information

Student organizations must also be aware of the following information:

- There shall be no postings of any material or paraphernalia by student groups on any buildings, trees, or University signs. Postings should be done on approved campus bulletin boards or areas only after materials have received proper approval from the Office of Student Life. Any materials that remain posted for up 48 hours after the conclusion of an event (signs, poster, etc.) will be disposed of and organizations/individuals will be subject to fines to be paid before another event is held or placed on the student's account. This is inclusive of student elections and organizational programs and weeks.
- Any organization that has a designated area (i.e. tree) on the Wiley University campus is expected to maintain that area. There shall be no trash/debris or other items not sanctioned by the University within the areas. Student organizations must gain proper permission from the Office of Student Life before placing anything on the campus. The Office of Student Life will coordinate with the proper University authorities on space planning and proper protocol of such areas.
- All flyers, posters, or other advertising materials must be approved (via a stamp) by the Office of Student Life before posting or distribution on the Wiley University campus.
- Events planned by student organizations must be approved by the Office of Student Life. Events not approved by the University will be subject to immediate cancellation. All events must reflect the positive nature of the University whether occurring on or off campus.
- Student organizations seeking to post events on the Office of Student Life events calendar must receive prior approval of such events from organization advisors and University personnel. This approval is done through the building and facilities request process. Building and facilities request forms are required to be completed at least 7 working days prior to an event being scheduled.
- All initiation, orientation, intake, or induction proceedings of any student organization must receive prior approval before proceeding.

Information Regarding Specific Types of Student Organizations

Service Organizations

Service organizations are designed to foster community and University service experiences. Their focus may be social awareness, political awareness, aid to youth and the elderly, women's issues, legal issues, general aesthetics, religion, or prospective careers. The minimum academic requirement for membership in these organizations is a GPA of 2.0.

Honors Societies

University honors societies are usually chapters of nationally affiliated organizations. Requirements for membership in these organizations are usually set by the national group with recommendations from the University's administration. The minimum academic requirement to obtain membership is usually a cumulative GPA of 3.0. The local chapter may require a higher average but not a lower one.

Student Government Association

The Student Government Association (SGA) is the largest student organization on campus. All full-time students are automatically members of this organization. Student Government Association officers or appointed staff are required to have a minimum cumulative GPA of 2.5, maintain full-time status, and have no University judicial actions or pending cases in order to qualify for an elected position and to maintain the position once elected. The minimum academic requirements for officers set forth by the SGA Constitution are found in the Student Government Section

Greek-letter Organizations

Greek-letter organizations include all groups that identify with Greek letters, including National Pan-Hellenic Council members, and music, social, and service organizations. For National Pan-Hellenic Council organizations, each organization must have a minimum of nine members to be current financial members of the National Pan-Hellenic Council and to be considered a chapter at Wiley University.

General Membership Criteria for Greek-letter Organizations

Recognition as a Greek-letter organization is the formal process by which Wiley University permits a fraternity, sorority, or other organization to function on campus, conduct membership intake, and be considered a part of the campus community.

Membership Requirements

- Candidates must be a full-time, currently enrolled student at Wiley University.
- Earned 30 credit hours at Wiley University.
- Transfer students must have earned 12 of the 30 credit hours from Wiley University.
- Must have a cumulative GPA of 2.50.
- Fifteen (15) hours of verifiable community service through Wiley University.
- Does not have any outstanding Student Code of Conduct violations.
- Must complete the Divine Intervention (Greek Life educational program) prior to the chapter's paperwork submittal membership intake.

General Membership Requirements

- Maintain a 2.500 cumulative GPA.
- Must be a full-time, currently enrolled student at Wiley University.
- Be in good standing with Wiley University.

- Complete a minimum twenty (20) hours of community service through Wiley University.

Organization Responsibilities

Organizations have the following responsibilities during the membership intake process:

- Organizations must petition the Office of Student Life to be considered for membership intake.
- Organizations must ensure that membership intake activities will not interfere with the academic progression of aspiring members.
- In the selection of new members, organizations must ensure that the process is free of any form of hazing.
- Chapter advisors must be present at ALL membership intake activities.
- Organizations must complete all required paperwork.
- Organizations are allowed to initiate no more than 50 aspiring students per membership intake period. No exceptions will be made.

Membership Intake Period

- Greek-letter organizations may conduct membership intake during the Spring semester, only, during dates approved by the Office of Student Life.
- Membership intake activities may only be conducted during the following days/times for the approved intake period:
 - Monday – Thursday: 5:00pm – 10:00pm
 - Friday: 5:00pm – 12:00am
 - Saturday: 8:00am – 12:00am
 - Sunday: 8:00am – 10:00pm
 - No membership intake activities can take place during Spring Break.
- The specific membership intake period will be announced by the Office of Student Life prior to the start of the spring semester. Membership intake activities can only be conducted during this window.

New Member Presentations

All Greek-letter organizations must note the following regarding all new member presentations:

- The date/time/location of all new member presentations will be determined by the Office of Student Life.
- “Death marches” are prohibited.

Student Travel Criteria

Overview

Wiley University student travelers are among many student representatives that have contributed to a long history of excellence, dignity and pride at the University. These travel guidelines are a complement to travel policies set forth by Wiley University. The following

regulations are in exact accordance with the aforementioned purpose and seek to ensure that students represent Wiley University in a positive manner.

General Behavior

Wiley University students are chosen to travel on behalf of the University because they exemplify character that is representative of the University. The opportunity to travel on behalf of Wiley University is an honor as well as an enjoyable experience. Students must conduct themselves in an orderly manner while traveling on behalf of the University. Failure to comply with travel rules and regulations will result in dismissal and/or a ban from future travel. Student travelers must be mindful of the following:

- Students must work cooperatively with the attending advisor or travel coordinator.
- Students must be committed to a positive representation of the University.
- Proper preparation for and knowledge of the travel itinerary is the responsibility of the student.
- Students must contact an advisor in advance if they are unable to attend an event or trip.
- Students in constant violation of the Student Code of Conduct will not be allowed to travel.
- A faculty/staff advisor must accompany students when traveling on behalf of the University. The number of chaperones must be proportionate to the group traveling.
- If at any time students plan to leave designated areas, the advisor or trip coordinator must be notified for approval.

When lodging is provided:

- Smoking within the hotel confines is prohibited.
- Phone calls (via hotel telephone), ordering movies/videos, or lewd acts while residing at the hotel are prohibited.
- Private parties on the hotel premises are prohibited.

Wiley University students who represent the University away from the campus are still governed by the Student Code of Conduct. Violations that may subject student travelers to sanctions, including but not limited to a travel ban include:

- Violation of travel expectations
- Displaying a negative or uncooperative attitude
- Use of profanity, alcohol or drugs, or displaying vulgar behavior

Travel Attire

Students must wear collegial attire. Students should always communicate with the advisor or travel coordinator for preferred dress and presentation. Student travelers must abide by the following:

- Clothing must be clean and in good condition.

- Pants worn by students should be fit for the occasion and should not fall below waistline (no sagging).
- Shirts/blouses worn by students must be fit for the occasion.
- Skirts/ dresses worn by students must be in good taste and should hang at least three inches above the knee.

Tobacco Free Campus Policy

Wiley University recognizes the overwhelming scientific evidence assembled by the U.S. Surgeon General, Centers for Disease Control, Environmental Protection Agency, and World Health Organization, which demonstrates that tobacco is a profound agent of deadly diseases, responsible for millions of deaths worldwide each year, both to tobacco users and non-users. Tobacco use is inconsistent with a culture of wellness. While acknowledging the hazards of smoking, Wiley University has, more importantly, dedicated itself to providing 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 issues this 100% Tobacco-Free Policy. Smoking and tobacco use of any kind is prohibited on all campus property and/or other properties owned and/or leased locations/premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and in all University owned and/or leased vehicles. Students may not smoke in their own or others' vehicles when the vehicles are parked on Wiley University properties.

This policy will be in place at all Wiley University sponsored events—both on our premises and at external locations hosting such events, including non-University hours and will further apply 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 (hookah), electronic cigarettes, and smokeless tobacco products.

Tobacco-Free Regulations

The use of tobacco is prohibited by students, staff, faculty or visitors:

- In all campus buildings, facilities, or property owned or leased the University.
- On campus grounds, facilities, or in vehicles that are the property of the University;
- At lectures, conferences, meetings, and social and/or cultural events held on University property or grounds.
- The sale or free distribution of tobacco products, including merchandise on campus or at University events is prohibited.
- Wiley University student organizations are prohibited from accepting money or gifts from tobacco companies including:

- Parties sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (T-shirts, hats, etc.) on campus.
- Tobacco advertisements are prohibited in University-run publications and on grounds or facilities, including athletic facilities, owned or operated by the University.
- Wiley University will provide information on free and accessible tobacco treatment resources on campus.

Enforcement

In accordance with the Student Code of Conduct, violators of this policy will be subject to appropriate disciplinary sanctions. The responsibility for the enforcement and communication of this policy rests with all members of the University community. Any member of the University community may and is expected to identify violators of this policy.

Persons identifying a student violation should follow these steps:

- Obtain the violator's full name and/or ask for their student ID card; and
- 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
- It is 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.

- Residence Life and Housing staff will be responsible for addressing all violations with residence hall students while on or around residence hall property including, but not limited to, parking lots, walkways, courtyards, building entrances and exits by:
- Reminding the person of this policy;
- Requesting immediate compliance with this policy;
- Obtaining the violator's full name/or asking for their student ID card; and/or
- Imposing appropriate fines.
- Staff for other facilities and programs will be responsible for addressing violations where they occur and are expected to enforce the policy following the aforementioned procedures and the detailed procedures created for their particular facility or program.

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 in emergency situations involving drug or alcohol use without fear of disciplinary action. This policy is designed to prioritize student well-being and ensure that individuals in need receive timely medical attention and support.

This policy applies to all Wiley University students, including those residing in university housing, participating in university-sponsored events, present on university premises, or off-campus events.

Wiley University is committed to the safety and well-being of its students. The university recognizes that the potential for disciplinary action may deter students from seeking medical assistance in drug- or alcohol-related emergencies. To address this concern, the university has implemented an Amnesty Policy to remove barriers to seeking help in such 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 policy 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 member 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 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 related to other violations, such as violence, property damage, or harassment.
- The policy does not prevent action by law enforcement agencies outside the jurisdiction of the university.
- The policy does not apply to Title IX incidents.
- Repeated incidents involving the same individuals may result in a review and possible disciplinary action, as continued misuse of substances poses a significant health risk.

Responsibilities:

1. Students:

- Students are expected to act responsibly and seek help in emergency situations involving drug or alcohol use.
- Students must comply with the educational follow-up requirements to receive amnesty.

2. University Officials and Staff

- University officials and staff are responsible for informing students about the Amnesty Policy and encouraging them to seek help without fear of disciplinary consequences.
- Staff should ensure that students who receive 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 is designed to remove barriers to seeking help in drug- and alcohol-related emergencies, thereby promoting student health and safety. By encouraging responsible behavior and providing educational support, the university aims to reduce the risks associated with substance use and ensure the well-being of the entire campus community.

Security Cameras & Social Media Policy

Security cameras are installed in the public areas of the residence halls to monitor activity and reduce vandalism. Cameras are located in the main hallways, lobbies, and laundry rooms on each floor. Tampering with safety and security equipment is prohibited and can result in a fine. In-room personal security cameras are prohibited. Personal security cameras pose a threat to 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 to Privacy Act (FERPA).

Wiley University is committed to upholding a positive reputation both on and off campus. As such, it is important for all students to be mindful of the content they post on social media platforms, as it reflects not only on themselves but also on Wiley University as a whole.

Therefore, the following policy is in place regarding the posting of such content:

- Students are prohibited from posting videos or other content on social media platforms that depict fights or other violent behavior on or off campus that involve Wiley University students or property.
- Students are also prohibited from posting videos or other content that depict behavior that violates the university's Student Code of Conduct, including but not limited to harassment, discrimination, or vandalism.
- Any student found to be in violation of this policy may be subject to disciplinary action, up to and including suspension or expulsion from the university.

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 this is 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 Affairs, 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 the confines of 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 most important in determining what impressions students make on fellow students, professors, and visitors. Inappropriate academic attire should not be worn while attending classes, performing work-study assignments, attending assemblies and other University functions. Special occasions (e.g. banquets; convocations; coronations; employment; graduation; luncheon plays; professional exploration day) dictate that business or formal wear be worn. Sporting events and other social functions require informal but respectable attire. Headgear is inappropriate for males during all indoor activities. “Do rags” or scarves are considered inappropriate attire for an institution of higher learning. Similarly, sagging or unbelted pants is considered inappropriate dress. Any excessively tight or revealing clothing is considered inappropriate attire. Bedroom or shower slippers should not be worn outside of one’s residential area. Under garments should not be visible, under any circumstances.
- **Children on Campus:** Unsupervised children are not allowed on campus. Students are expected to arrange for their personal childcare in such a manner as to prevent the involvement of the University. The University assumes no responsibility for the supervision of the children of students. Students are prohibited from bringing children to class or leaving children unattended on the University campus. Students failing to comply with this policy will not be admitted to classes, and may be asked to leave campus until childcare arrangements can be made.
- **Consent:** The University defines consent as clear, unambiguous, and a voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by a clear and sober “YES“. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate consent. Consent must be knowing and voluntary. To give consent, a person must be of legal age. Assent does not constitute consent if obtained through coercion or from an individual whom the alleged offender knows or reasonably should know is incapacitated. The responsibility of obtaining consent rests with the person initiating sexual activity. Use of alcohol or drugs

does not diminish one's responsibility to obtain consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving consent. A current or previous consensual dating or sexual relationship between the persons involved does not itself imply consent or preclude a finding of responsibility."

- **Drug-Free Campus Policy:** Any student in possession of drugs on the Wiley University campus is subject to disciplinary action up to expulsion. The Office of the Dean of Students will advise students on individual rights and will ensure that due process is afforded by the University.
- **Drug-Free Workplace Policy:** The Drug-free Workplace Act of 1988 requires the institution, as a federal grantee, to certify that the institution provides a drug-free workplace. The drug-free workplace requirement applies to all offices and departments of an institution that receives campus-based funds. Sub-grantees, such as organizations that contract with the institution, are excluded from these provisions. Drug-free Schools and Communities Act Amendments of 1989 require the institution to certify that it has adopted and implemented a program to prevent drug and alcohol abuse by its students and employees.
- **Electronic Device Policy:** Cellular phones and other electronic devices should not be activated or operated in classrooms, laboratories, libraries, business offices, convocations, and assemblies unless express written permission to activate or to operate the devices have been authorized by the classroom instructor or the University administrator and/or supervisor in charge of the facility/area in question. Refer to course syllabi for additional information.
- **Fighting/Disruptive Activities Policy:** Any student engaged in fighting or other disruptive activities shall be suspended for a period of two full semesters following the effective date of suspension. In cases involving damage and/or destruction of University and State property, students shall be required to pay for all damages and destruction in addition to adhering to disciplinary actions being taken against the student(s).
- **Fund-Raising/Solicitation:** The University does not permit unauthorized fundraising activities by individual students or by student groups. Student organizations that wish to sell merchandise on campus must request permission in writing from the Coordinator of Student Organizations. Students are not permitted to sell merchandise on an individual basis. Further, if the University's administration agrees that a project merits funds contributed by the campus, then a University activity must be planned and approved through appropriate committees.

- **Noise Policy:** The Wiley University Security Department enforces a policy regarding low-level noise emanating from vehicles or from audio equipment carried by pedestrians. Pedestrians carrying high-volume audio equipment will receive citations, and the equipment will be confiscated and held until the end of the semester. If the student is suspended, the equipment will be returned at the end of the suspension. The University will assume no liability for the condition of confiscated equipment.
- **Personal Checks and Credit Cards:** The University does not accept personal checks. Students may pay their University accounts with cashier's checks or money orders. The University also accepts Discover, MasterCard, and Visa.
- **Pets:** All pets – including but not specifically limited to dogs, cats, bird, snakes/reptiles, horses and other animals - are not allowed in any University building or on the Wiley University campus. To protect the interest and safety of students and employees, any individual failing to comply with this policy shall be requested to leave the campus until off-campus accommodation for the pet(s) and animals can be arranged. Pets are considered animals, domestic or wild, in the company of a student, faculty/staff member, guest, or visitor to the University. This policy does not apply to service dogs. (Approval Required.) Students living in University residential facilities found in violation of this policy will be subject to eviction.
- **Probation and Dismissal Policies:** Any student dismissed from the University for disciplinary purposes shall forfeit all fees paid to the University and shall be held liable for any debts owed the University. Any student placed on suspension upon returning to the University will be placed on disciplinary probation.
- **Sexual Misconduct:** Wiley University does not tolerate sexual misconduct in any form, including sexual assault and sexual harassment. Campus sexual misconduct procedures apply to all registered students, faculty, and staff, as well as guests to Wiley University (See Wiley University's Sexual Misconduct Policy).
- **Search Policy:** Residence Life and Housing facilities, University officials may enter a student's room when an emergency exists, where there is reasonable cause to believe there is a clear and present danger, or where there is a reasonable belief that contraband is present which interferes with the educational process of the University, or where the health, safety, and morals of the campus community are compromised.
- **Weapons Policy:** Any student in possession of a weapon (gun, knife, or any other lethal instrument) on the Wiley University campus shall be expelled immediately. Weapons may not be stored in automobiles, residence halls, or any other building on campus. Violators are subject to University disciplinary action and will be punished by law. Items not considered weapons, but are used with the intent to inflict bodily harm, will be subject to interpretation by the Office of the Dean of Students.

University Jurisdiction

Wiley University students are subject to all federal, state, and local laws. Students are also subject to appropriate and reasonable disciplinary action — including suspension or expulsion — for breach of any University policy. Wiley University has zero tolerance for any violation of the Student Code of Conduct.

“Zero tolerance” means that given the factual circumstances of the alleged violation, a charged student may receive disciplinary sanctions from the University. Due process will be appropriately afforded to the charged student. Determinations of responsibility in the University’s judicial cases are based on the preponderance of evidence standard.

The University may exercise jurisdiction for an offense committed off campus when:

- The victim of such offense is a student, faculty member, or staff member;
- The offense occurred at a University-sponsored or -sanctioned event;
- The accused student used his or her University status to assist in commission of the offense (for example, using a student ID card to write bad checks); or
- The offense seriously impairs pursuit of the University’s goals/objectives.

University disciplinary proceedings may be instituted against a student charged with a violation of the law that is also a violation of Student Code of Conduct. The University reserves the right to proceed with disciplinary proceedings and the possible imposition of sanctions prior to, concurrent with, or subsequent to civil litigation, criminal arrest, and/or criminal prosecution. Normally, the University will proceed with an alleged violation of the Student Code of Conduct prior to any final disposition of the Courts. Any determinations made or sanctions imposed based on the Student Code of Conduct shall not be subject to change because criminal or civil charges arising out of the same facts giving rise to violation of University rules and regulations were dismissed, reduced, or resolved in favor of or against the charged student.

Any admission of guilt, responsibility or statement against the student’s interest made by a student at off-campus proceedings shall be conclusive for the University’s purposes. A verdict of guilty, a plea of guilty, a plea of no contest or similar plea in a court of law by a charged student will operate as a conclusive finding that the student is “Responsible” for the purpose of University judicial proceedings. Prior to the issuance of the outcome letter, the University may amend its violation(s) based on information obtained through an outside proceeding when that information is relevant to activity adversely affecting the University community. The University will cooperate fully with law enforcement agencies in any criminal prosecutions to the extent permitted by law.

Student Rights: Responsibilities of the University

Wiley University students have the same rights, privileges, and freedoms granted to every United States citizen. With these rights, privileges, and freedoms come the responsibility to obey federal, state, and local laws, as well as University rules and regulations. Essential to the effective functioning of the University is the protection and promotion of a special set of interests and purposes, including:

- The opportunity for students to attain their educational objectives;
- The creation and maintenance of an intellectual and educational atmosphere throughout the University;

- The protections of the health, safety, welfare, property, and human rights of all members of the University community;
- The right to be free from all forms of discrimination on the basis of race, religion, sexual preference, political affiliation, national origin, physical or mental disability, age, or veteran status. The University will not condone any practices or policies that discriminate against anyone.
- The right to privacy of official records, transcripts, personnel records, and disciplinary records. Students also have the right to privacy of information relating to personal views, beliefs, and political associations acquired by administrators, instructors, counselors, advisors, and officials of the University in the course of their work.
- The right to privacy in accordance with policy expressed in the Family Educational Rights and Privacy Act of 1974, and
- The protection and reputation of the University itself.

Students enrolled at Wiley University must ultimately assume full responsibility for their actions and must adhere to the Student Code of Conduct. Students should read and become familiar with the Student Code of Conduct as well as other University policies. Violations of these regulations and/or a demonstrated unwillingness to obey rules governing conduct may lead to disciplinary action by the University.

When students are away from the Wiley University campus, they are expected to conduct themselves as mature individuals. Irresponsible actions which are reported to University officials or which become public knowledge may be cause for disciplinary action. As members of an educational institution, students have a responsibility to the institution to protect and preserve the academic process. Students have the right and the responsibility to report inappropriate conduct, or any violation of University policy.

Student Rights: When Accused (info graphic on this info)

A student charged with a violation of the Student Code of Conduct has the following rights:

- The right to the presumption of innocence until proven responsible.
- The right to a fair and impartial hearing.
- The right to be notified in writing of charges.
- The right to an advisor of his/her choice. A student also may have an attorney present if the Office of the Dean of Students is notified, in writing, within 48 hours of the student's hearing. An advisor or attorney attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
- The right to present a witness to testify in his/her defense. The Office of the Dean of Students and/or University Judicial Committee shall have the authority to limit the number of witnesses in order to avoid unreasonable delays, where testimony would be repetitious or unnecessary.
- The right to be present during the entire hearing, except during judicial deliberations.
- The right to examine redacted evidence used in the judicial proceeding to ensure safety for the purposed of preparing an appeal.
- The right to be notified in writing of a hearing decision
- The right to attend classes and required University functions if virtual options are available until a hearing is held and a decision is rendered. Exceptions to this right would be made if a student's presence would create a clear and present threat or interference with normal operations, judicial processes, or disciplinary sanctions.

Student Rights: When a Victim

A victim is defined as the person harmed by a charged student that is in violation of the Student Code of Conduct. Victims of have the following rights:

- To have an advisor of the alleged victim's choice accompany him/her when presenting in a judicial hearing and to any other relevant meetings held throughout the University's judicial process.
- To submit a statement to the hearing body. This information may be used only in the sanctioning phase of deliberations, if the accused student is found responsible for the violations.
- To have unrelated past behavior excluded from a scheduled hearing. The Office of the Dean of Students will decide if such information is unrelated.
- To be present throughout the hearings, or portions thereof, at the discretion of the Office of the Dean of Students and/or the University Judicial Committee.
- To have personal property returned to them if in the current possession of the University. The determination of when this property may be returned is left to the Office of the Dean of Students and/or the Wiley University Police Department.
- To be notified of the outcome, including both the decisions and the sanctions of the disciplinary process.

Grievance Procedure

The general grievance procedure for students is maintained by the Office of the Dean of Students in order to ensure prompt and equitable solutions to student problems. General grievances include sexual harassment, hazing, and discrimination. Grievances involving employees may be reported to the Office of the Dean of Students but are ultimately referred to the Office of Human Resources. If the grievance meets the requirements of Title IX, the grievance will also be forwarded to the appropriate coordinator or Title IX responsible employee. All academic related grievances must be submitted through processes outlined by the Office of Academic Affairs.

Judicial Composition:

The Office of the Dean of Students, through the Vice President for Student Engagement and Enrollment, has administrative responsibility for the University's judicial system. University Judicial Committee serves as a hearing board for individual or group disciplinary cases which are introduced to the committee as a result of previous or initial disciplinary action. The committee also studies and recommends policies to University administrators related to student conduct. This committee of student affairs representatives, faculty, and staff are appointed to one-year terms by the Office of the Dean of Students.

The Judicial Process:**Personal Bias**

Prior to the start of a judicial hearing, committee members are expected to recuse themselves from hearing a case if personal bias would prevent them from rendering an objective decision. In these instances, the judicial committee must maintain a quorum in order to proceed. In instances where there is not a quorum, the hearing will be rescheduled and any interim sanctions will remain in effect.

Conduct during the Hearing Process

Every individual attending or participating in a judicial hearing must:

- Refrain from disruptive conduct.
- Obey any directive or instruction from the presiding chairperson.

Any individual violating a directive from a University official conducting a hearing will be escorted from the hearing by the appropriate authorities. If the individual is an active participant in the hearing process, the hearing procedures will proceed without the individual.

Student Notification:

All notices, decisions and outcomes of student conduct related matters connected with the disciplinary process will be mailed to the student's last known address as filed with the Office of the Registrar and/or via e-mail to the student's University provided e-mail address. Students who have a change of address must file a change of address with the Office of the Registrar. University officials may also make a reasonable attempt to notify a student by locating the student via his or her class schedule or on-campus residential assignment. This method shall constitute proper notification to the charged student.

Notification of an Alleged Judicial Violation:

Any student charged with an alleged violation of Wiley University's Student Code of Conduct or any other University policy shall be notified by the Office of the Dean of Students of the charges against him/her; of the specific policy or Student Code of Conduct violation; and of the date, time, and place of the scheduled hearing at least three business days (72 hours) prior to the hearing, except when the charged student postpones the hearing. A charged student that wishes to postpone a hearing must do so, in writing, at least 24 hours prior to a scheduled hearing. The Office of the Dean of Students will determine if the reasoning behind the delay is valid. The reasoning must be from extenuating circumstances or act of God.

Charged students are given the option to proceed with an administrative hearing or request a University Judicial Committee hearing. Students that request a hearing with the University Judicial Committee must do so, in writing, to the Office of the Dean of Students at least 24 hours prior to the date/time of the scheduled administrative hearing. A notice of the scheduled hearing with the University Judicial Committee will be sent at least three business days prior to the date/time of the scheduled hearing. All interim sanctions will remain in effect until the rescheduled hearing. Cases where a student has been charged with violating the University's Sexual Misconduct Policy in addition to the Student Code of Conduct will automatically be referred to the University Judicial Committee and Title IX Coordinator. Violations deemed non-violent and minimal in nature will (encouragedautomatically be referred to Administrative Hearing procedures.

Administrative Hearings:

Students attending an administrative hearing will meet with an official from the Office of the Dean of Students. The charged student will certify that they have waived their right to appear before the University Judicial Committee and will accept the administrative decision. At the conclusion of the hearing the charged student must sign a certification that they have received the administrative decision. All interim sanctions inclusive of campus removal/bans must be adhered to until the Office of the Dean of Students has released the sanction as the result of the ending of a hearing or dismissal of charges.

Judicial Committee Hearing:

Charged students that request a hearing with the University Judicial Committee are subject to the following:

- The charged student will receive an updated hearing notice at least three business days (72 hours) prior to the hearing. The letter will inform the charged student of the date, time, and place of the hearing.
- The charged student, if desired, will have an opportunity to review the information to be presented against him/her at the hearing prior to the hearing. The charged student must schedule an appointment with the Office of the Dean of Students to review any information.
- The charged student has the right to be accompanied by legal counsel or an advisor. However, the legal counsel/advisor will not be permitted to make a presentation or question the witness(es). Students seeking to be accompanied by a legal counsel or advisor must notify the Office of the Dean of Students, in writing, at least 24 hours prior to the date/time of the scheduled hearing. For students failing to meet this requirement, their advisor will not be allowed in the room for the duration of the hearing.
- The charged student will have an opportunity to speak in his/her defense and the right to present his/her version of the facts including statements of the witness(es).
- The charged student will have an opportunity to hear all information presented against him/her.

All interim sanctions inclusive of campus removal/bans must be adhered to until the Office of the Dean of Students has released the sanction as the result of the ending of a hearing or dismissal of charges.

Hearing Procedures:**Both administrative and University Judicial Committee hearings proceed as follows:**

- Administrative hearings are conducted by a staff member from the Office of the Dean of Students. For University Judicial Committee hearings, the committee chairperson convenes and presides over the hearing only if the appropriate quorum is present. The chairperson is charged with maintaining orderly discussions throughout the hearing and limiting testimony. For University Judicial Committee hearings, a 2/3 quorum must be present for the hearing to proceed. In instances where there is not a quorum, the hearing will be rescheduled and any interim sanctions will remain in effect.
- The chairperson confirms that the charged student understands his or her rights.
- The chairperson reads into the record the University's opening statement and the alleged violation(s).
- The charged student is allowed to make an opening statement, including a statement of responsibility.
- The complaint, evidence and/or witnesses are presented. Witnesses are represented one at a time. A witness can only be present in the hearing during his or her own testimony. Written testimony from witnesses unable to be at a hearing may be acceptable, but the validity of the testimony will be ruled by the Office of the Dean of Students (or committee chairperson).
- University Judicial Committee members (or an Office of the Dean of Students official) may cross examine any witness and/or the person being charged.
- After all witnesses, evidence, and testimony have been presented, the chairperson will ask each side if there is additional information that has not been heard pertaining to the case.
- Closing statements no longer than five minutes may be made by the charged student and complainant.

- At the conclusion of hearing, all parties will be dismissed from the room with the exception of the committee members. The committee members will determine if the charged student is responsible for the alleged violation(s) and, if so, what sanction(s) should be imposed. A simple majority vote by committee members present will determine the outcome of the case. For an administrative hearing, the decision is made by the Office of the Dean of Students staff member conducting the hearing.
- At the conclusion of the University Judicial Committee hearing, the committee will make a recommendation for action.

Students failing to attend a scheduled judicial hearing waive their due process rights and a decision will be rendered based on the evidence and information available at the time of scheduled hearing. Any disciplinary action imposed is effective immediately. Students failing to access or not being able to access, their University email accounts prior to a scheduled hearing is not an appropriate excuse for absence from a judicial hearing, as it is the student's responsibility to maintain their University email account. Judicial hearings **may be audio taped** only by the University, for appeals purposes only. All tapes are filed and remain on file as sole property of the University for future review.

Deferred Decisions:

In cases where the Office of the Dean of Students (and/or University's Judicial Committee) believes additional information is needed prior to rendering a decision, the case may be referred for further evaluation by other units. In such cases, the final decision will be deferred until information can be obtained. In cases of deferred decisions, all interim sanctions will remain in effect until the case concludes.

Parental Notification:

Pursuant to the Family Educational Rights and privacy Act (FERPA) of 1974, disciplinary information is not shared with parents, guardians, or any other individual or entity without the written consent of the student in question.

Appeals:

Although a decision rendered by the Office of the Dean of Students (and/or University's Judicial Committee) is final, due process allows a student to appeal the decision. Students wishing to appeal a hearing decision should note the following process:

- A formal letter must be submitted stating the rationale for the appeal to the Vice President for Student Affairs and Enrollment Management within two business days of the initial hearing decision. The Vice President will review the letter of appeal to determine if there is sufficient justification to grant a meeting regarding the appeal. If the Vice President believes there is sufficient justification in the letter of appeal, a meeting will be scheduled to review the appeal with the student. Upon reaching a decision, the Vice President will notify the student of the decision within 5 business days of the appeal meeting.
- Upon receiving a decision from the Vice President for Student Affairs and Enrollment Management, a student may make an additional appeal to the Office of the President. The student must submit a formal letter stating the rationale for the appeal to the President within two business days of the Vice President's decision. The President (or designee) will review the letter of appeal to determine if there is sufficient justification to grant a meeting regarding the appeal. If the President (or designee) believes there is sufficient justification in the letter of appeal, a meeting will be scheduled with the student to review the appeal. Upon reaching a

decision, the President will notify the student of the decision within 5 business days of the appeal meeting. The decision of the President is final.

Appeals will only be considered when they are based on the following:

- The evidence did not warrant a finding of responsibility.
- The sanction was too severe.
- Due process was not followed.
- New information is now available that could not have been presented at the initial hearing.

It is important to note that the appeals process is not another hearing but a review to establish the appeals merit. Appeals are not automatically granted on the basis of the letter submitted by the student. Establishing the appeals merit is the burden of the student.

Disciplinary Investigation Procedures:

Office of the Dean of Students staff investigates allegations of violations of the Student Code of Conduct. All cases remain confidential based on the guidelines outlined in the Family Educational Rights and Privacy Act (FERPA).

Prior to Beginning an Investigation:

1. The Office of the Dean of Students will determine if the charged student must be removed from campus via interim administrative suspension due to any safety concerns for the campus community based on the alleged violations.

- The length of the interim administrative suspension is at the discretion of the Office of the Dean of Students.

2. Investigations are a two-fold process. Separate investigations are conducted by the Wiley University Police Department (or outside law enforcement agencies) for violations of local, state, and federal laws and the Office of the Dean of Students for violations of the Student Code of Conduct.

3. The Office of the Dean of Students uses the following investigation outline:

- Identify the allegations/complaints.
- Identify who will be interviewed.
- Identify what information to review, such as:
 - o Camera logs
 - o Housing incident reports
 - o Victim/witness statements
 - o Prior disciplinary actions
- Interview questions are based on topics where answers can be compared and contrasted.
 - o Questions are open-ended (broad) and transition to specific to gain detail.
 - o Follow-up questions will be asked based on information given during interviews.
 - o Current allegations will be investigated and not necessary the charged student's past behavior, although past behavior will be reviewed.

4. The Office of the Dean of Students maintains an investigation file for each case.

Conducting the Investigatory Interviews:

1. Interviews are conducted in a private, secure location.

2. Victims/witnesses will not be interviewed in groups.

3. Interviews may be audio-recorded. Opening remarks, date, time, location, purpose, person being interviewed and person(s) conducting and present during the interview will be included.

If any breaks are taken, the time the recorder is off will be indicated. Once the tape is turned back on, all information will be restated. At the conclusion of the interview, the date and time and a statement of conclusion will be recorded.

4. Two staff members will participate in interviews whenever possible. One staff member will ask questions while the other takes detailed notes and assists with follow-up questions. Staff will keep detailed notes regardless of whether or not the session is recorded.

5. At the beginning of the investigation, staff will explain the nature of the investigation.

- The interviewee will be advised of their rights and the potential sanctions.

6. If the interviewee requests representation, staff will follow the procedures regarding counsel listed in the Student Judicial process.

7. Staff will not make any promises about the outcome of the investigation.

8. Staff will not give any opinion about what occurred or what the interviewee is saying.

9. The interviewee must contact the Office of the Dean of Students if anyone else contacts them about the investigation or if they recall something not shared during their interview.

10. Staff will ask a series of questions, including but not limited to:

- Who committed the act?
- What was the act? When did it occur and exactly what happened? What was the interviewee doing when the act occurred?
- Where did it occur? How far was the interviewee from the act?
- How often did the act occur?
- Did the interviewee actually see or hear something (direct evidence) or if they concluded an act occurred based on what they saw or heard (circumstantial).
- How did the interviewee react to the act? What response did the interviewee make when the act occurred or afterwards?
- Who did the interviewee discuss the act with and when? What did the interviewee say?
- How did the act affect the interviewee? Has the academic performance of the interviewee been affected by virtue of the act?
- Who else was present when the act occurred? Who else has any knowledge of the act? Has anyone else discussed the act with the interviewee? If so, who and what did that person say? Did anyone see the interviewee immediately after the act?
- Did the person accused of inappropriate conduct engage in the same or similar conduct with anyone else? Who, what, where, when and how? Has anyone else complained to the interviewee about similar conduct?
- Did the student alleged to have engaged in misconduct contact the interviewee about the act?
- Does the interviewee have any notes, evidence or documentation about the act?
- Does the interviewee know of any other relevant information?

11. Staff will ask open-ended questions and will not interrupt the interviewee unless the person needs to be redirected to answer the question asked.

12. If the interviewee states that the allegation is false, staff will ask them how the information could have been misconstrued; what actions/statements could have caused a misunderstanding; and why the complainant or witnesses might have a reason to make false accusations.

13. The interviewee will be allowed to provide names of witnesses that could back up their side of the story. If the interviewee suggests other witnesses, staff will interview them.

14. The interviewee will be allowed to provide physical evidence or documentation regarding the incident.

15. Before the conclusion of the interview, the interviewee will be asked if there is anyone else that should be interviewed and whether they have any other relevant information.

Evaluating Results of an Investigation:

After the interviews have been conducted and the evidence gathered, the Office of the Dean of Students will determine the credibility of the evidence. This will be determined based on, but not limited to, the following criteria:

1. Was there evidence of bias on the part of any witness?
 - What is the relationship of the witness with the student being investigated?
 - Was there motive or an interest in the outcome on the part of the witness?
2. Did the interviewee accurately explain their observations?
 - Was the interviewee impaired?
 - Was the interviewee's memory clear?
3. Are all witnesses consistent in their version of the facts?
 - Were the witnesses' perceptions distorted or exaggerated?
 - Were the witnesses' timelines accurate, diminished or exaggerated?
 - Have the witnesses attributed a motive or purpose for the incident that is not supported by the evidence?
4. All evidence will be reviewed.
 - Staff will ensure that all witnesses have been interviewed.
 - Staff will determine what evidence has the subject provided in his/her own defense. Is it possible that there could be other evidence that the subject, complainant or witnesses has not provided.
 - Staff will determine if there is greater information supporting the allegation or disputing the allegation.

Concluding the Investigation

1. If the evidence supports the allegation, the Office of the Dean of Students will:
 - Assess the severity of the Student Code of Conduct infraction.
 - Determine if other students have been disciplined for this violation in the past? If so, what discipline was imposed?
 - Staff will inform the complainant that the investigation has been concluded and that appropriate action has been taken.
2. If the evidence does not support the allegation of misconduct or is inconclusive, staff will:
 - Inform the subject that the investigation does not support the allegations.
 - Remind the subject they cannot retaliate against the complainant or witnesses.
 - Inform the complainant that the investigation did not support the allegations.

Assembling the Investigation Report

Investigations into the allegations of violations of the Student Code of Conduct are well documented by the Office of the Dean of Students prior to sanctions being levied. The investigation report will include all information gathered during the investigation, including copies of evidence, documents or information that management relied on in making the disciplinary decision.

Although a decision rendered by the Office of the Dean of Students (and/or University Judicial Committee) is final, due process allows a student to appeal the decision. Students wishing to appeal a hearing decision should note the following process:

- A formal letter must be submitted stating the rationale for the appeal to the Vice President for Student Affairs within two business days of the initial hearing decision.

The Vice President will review the letter of appeal to determine if there is sufficient justification to grant a meeting regarding the appeal. If the Vice President believes there is sufficient justification in the letter of appeal, a meeting will be scheduled to review the appeal with the student. Upon reaching a decision, the Vice President will notify the student of the decision within 5 business days of the appeal meeting.

- Upon receiving a decision from the Vice President for Student Affairs, a student may make an additional appeal to the Office of the President. The student must submit a formal letter stating the rationale for the appeal to the President within two business days of the Vice President's decision. The President (or designee) will review the letter of appeal to determine if there is sufficient justification to grant a meeting regarding the appeal. If the President (or designee) believes there is sufficient justification in the letter of appeal, a meeting will be scheduled with the student to review the appeal. Upon reaching a decision, the President will notify the student of the decision within 5 business days of the appeal meeting. The decision of the President is final.

Appeals will only be considered when they are based on the following:

- The evidence did not warrant a finding of responsibility.
- The sanction was too severe.
- Due process was not followed.
- New information is now available that could not have been presented at the initial hearing.

It is important to note that the appeals process is not another hearing but a review to establish the appeals merit. Appeals are not automatically granted on the basis of the letter submitted by the student. Establishing the appeals merit is the burden of the student.

Judicial Sanctions

Student Code of Conduct violations are adjudicated through the Office of the Dean of Students. The Dean of Students is the chief judicial administrative officer. The University's judicial system outlines the full process for violations of the Student Code of Conduct. A student charged with several related offenses at one time will have one hearing. A decision will be rendered on each offense. The Office of the Dean of Students will determine if sanctions are to run concurrently. The following actions or behaviors on University premises (except where otherwise specifically stated) constitute Student Code of Conduct violations, which subject a student or student organization to one or more sanctions:

Code One Offenses

A student found responsible of any of the following acts will be subject to disciplinary action including, but not limited to, probation, fine, suspension, or expulsion. The severity of each offense shall determine the appropriate sanction to be 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 a case shall determine the appropriate sanction to be imposed.

- 1.1. Academic Dishonesty:** Any deliberate attempt to gain an unfair advantage in academic work.
- 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 collaborating on an academic assignment; failure to return assignments or an examination as instructed; intentionally obstructing or interfering with another student's academic work; or engaging in any activity with the purpose of creating or obtaining an unfair academic advantage over other students.
 - b. **Cheating:** Unauthorized use of information, notes, or study aids on an examination; altering graded assignments; or submitting work done by another person.
 - c. **Falsification of information:** Intentionally furnishing false or misleading information; altering documents; forging signatures; or impersonating someone in an examination.
 - d. **Plagiarism:** Presentation or submission of work (in part or in whole) by someone else, as if it were one's own.
 - e. **Unauthorized access to academic or computer systems:** Viewing, altering, or dispensing academic, administrative, or computer records; modifying academic, administrative, or computer records, computer programs, or systems; or interfering with the use or availability of academic, administrative, or computer records or computer systems.
 - f. **Other:** Committing fraud, providing information, material, or other assistance with knowledge that such assistance could be used in violation of the Student Code of Conduct or other University policies, or providing false information in connection with any inquiry regarding academic dishonesty.
- 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.
- a. **Conspiracy:** Assisting or attempting to assist another in any act(s) that violate(s) the Student Code of Conduct.
- 1.3. Arson:** Intentionally burning or attempting to burn public or private property belonging to another, with or without intent to defraud, obstruct security, or endanger human life.
- 1.4. Bribery:** Offering money, service, or any item to a student, administrator, faculty, or staff member so as to influence the partiality of, so as to receive University

property, grades, and/or services for one's self or another, or so as to gain an advantage or special treatment for one's self or for another.

- 1.5. **Coercion:** The use of 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 unwelcome sexual activity. This also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in an activity, including sexual activity.
- 1.6. **Destruction of Property:** Damaging, destroying, defacing, abusing, tampering, or misusing property belonging to another person or entity, or attempting to do so; this includes any attempt to destroy or alter the function or performance of University equipment or property, and includes misuse of the University name, logo, or seal.
- 1.7. **Discrimination:** Unequal or disadvantageous treatment of an individual or group of individuals based on race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, and all other categories protected by applicable state and federal laws.
- 1.8. **Disruption/Obstruction:** Any major action which obstructs, or attempts to obstruct, an official University function, such as teaching, research, administration, or other campus activity; throwing or causing the projection of any object or substance which may damage or deface University or private property; or causing personal injury or disruption, including but not limited to quarreling, fighting, public intoxication, playing loud music, or any attempt to encourage an individual's participation in such activities.
 - a. **Disorderly Assembly:** Participating in a demonstration, riot, or an activity, whether on or off campus, that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
 - b. **Disorderly Conduct:** Behavior that disturbs the peace or undermines public safety, such as causing a disturbance or being unruly.
 - c. **Disruptive Behavior:** Disruption of a class, curricular or University activity or any other act that impairs, interferes with or obstructs the mission, purposes, academic atmosphere, operations, processes, orderly conduct and/or functions of the University or the rights of other members of the University community.
- 1.9. **Falsification of Information, False Testimony, and Fraud:** Furnishing false or misleading information or identification to a University official; failing to provide accurate information to a University official; any unauthorized reproducing, copying, possession, submission, misuse, or attempted misuse of University documents;

forging, falsifying, tampering, altering, or attempting to alter University documents; misrepresentation of a University official.

- a. **Misuse of Identification:** The transfer, alteration, falsification, or forgery of a Wiley University student ID card.

1.10. Failure to Comply: Failure to follow a directive made by a University official performing his or her duties, which could potentially endanger or endangers the safety of persons or property.

- a. **Contempt:** Willful disobedience to, or displaying open disrespect for a University Official performing judicial duties or the failure to appear for a meeting or hearing as a part of the judicial process; falsification, distortion, or misrepresentation of information in a hearing; disruption or interference with the orderly conduct of a judicial proceeding; institution of a judicial proceeding in bad faith; attempting to discourage an individual's proper participation in or use of the judicial process; attempting to influence the impartiality of a member of a judicial board prior to and/or during the course of the judicial proceeding; failure to adhere to or comply with disciplinary conditions and sanctions imposed by a judicial body or administrative officer.
- b. **Disrespect for Authority:** Not complying with reasonable or lawful requests or directives of a University official.
- c. **Violation of Probation:** Failure to comply with previously issued disciplinary probation directive.

1.11. False Reporting of an Emergency: Intentionally making a false report of a bomb, fire, or other emergency regarding property or personal injury, including abuse of 911 and fire alarms.

1.12. Harassment: Actions that involve deliberate interference, or a threat to interfere, with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities or behaviors, which causes another person to have a reasonable apprehension that such harm will occur.

- a. **Bullying:** Aggressive behavior or intentional harm that is carried out repeatedly over time and occurs within an interpersonal relationship characterized by an imbalance of power.
- b. **Cyber-Bullying:** Occurs when an individual is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using the Internet, social media, or other interactive and digital technologies.
- c. **Gender-Based Harassment:** Acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender stereotyping constitute gender-based harassment. This includes situations where students are harassed either for exhibiting what is perceived as a stereotypical characteristic

for their sex, or for failing to conform to stereotypical notions of masculinity or femininity.

- d. **Stalking:** Any repeated behavior or activity that causes another person to experience emotional distress, threat of safety, or reasonable fear of bodily injury. Such behaviors or activities may include, but are not limited to, 1) Repeated following of another person, 2) Repeated monitoring or surveillance of another person, and 3) Repeated, unwelcome communication, such as giving face-to-face messages, telephone calls, voice messages, electronic mail, written letters or notes, unwanted gifts, etc.

1.13. Hazing: Any conduct, act, or method of coercion of another to do an act of initiation or an act for admission in to any organization, which willfully or recklessly causes significant physical or mental harm to any student or other person, occurring on or off University premises. Examples of hazing include, but are not limited to, beating, forced consumption of food, liquor or other beverages, or drugs; forced deprivation of sleep or rest; forced exclusion from social contact; and/ or forced conduct which could result in embarrassment to any person.

1.14. Illegal Use of Alcoholic Beverages: Purchasing, selling, or making available to underage persons alcoholic beverages; or providing funding for alcoholic beverages in violation of state or local statutes and/or University policy. The University defines an alcoholic beverage as a beer, porter, cordial liquors, or specialty drinks, brandy, whiskey, fruit juices or wines, rum, gin, or any fluid or solid capable of being converted into a fluid for human consumption, and all similar distilled beverages having alcoholic content.

- a. **Illegal Use of Alcoholic Beverages by a Minor:** Possession or consumption of alcohol by a person who is under 21 years of age.
- b. **Public Drinking:** Public drinking is the imbibing or drinking of alcoholic beverages in or on any campus street, alley, sidewalk, parking lot, right-of-way, park, playground, square, or unenclosed boundary of the Wiley University campus.
- c. **Public Intoxication:** Appearing in public on the University premises while intoxicated or under the influence of alcohol. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property.
- d. **Unauthorized Use of Alcoholic Beverages:** Failure to comply with University regulations regarding the use and sale of alcoholic beverages on University-owned or -controlled property.

1.15. Intimidation: The act of making an individual timid, fill with fear; to overcome or cow, as through the force of personality or a superior display of strength which can control an individual's actions.

- 1.16. Moral Turpitude:** An act of baseness, vileness or depravity, which brings shame to the University and is in contradiction to the letter and spirit of the University's Student Code of Conduct, good citizenship and ethics, is prohibited. Included in this are inappropriate postings on the internet and social media in acts of baseness, vileness, or depravity.
- 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 drug or related drug paraphernalia.
- 1.18. Possession or Use of Weapons:** The unauthorized possession or use of any type of firearm, ammunition, explosive, other weapon. Weapons may not be stored in, residence halls, campus buildings, or on University-owned or -controlled property. Items not considered weapons but are 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 his/her 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 his/her 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 that occurs 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 unwelcomed references to various parts of the body; belittling remarks about a person's gender or belittling remarks about a person's sexual orientation based in gender-stereotyping; inappropriate sexual innuendoes or humor; videotaping and photographing someone or people without 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 employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual Harassment also includes non-sexual harassment or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's 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 or 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, fax machines, etc.
- 1.26. Unauthorized Access:** Attempted or unauthorized entry into any building, structure, or facility; this includes forcible entry, and, without prior approval to remain on the premises,

- b. **Failure to Vacate:** The failure to vacate University facilities during hours of visitation, at closing, or at the directive of a University official.
- c. **Improper use of keys:** Knowingly using, duplicating, or causing to be duplicated, any key for any facility, building, or room without proper authorization; or failure to return University-issued keys to the proper University officials; these violations are considered unauthorized entry or failure to vacate.
- d. **Trespassing.** Unauthorized presence on, in, or within any building or property owned or operated by the University (including residence halls), or the unauthorized entry into or remaining in a facility or office under the control of another after having been asked to leave.

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

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

- a. **Fighting:** The act of an individual(s) engaged in a physical fight (physical assault), violence, or conflict.
- b. **Physical Assault:** The use of physical assault upon any person, including, but not limited to, intentionally inflicting bodily injury upon any person; any attempt to intentionally inflict bodily injury upon any person; threatened use of physical assault.
- c. **Threat of Physical Assault:** The attempted use, or threat of physical assault upon any person, including, but not limited to, intentionally inflicting bodily injury upon any person; any attempt to intentionally inflict bodily injury upon any person; threatened use of physical assault.

Code Two Offenses

A student found responsible of 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.

- 1.1. Disruption/Obstruction:** Any minor action which annoys or disrupts an official University function, such as teaching, research, administration, or other campus activity; this includes but is not limited to quarreling, fighting, public intoxication,

playing loud music, or any attempt to encourage an individual's participation in such 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 or University activity or any other act that impairs, interferes with or obstructs the mission, purposes, academic atmosphere, operations, processes, orderly conduct and/or functions of the University or the rights of other members of the University community.
- c. **Cell Phone Usage:** The use of cell phones inside the classroom, official testing sites and during an official assembly period is prohibited. This includes but is not limited to, placing and/or receiving calls and/or text messages as well as conversing on cell phones.

1.2. Failure to Comply: Failure to follow a directive made by a University official performing his or her duties; 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 who is, or a committee which is, conducting a judicial proceeding or investigation
- b. **Violation of Probation:** Failure to comply with previously issued disciplinary probation directive.

1.3. Gambling: Wagering, or assisting in the wager of, money or any other item of value.

1.4. Indecent, Obscene, and Immoral Behavior: This includes conduct, which is disorderly, lewd, or indecent. Such acts include but are not limited to; the use of obscene gestures, improper body exposures, or other immoral acts or use of profanity to any faculty, staff, student, or University official. This also includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video recording of any person or student without his/her knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This also includes taking pictures of another person in a gym, locker room or restroom.

- a. **Profanity:** Use of abusive, vulgar, or irreverent language.

1.5. 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, and includes misuse of the University name, logo, or seal.

- 1.6. **Negligent Bodily Injury:** Careless or reckless behavior resulting in bodily injury or which could result in bodily injury to any person.
- 1.7. **Negligent Destruction of Property:** Careless or reckless behavior resulting in damages, defacement, or destruction of property belonging to another person or entity.
- 1.8. **Off-campus Incidents:** students or student organizations engaging in any illegal act off campus.
- 1.9. **Theft/Identity Theft:** Taking or attempted taking without consent, or unauthorized use of funds or property, such act constituting a criminal misdemeanor 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.
- 1.10. **Unauthorized Posting or Distribution of Materials:** Unauthorized posting or distribution of materials; or failure to abide by University policies and regulations on posting and distribution of materials on University premises.
- 1.11. **Unwelcome and Uninvited Contact:** A single behavior or act that causes another person to experience emotional distress, threat of safety, or reasonable fear of bodily injury. Such behaviors or activities may include, but are not limited to 1) Following another person, 2) Monitoring or surveillance of another person, and 3) Unwelcome communication, such as giving a face-to-face message, telephone call, voice message, electronic mail, written letter or note, unwanted gift, etc.
- 2.12. **Violation of University Housing Regulations:** Violations of regulations and rules governing the operations of residence halls; this includes, but is not limited to, policies governing room/bathroom maintenance, quiet hours, telephones, visitation, etc.

Code Three Offenses

A student found responsible of 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 of signs or other materials without authorization from the appropriate offices.

- 3.2. Illegal Registering of Automobiles:** Registering an automobile for any freshman 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 or use of fireworks of any description on University premises.
- 3.4. Tobacco:** Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes and other tobacco products) by students, faculty, staff and visitors are prohibited on all campus property.
- 3.5. Traffic or Parking Violations:** Includes, but is 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 on University property or at University sponsored or supervised functions, and parking in improper zones.
- 3.6. Unauthorized Occupancy in Residence Hall:** Residing in residence halls without paying security deposit and room rent.
- 3.7. Unauthorized Use of Loud Speakers:** Use of loud speakers on University property without prior approval of the appropriate officials.
- 3.8. Violation of Rules Regarding Residence Halls and Dining Facilities:** Violation of the following policies, rules, or regulations adopted for use in governing and operating residence halls and dining facilities, including, but not limited to, visitation policy, quiet hours policy, and other rules and regulations governing residence halls; rules and regulations posted in or distributed by residence halls; rules, regulations, and policies set forth in the housing contract.

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 judicial hearing is held and a final determination is made in the pending case.
- **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 Judicial 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.

Other Provisions

- A student who fails to respond to an administrative request to appear before a hearing body shall be prohibited from attending classes and participating in extracurricular activities. The student will be placed on emergency administrative suspension until compliance with the administrative request to appear has been met.
- The President, on the recommendation of the Vice President for Student Affairs , reserves the right to appoint an ad hoc committee to hear matters regarding a student when the student's conduct is detrimental to the University.
- The President, on the recommendation of the Vice President for Student Affairs and , may expel, dismiss or suspend any student when the student's conduct is detrimental to the University and involves disruption of the University process or is dangerous to the health, safety and morals of the University community.
- The President, on the recommendation of the Vice President for Student Affairs and , may dismiss or expel any student, pending a later hearing date if requested, under the following circumstances:
 - a. The continued presence of the student on campus is likely to create interference with the educational process and/or the orderly operation of the University.
 - b. The continued presence of the student on campus is likely to endanger the health, safety, welfare or property of the University community.
- The President, on the recommendation of the Vice President for Student Affairs and, may dismiss or expel any student, pending a later hearing date if requested, who is convicted of or pleaded guilty to a criminal offense of a kind which interferes with the orderly operation of the University, or a kind which, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the members of the campus community.

Amending the Student Code of Conduct

Any Wiley University registered student may propose changes to the Student Code of Conduct. Proposed amendments should be submitted in writing to the Office of the Dean of Students for review. The Dean of Students will then submit any accepted proposed amendments to the Vice President for Student Affairs and, who will coordinate an extensive review of the proposed amendments. The Vice President for Student Affairs and submits recommendations to the President for approval.

WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES

I. PRINCIPLES

Fairness and Equity

Students are responsible for knowing the rules and regulations pertaining to their program of study by using the Wiley University resources available to them, including the online Student Handbook. However, the University recognizes that unforeseen and extenuating circumstances arise that may make it difficult to complete an academic semester. The dominant principles governing the Withdrawal Due to Extenuating Circumstances (WE) process are fairness and equity. The University is prepared to help students who experience unexpected and uncontrollable events that seriously threaten their academic performance, but in doing so, the University must be careful not to disadvantage students who continue their studies when faced with similar circumstances. The University has the sole discretion to approve WE applications

II. DEFINITIONS

Complete Withdrawal

The reasons for a WE request are likely to have a pervasive influence on a student's academic performance. Thus, a WE will typically affect all the courses in which a student is enrolled. For this reason, most WE requests are for complete withdrawal from all courses in a term.

Selective Withdrawal

Occasionally, however, circumstances may be such that not all courses are affected, in which case the request is for selective withdrawal. Students applying for a selective withdrawal must clearly specify the reasons why one course is affected, but another is not.

Timely Withdrawal

Normally, a withdrawal request of courses in progress is considered timely under extenuating circumstances provisions if the request is made prior to the census deadline.

Retroactive Withdrawal

Occasionally, circumstances may not allow a timely withdrawal application, in which case procedures for retroactive withdrawal under extenuating circumstances may be used.

III. CRITERIA

The precise reasons for WE requests vary. However, the following criteria are stated in a manner intended to help students determine whether they are eligible to apply for a withdrawal due to extenuating circumstances.

Medical/Mental Grounds

Students have grounds for a WE request if they suffer a medical condition during the semester, which so impairs their ability to study that course requirements cannot be satisfied. Hospitalization for a week or more is almost certain to be regarded as sufficient evidence, while a short experience of the influenza (the flue) is likely to be insufficient. Students should seek medical assistance, psychological counseling, academic advising, or assistance from the Dean of Students Office early in the term, so that adjustments to their academic program can be made if necessary. Withdrawal requests arising from failure to manage academic priorities will not be accepted as reasons for a WE.

Compassionate Grounds

Students have grounds for a WE request if they have a traumatic experience that renders them unable to complete course requirements during the term. The death of an immediate family member may be regarded as sufficient reason.

Other Grounds

Most WE applications are based on medical, compassionate, or employment related circumstances. However, other types of overwhelming personal difficulties such as divorce or family commitments may also be considered with the appropriate explanation and supporting documents.

IV. GUIDELINES

The University has the sole discretion to approve WE applications. Normally, applications will be denied for students who apply more than once for the same reason, apply for a retroactive WE more than five years from the date of application, or have an academic dishonesty incident report filed for the course.

Financial Aid

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 included in a student's WE application packet.

Poor Academic Performance

Although most students requesting a WE have experienced academic difficulties in the course in question, the fear of a poor grade is not, in and of itself, acceptable as a basis for granting withdrawal. The assessment of a WE request is based on the nature and severity of the reasons for the poor performance. It is important for students requesting a selective withdrawal to keep this point in mind, particularly where performance is weak in the course from which withdrawal is sought and noticeably stronger in courses in which the student wishes to stay enrolled. The following examples, in and of themselves, will not be considered as a basis for granting a withdrawal:

1. Students having academic difficulties in the course in question;
2. Administrative error in enrolling or withdrawing from a course;
3. Poor academic standing;
4. Careless academic planning;
5. Students having a conflict with their instructor;
6. Difficulty scheduling the completion of course assignments;
7. Instructor grading practices.

Note: Students having problems because of these issues should speak to their instructor or an advisor in the department offering the course.

V. DOCUMENTATION

An appeal for withdrawal requires a high standard of documentation that must accompany each application. Retroactive appeals must include for example a complete record of graded course activities, their dates and their weighting with respect to the final grades of each course to ensure that students are not able to benefit unfairly from selective erasure of poor grades. It will be necessary for the Provost to verify the validity of any documents submitted.

Required documents include:

Note: All documents must be presented in English and must be certified.

Medical Documentation

Students with a medical condition severe enough to warrant a WE request must have consulted with a medical practitioner and must document that consultation. A medical explanation document must be uploaded to the Wiley University Class Excuse portal. Students who did not see a doctor at the time of the accident or illness and cannot provide evidence to back up the

explanation will not be awarded a withdrawal. A note on a prescription pad is not adequate documentation. Health care providers need to present the information that is requested on the form.

Compassionate Grounds Documentation

For students applying for a WE on compassionate grounds, such as the death of a loved one, evidence of the loss must be provided. For example, an obituary, death certificate and/or prayer card must be submitted.

Personal Letter

WE applicants must write a clear and concise letter (no longer than two pages double-spaced or one page single-spaced and typed) stating the reason for why they are applying to withdraw. There should be a direct link between information presented in the cover letter and the supporting documents. A chronological list of relevant events is helpful when reviewing all requests. A vague cover letter accompanied by weak supporting documents or none at all will delay the outcome or result in a denied decision.

Supplementary Documentation

Applications may also include:

- a. Police Report for motor vehicle accidents or crimes committed resulting in victim services;
- b. Employment letters presented appropriately on business letterhead;
- c. Illnesses that are overseas must be presented on proper hospital or medical reports normally available from a hospital or doctor's office;
- d. All compassionate withdrawals must include a copy of the death certificate, prayer card or obituary (proof of relationship may be required).

VI. PROCEDURES

- A. Students who are considering a WE application, or require clarification about any of the rules, regulations and deadline dates in the academic calendar regarding withdrawals should consult with an academic advisor in the Student Success Center, located in the Pemberton Education Complex, or speak to a department advisor from the faculty in which they are enrolled. Since these rules regulations and deadlines dates are an important component of a University program, students should know them.
- B. Once a decision is made to pursue a WE application, the packet of information should be submitted to the Office of Student Health, Counseling and Wellness, the Dean of Students, the Office of the Provost, and finally the Registrar's Office. Each WE packet includes: the WE Application Form, a personal letter outlining the extenuating circumstance and how it is affecting their academic studies, and printed copies of all supporting documents to back up the information in the personal letter.
- C. Faculty are consulted to clarify academic challenges outlined in the WE application. It is the student's responsibility to provide a clear explanation on why they are applying for

the withdrawal and provide all necessary documents to back up an explanation so that a fair assessment of the request is made.

- D. Most WE applications will be adjudicated within one week of submitting supporting documents. If supporting documents are delayed or not received, then no decision can be made on the withdrawal application and the applicant risks receiving a denied decision or having it returned unprocessed. Those WE applications referred to the Faculty for decisions will take longer to adjudicate. Once a decision is made on a WE application, the Registrar will change the withdrawal due extenuating circumstances (WE) notation and notify the student by email. The notation "WE" will be placed on a student record in lieu of a course grade. Please note that students are responsible to ensure their academic statuses are up to date by checking their student records on Wiley JICS.
- E. Requests submitted after the term deadline (last day of class), or requests relating to a course taken in a previous term, are referred to as "retroactive". Retroactive WE applications follow the procedures above for "in-semester" requests. Requests that are for terms more than five years from the date of application will not be considered.
- F. A student receiving a WE due to mental health or medical concerns must receive ongoing and appropriate psychological treatment for a minimum of six weeks (unless approved by the Associate Vice President of Student Health, Counseling or Wellness). Re-entry following a WE due to mental health concerns requires proof of treatment and is to be verified by the Office of Student Health, Counseling and Wellness.
- G. All students seeking to re-enter Wiley University following a WE must write a personal letter outlining their readiness to return. Re-entry letters are reviewed by the Registrar's Office in consultation with the Office of the Provost.

VII. APPEALS

Students who are denied WE application and feel they have grounds for appealing a WE decision should contact the Office of the Provost for detailed information.

VIII. REVIEW SCHEDULE

Wiley University will conduct an annual review of its Withdrawal Due to Extenuating Circumstances Policy to achieve the following objectives:

1. To determine the effectiveness of the policy and implement changes to the WE Policy if they are needed.
2. To ensure that the procedures developed are enforced consistently.

The review will also include a determination of the following:

1. The number of WE's that occur in an academic year.
2. The number students seeking re-entry following a WE.

To conduct this review, the University shall implement a committee to consist of the following individuals:

- Provost and/or Vice President of Student Affairs (or designee) – Chair(s)
- Associate Vice President of Student Health, Counseling or 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.

WILEY.
GO FORTH *inspired.*