

Welcome to KWU!

We are thrilled to welcome you to Kansas Wesleyan University. Completing a university level education is one of the greatest challenges a person can embrace. It is also one of the most important. The Administration, Faculty, and Staff of KWU are firmly committed to supporting you in your educational journey. To this end, we have prepared this Handbook to assist you as you navigate your way through Kansas Wesleyan University. We also want you to know that you are always welcome in the Student Development Office. We hope you will visit us often and let us know how we can assist you.

John Blackwell, Ph.D.  
Vice President for Student Development

# ACADEMIC CALENDAR

## FALL SEMESTER 2011

New Faculty Orientation (Wed) .....	August 17
Fall Faculty Retreat & Meetings (Thurs-Fri).....	August 18-19
Residence hall move in (Fri).....	August 19
New Student Orientation begins (Fri).....	August 19
Orientation Continues (Sat) .....	August 20
Institutional Testing (Sat) .....	August 20
Orientation Continues/Opening Convocation (Sun) .....	August 21
<b>General Registration (Mon) .....</b>	<b>August 22</b>
<b>Fall classes begin (Tues) .....</b>	<b>August 23</b>
Last day to enroll (Mon) .....	August 29
<b>Labor Day Holiday (Mon) (No classes meet) .....</b>	<b>September 5</b>
20 <sup>th</sup> day of classes .....	September 20
Last day to withdraw from 1 <sup>st</sup> half semester classes (Mon) .....	September 26
Six week grades due (Wed 5 PM) .....	October 5
<b>In-Service Day (Mon) Evening classes <u>will meet</u>—Day classes <u>will not meet</u> ...</b>	<b>October 10</b>
Last class day for 1 <sup>st</sup> half semester classes (Fri) .....	October 14
<b>First class day for 2<sup>nd</sup> half semester classes (Mon) .....</b>	<b>October 17</b>
Final grades due for 1 <sup>st</sup> half semester classes (Mon noon) .....	October 17
Last day to add 2 <sup>nd</sup> half semester classes—(Strongly encouraged to add by August 25) .....	October 19
Last day to withdraw from full semester classes (Fri) .....	November 4
Last day to withdraw from 2 <sup>nd</sup> half semester classes (Thurs).....	November 17
<b>Fall Break/Thanksgiving Recess (Sat through Sun) .....</b>	<b>November 19-27</b>

Last regular class day (Fri) .....	December 9
<b>Final Examinations (Mon, Tues, Wed, Thurs) .....</b>	<b>December 12-15</b>
Directed Study/Independent Study/Internship applications due for Spring/Summer 2012 .	December 15
Final grades due (Mon noon).....	December 19
Last day to remove Fall incomplete grades (Thurs noon).....	May 10, 2012

## SPRING SEMESTER 2012

<b>General Registration (Tues).....</b>	<b>January 10</b>
<b>Spring classes begin (Wed) .....</b>	<b>January 11</b>
<b>Martin Luther King Day (Mon—no classes will be held).....</b>	<b>January 16</b>
Last day to enroll (Tues).....	January 17
20 <sup>th</sup> day of classes.....	February 8
Last day to withdraw from 1 <sup>st</sup> half semester classes (Tues).....	February 14
<b>In-Service Day (Mon) (Evening classes will meet) .....</b>	<b>February 27</b>
Six week grades due (Wed 5 PM) .....	February 29
Last class day for 1 <sup>st</sup> half semester classes (Fri) .....	March 2
<b>First class day for 2<sup>nd</sup> half semester classes (Mon) .....</b>	<b>March 5</b>
Final grades due for 1 <sup>st</sup> half semester classes (Mon noon).....	March 5
Last day to add 2 <sup>nd</sup> half semester classes(Strongly encouraged to add by January 14) .	March 7
<b>Spring Break (Sat thru Sun).....</b>	<b>March 17-25</b>
Last day to withdraw from full-semester classes (Mon) .....	April 2
<b>Good Friday Observance (Fri) (No classes will be held) .....</b>	<b>April 6</b>
<b>Easter Sunday .....</b>	<b>April 8</b>
Last day to withdraw from 2 <sup>nd</sup> half semester classes (Mon).....	April 16
<b>Commencement Rehearsal (Mon 3:00 p.m.) .....</b>	<b>April 23</b>
Last regular class day (Fri) .....	May 4
<b>Final Examinations (Mon, Tues, Wed, Thurs) .....</b>	<b>May 7-10</b>
Directed Study/Independent Study/Internship applications due for Fall 2012.....	May 10
<b>Honors Convocation .....</b>	<b>May 10</b>
<b>Baccalaureate/Commencement (Sat) .....</b>	<b>May 12</b>
Final grades due (Mon noon).....	May 14
Last day to remove Spring incomplete grades (Thurs noon) .....	December 20

## SUMMER SESSION 2012

<b>Memorial Day Holiday .....</b>	<b>May 28</b>
<b>Summer classes begin – Tuition payment for summer school due (Mon).....</b>	<b>June 4</b>
Last day to enroll in 1 <sup>st</sup> 4-week and 8-week session (Tues).....	June 5
Last day to withdraw from 1 <sup>st</sup> 4-week session (Wed).....	June 20
1 <sup>st</sup> 4-week session ends (Fri).....	June 29
<b>2<sup>nd</sup> 4-week session begins (Mon).....</b>	<b>July 2</b>

1 <sup>st</sup> 4-week grades due (Mon noon).....	July 2
<b>Independence Day Holiday (Wed--no classes meet) .....</b>	<b>July 4</b>
Last day to withdraw from 2 <sup>nd</sup> 4-week session (Wed).....	July 18
2 <sup>nd</sup> 4-week session ends (Fri) .....	July 27
2 <sup>nd</sup> 4-week grades due (Mon noon).....	July 30
Last day to remove Summer incomplete grades (Thurs noon) .....	December 13

## RESIDENCE HALL OPENING/CLOSING DATES

### OPENS

10:00am, Monday Jan. 9, 2012

- *All students must be officially moved and checked out by Noon on May 11<sup>th</sup> or they will be charged \$100 for improper checkout. Don't forget to sign up with your RA to check out of the residence halls.*
- *Residence halls are closed over Christmas break. No students are allowed to stay. All students need to make arrangements to be out of the residence halls when the buildings close*

### CLOSES

Noon, Friday December 16, 2011

Noon, Friday May 11, 2012

## FOOD SERVICE DATES

### FALL SEMESTER BEGINS

Cafeteria opens:

Friday, August 19<sup>th</sup> @ 12 noon

The Den opens:

Wednesday, August 25<sup>th</sup> @ 12 noon

Cafeteria closes:

Friday, Nov. 18<sup>th</sup> @ 1:15pm

The Den closes:

Saturday, Nov. 20<sup>th</sup> @ 9pm

### THANKSGIVING BREAK

Cafeteria opens:

Monday, November 28<sup>th</sup> @ 7:15am

The Den opens:

Monday, November 29<sup>th</sup> @ 12 noon

Cafeteria closes:

Thursday, December 15<sup>th</sup> @ 1:15pm

The Den closes:

Wednesday, December 15<sup>th</sup> @ 1:30pm

### CHRISTMAS BREAK

### SPRING SEMESTER BEGINS

Cafeteria opens:

Tuesday, January 10<sup>th</sup> @ 11:30am

Cafeteria closes:

Friday, March 16<sup>th</sup> @ 1:15pm

### SPRING BREAK

Cafeteria opens:

Monday, March 26<sup>th</sup> @ 7:15am

Cafeteria closes:

Thursday, May 10<sup>th</sup> @ 1:15pm

# STUDENT SERVICES

The Kansas Wesleyan Community takes delight in offering ample services that will help you to enjoy your time at KWU. A meaningful and effective education involves a combination of responsibility and support. Students who succeed in college are people who take responsibility for their education and take advantage of the services that the university provides. At the same time, a responsible university seeks to provide appropriate services that will enable students to enjoy enough support and comfort to succeed. The Student Development Office is here to help you to be a successful student. All of the services that KWU provides are in the interest of your success. The Student Development Staff hopes that you will visit our office and call upon us whenever we can be of help. A description of many of our services is provided below.

## COMMUNICATION WEB

### TELEPHONE (Call ext. 1161 for questions)

Pfeiffer Hall ~ 6 + Room Number

North Apartments – 70 + Apt. # (01-20)

Wesley Hall ~ 8 + Room Number

South Apartments – 702 + Apt. # (1-8)

Wilson Hall ~ 7 + Room Number

Switchboard ~ Dial 0

Resicom phone service ~ ext. 1090

### VOICE MAIL (Call ext. 1161 for questions)

#### Set-up:

1. Dial 6990
2. Dial 9 + Voicemail ID Number (in your move-in packet)  
*(If you have a private room, dial 9 + your ext. number.)*
3. Respond to questions, Place receiver back
4. Pick up receiver and dial # (pound sign) 1046990
5. Replace receiver

#### Retrieve Messages:

(On Campus)

(Off Campus)

- |                       |                       |
|-----------------------|-----------------------|
| 1. Dial 6990          | 1. 827-5541           |
| 2. 9 + Voicemail ID # | 2. 9 + Voicemail ID # |
| 3. Security Code      | 3. Security Code      |

### FAX MACHINE

Campus Post Office ~ 1-785-827-0927

Founders Bookstore ~ 1-785-825-9587

### PUBLICATIONS

*The Advance* ~ university newspaper

*The Coyote* ~ university yearbook

### I.D. CARDS

Issued to full-time students by the Student Development Office (Pioneer Hall 185),

I.D. photos are taken during registration. Your ID card is used as your meal card and library card. Please keep your card from one semester to the next. It will be valid until you either graduate or leave the University. **ID replacement cost is \$5.00 for lost or stolen IDs.** New students will be issued their first ID card free of charge.

## CAMPUS MAILBOXES

**You may sign up for a mailbox during registration or at the Campus Post Office located in Student Activities Center. Your campus address:**

Your Name

Campus Box Number

Kansas Wesleyan University

100 E. Claflin

Salina, Kansas 67401

## COMPUTER

**Personal** – KWU strongly recommends the use of a surge protector and an up-to-date anti-virus program (we recommend Norton). In the event that a student's computer is found to have been infected with a virus, he/she can be removed from the network/internet until such time as he/she can demonstrate to the I.S. Department's satisfaction that his/her computer has been disinfected. The University will not assume responsibility for damage of property belonging to or in the custody of students.

**Computer Policy** – KWU does not allow the University network to be used for the illegal copying and disbursement of any copyrighted materials (specifically software, music or video). **Any individual publishing or making available for download copyrighted material will be 100% liable for all repercussions, including possible criminal charges and restitution.** Furthermore, KWU will take appropriate actions including, but not limited to, imposition of fines and removal of access to campus network resources, including Internet access.

## LOCATION OF COMPUTER ACCESS

**Labs** – 1st Floor of Peters Science Hall, 2 classroom labs

2nd Floor of Peters Science Hall, open lab

3rd and 4th Floors of Pioneer Hall, open labs

Memorial Library

Fine Arts Building (for Art students)

**Wireless Internet** - Access at Memorial Library, Labs and residence hall room.

- For residence hall network kit information or email questions call ext. 2213  
Wireless Internet
- Wireless internet hotspots are located in the Memorial Library, Hauptli Student Center and the McAdams Student Center.

## WHERE TO GO FOR THE ANSWERS

<u>INQUIRY</u>	<u>OFFICE</u>	<u>LOCATION</u>	<u>EXT.</u>
Advisor Assignment	Enrollment Services	Pioneer 285	1260
Academic Records	Enrollment Services	Pioneer 285	1260
Academic Problem	Academic Dean	Pioneer 130	1280

Academic Dismissal	Academic Dean	Pioneer 130	1280
Accounts-Student	Business Office	Pioneer 220	1220
Admission Information	Admissions	Pioneer 260	1285
Athletic	Athletics	SAC	3194
Books	Bookstore	SAC	1153
Campus Apartments	Student Development	Pioneer 185	1168
Campus Calendar	Academic Dean	Pioneer 130	1280
Career Counseling	Student Development	Pioneer 185	1162
Career Services	Student Development	Pioneer 185	1162
College Catalog	Enrollment Services	Pioneer 285	1260
Computer Information	CIS	Peters 138	2213
Financial Aid	Financial Assistance	Pioneer 285	1260
Food Service	Dir. of Food Service	Shriwise-Pfeiffer	6150
Graduation Information	Enrollment Services	Pioneer 285	1260
Health Insurance	Athletic Training	SAC	3192
I.D. Cards	Student Development	Pioneer 185	1160
Intramurals	Student Development	Pioneer 185	1168
Library	Library	Library	4170
Mail	Post Office	SAC	1151
Maintenance	Dir. of Physical Prop.	Pioneer 110	1110
Notary Public	Business Office	Pioneer 220	1224
Parking Permits	Student Development	Pioneer 185	1160
Publicity	Public Relations	Pioneer 125	1127
Resicom (telephone service)	Student Development	Pioneer 185	1160
Residence Halls	Student Development	Pioneer 185	1164
Rules and Regulations	Student Development	Pioneer 185	1168
Scholarships	Financial Assistance	Pioneer 285	1134
Student Activities Board	Student Development	Pioneer 185	1168
Student Government Assoc.	Student Development	Pioneer 185	1157
Veterans Information	Financial Assistance	Pioneer 285	1130
Withdrawal (Classes)	Enrollment Services	Pioneer 285	1260
Withdrawal (School)	Student Development	Pioneer 185	1164
Work Study	Financial Assistance	Pioneer 285	1130

## 2011-2012 KWU ORGANIZATIONS

The Student Government Association (SGA) is the elected student government at KWU. Some of the principles of the organization, outlined in part in the Preamble of the SGA Constitution, are self-determination, self-reliance, independent thought and action, and civic leadership development. The SGA serves KWU by providing a vehicle for student advocacy through the Student Senate, which is the representative body of the SGA. Opportunities exist for interested students to become involved in the SGA by serving as Senators from the residence halls, the athletic department, APS/MBA programs, or any of the member organizations. In addition, interested students have the opportunity to serve as representatives on the various university committees, or as SGA elected officials.

The Student Activities Board (SAB) offers activity programming on campus. SAB is charged with coordinating, leading, and administering all activities that are offered to the student body. Some of the traditional activities have included parts of Freshman Orientation, Homecoming, Fall Fest and the Luau. Opportunities also exist for interested students to become involved with the SAB through both the Student Senate and through volunteer service.

This year’s SGA officers are:

- |                |                                |
|----------------|--------------------------------|
| Travis Godfrey | SGA and Student Body President |
| Heidi Yonkey   | SGA Vice-President             |
| Janel Prather  | SGA Treasurer                  |
| Cassie Wuest   | SAB Chairperson                |

For more information about how to become involved with the Student Government Association or the Student Activities Board, stop by the SGA or SAB office in the Student Activities Center.

## STUDENT ORGANIZATIONS

<ul style="list-style-type: none"> <li>• <b>ADVANCE</b></li> <li>• <b>ALPHA CHI (Honor Society)</b></li> <li>• <b>ALPHA THETA ALPHA (Historical Society)</b></li> <li>• <b>ART CLUB</b></li> <li>• <b>BIOLOGY SOCIETY (Biology Club)</b></li> <li>• <b>CAMPUS MINISTRIES</b></li> <li>• <b>CHEMISTRY CLUB</b></li> <li>• <b>CHOIR COUNCIL</b></li> <li>• <b>CMENC(Collegiate Music Educators National Conference)</b></li> <li>• <b>COMPUTER CLUB</b></li> <li>• <b>CORPUS JURIS (Legal Club)</b></li> <li>• <b>DRAMA CLUB</b></li> <li>• <b>FCA (Fellowship of Christian Athletes)</b></li> <li>• <b>HISTORY CLUB</b></li> <li>• <b>HPER CLUB</b></li> <li>• <b>INTERNATIONAL STUDENT ORGANIZATION</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>KAPPA PSI UPSILON (Psychology Club)</b></li> <li>• <b>KWU KNEA-SP (Kansas National Education Association-Student Program)</b></li> <li>• <b>KWU STUDENT AMBASSADORS</b></li> <li>• <b>MATH AND PHYSICS CLUB</b></li> <li>• <b>MICROBURST (KWU Weather Club)</b></li> <li>• <b>PHILHARMONIC CHOIR</b></li> <li>• <b>PI KAPPA DELTA</b></li> <li>• <b>STUDENT ACTIVITIES BOARD</b></li> <li>• <b>STUDENT GOVERNMENT ASSOCIATION</b></li> <li>• <b>SNO (Student Nurses Organization)</b></li> <li>• <b>WRITER’S GUILD</b></li> <li>• <b>YEARBOOK</b></li> </ul>
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## BOOKSTORE

Student Activities Center, Ext. 1153

Bookstore Hours  
Monday – Friday 8 am – 4 pm

Founders Bookstore is located in the Student Activities Center. The store sells all books and materials required for KWU courses as well as supplies, cards, clothing, souvenirs and a wide variety of snacks and drinks. Special orders for software, additional text handbooks and supplies may be ordered at any time.

Textbooks should be checked immediately for defects. Do not write your name in a book

until you are positive you will be using it. Once a book is written in it will be considered a used book.

No refunds or exchanges will be made without a cash register receipt. If you drop a class you will have ten business days from the beginning of the semester to return a book for a full refund. No returns will be accepted after this time.

## CAMPUS MINISTRY

KWU celebrates its rich United Methodist heritage and is committed to the task of being a Christian university. The KWU Campus Ministry mission is to witness to Jesus Christ in the world and to follow his teachings through acts of compassion, justice, worship and devotion under the guidance of the Holy Spirit. The goal of campus ministry is to serve the spiritual needs of the KWU community. Programs, activities and worship experiences are open to all students, faculty and staff. Student Development Office, Ext. 1160

## CAREER SERVICES

185 Pioneer Hall, Ext. 1162

College career planning should begin in the freshman year and serve as an integral part of the entire educational experience. Kansas Wesleyan's Career Service is here to meet your career development needs. Services available include the following:

- Resume critiques
- Internship opportunities
- Job listings – local, regional, national
- Graduate program information
- Mock interviews and job search strategies
- Career counseling
- Teacher Credentials

Please contact the Student Development Office for further information or to schedule an appointment to discuss your career needs. Ext. 1162

## FINANCIAL ASSISTANCE

285 Pioneer Hall, Ext. 1134

Any student wishing to apply for financial assistance (grants, loans, work-study, or scholarships) should submit a yearly FAFSA application to the Director of Financial Assistance. Awards are made on the basis of need as well as scholastic or other merit achievement.

Shriwise Cafeteria and The Den – Pioneer Hall, Ext. 6150

All students living in the residence halls are required to participate in the meal plan. To be admitted in the dining room or The Den, you **MUST** bring your student ID card to show to the checker at the door. The dining room will close during scheduled University recesses. **No refunds will be made for meals missed.**

## HEALTH SERVICES

Salina Regional Health Center (Hospital and Emergencies)

400 South Santa Fe Avenue

785-452-7000

24 hours a day

Stat Care – Family Minor Emergency Center

101 S. Ohio Street

827-6453

Monday – Friday: 8 a.m. – 9 p.m.

Saturday: 9 a.m. to 9 p.m.

Sunday 1 p.m. to 6 p.m.

Salina Family Healthcare

651 E. Prescott

785-825-7251

By appointment

Central Kansas Mental Health Center

CKMHC is a Kansas Licensed Community Mental Health Center providing a wide range of mental health services, including outpatient psychotherapy, psychiatric/medical services, 24-hour emergency services, case management, psychosocial services, consultation and education, and others.

809 Elmhurst, Salina, KS 67401

785-823-6322

24 Hour Emergency: 785-823-6324

DVACK

Domestic Violence Association of Central Kansas

(785) 827-5862 or (800) 874-1499

**Emergency Number:**

911 (within residence halls 9911)

**Payment of medical bills is always the student's responsibility.**

## INTRAMURALS

Student Activities Center, Ext. 1168

The Intramural and Recreation Sports Program at Kansas Wesleyan University strives to provide a broad and competitive variety of physical and social activities designed to meet the diverse needs and interests of the students, faculty, and staff of KWU and on some occasions, the community of Salina. Participants have an opportunity to choose from various team and individual activities. The program offers equal opportunity for participation to both sexes, regardless of ability or skill.

## MEMORIAL LIBRARY

### Library Hours

160 Library, Ext. 4120

Sunday: 2 pm – 11 pm

Mon. – Thur. 8 am – 11 pm

Friday: 8 am – 5 pm

Saturday: 1 pm – 5 pm

Memorial Library serves as the academic resource center on campus, providing the appropriate media for research, instruction, promotion of knowledge and academic development.

The library is networked with access to the internet, the library's automated catalog, the Kansas Library Catalog, and numerous on-line databases, many of which are full text. Memorial Library provides class reserve materials, photocopying, microform reader/printer, and reference services. Bibliographic instruction is provided to both individuals and classes as requested. Resources are shared with other Kansas libraries through the Interlibrary Loan program and a rotating book collection.

## PARKING

**All motorized vehicles are required to display a University parking permit.** Permits may be obtained at no charge through the Student Development Office. Vehicles are not to be parked or driven on the grass or sidewalks and should only be parked in specified parking stalls. Vehicles that appear abandoned or neglected or parked in a non parking stall will be towed away at the owner's expense. Designated handicap parking is available at several locations and a handicap permit is required.

## STUDENTS WITH DISABILITIES

130 Pioneer Hall, Ext. 1280

It is the official policy of Kansas Wesleyan University to provide all students with access to the benefits of services in admission, registration, counseling and instruction. Kansas Wesleyan University is not equipped to remediate for all dysfunctional learning disabilities. An individual with a diagnosed learning disability or other disability is obligated to inform the University of the disability prior to the end of the first week of classes, through official documentation (which is the student's responsibility to provide) in order to receive the needed assistance. Notification is given to the Provost's office in Room 300 of Pioneer Hall, (785-827-5541, ext. 1280). The University policy provides for retrieval of authorized library, admission, registration, counseling and instructional materials for any student who, because of limited mobility, is unable to readily access such material. The Provost's Office will provide the following services:

1. The Registrar will move classes for students whose mobility is limited to accessible rooms. This includes, but is not limited to: wheelchair-bound students, students who need ambulatory assistance or students with heart conditions (as required by a physician).
2. Advisor, faculty and other offices of the University not on ground level or accessible by elevator will consult in prearranged locations with disabled students or prospective students.
3. The University library will offer personal retrieval assistance for books and periodicals for mobility-impaired or sight-disabled students.
4. For students with auditory disabilities, the University will authorize, in conjunction with social service agencies, classroom accessibility to paid or volunteer sign language interpreters.
5. For students with sight disabilities, the University will, in conjunction with social service agencies, provide classroom accessibility to paid or volunteer note takers and/or readers. The University will authorize, in consultation with individual faculty members, and with respect to relevant copyright laws, permission for audio tape recording of lectures.
6. The University is able to provide limited services to learning disabled students. Available services include some tutorials, reading and writing skills development, taping lectures and modified testing. The University will assist eligible students in receiving services from governmental and/or charitable agencies.

## STUDENT EMPLOYMENT

On-campus employment information is available in the Financial Assistance Office, Pioneer Hall Room 285. Off campus jobs are listed on the Job Board on the lower level of Pioneer Hall, and on KWU website – [www.kwu.edu/campuslife/careerservices/employmentboard.html](http://www.kwu.edu/campuslife/careerservices/employmentboard.html)

## STUDENT GOVERNMENT ASSOCIATION

Student Development Office, ext. 1160

Student Government Association (SGA) is responsible to and elected by the student body. Their goals are to promote the betterment of academic and Student Development. Officers are elected in the spring of each year. SGA appoints students to serve on various University committees. Interested students should contact the president of SGA.

Each student organization or club files its constitution, official name, list of members and sponsor with SGA.

## STUDENT INSURANCE

Student Activities Center, Ext. 3192 & 3194

Kansas Wesleyan University provides to every full-time, undergraduate student during the fall and spring semesters, a secondary insurance policy, with a rider plan for students participating in athletics, not including intramural sports. All international students are also required to purchase a secondary medical insurance at the time of registration. This plan pays for covered expenses incurred by an insured student as a result of an **accidental injury** that are in EXCESS of expenses paid or payable under any other health care plan for which the insured student is eligible, regardless of any coordination of benefits provision contained in such health care plan. This plan is not designed to cover routine medical visits or sickness (unless confined to a hospital for 18 hours or more).

It is always the students' responsibility to file a claim to the insurance company within the allotted timeframe for their excess medical charges. **The Athletic Training Office will provide secondary insurance information to the student to assist the student in filing a claim for benefits under the policy.** Payment of medical/dental bills is always the student's responsibility.

## STUDENT DEVELOPMENT

185 Pioneer Hall, Ext. 1160

This office strives to create an environment that fosters a student's development academically, personally, and socially from orientation to graduation. The Student Development Staff serve as student advocates and provide an administrative channel for all student concerns as they relate to the University. All aspects of a student's campus life are the concern of this office. Specifically, the services directed by this department include:

Career Services	Parking Permits	Assessment
Counseling Services	Residence Life	Student Orgs.
Academic Alert	Retention	Judicial Procedures
Intramurals	Student Activities	Campus Postings
New Student Orientation	Teacher Credentials	Code of Conduct

## POSTING POLICY

For the safety of our students and for accurate information to be given to all members of the campus community, all posters, flyers or announcements must be approved and stamped through the Student Development Office. Any poster, flyer or announcement not approved by Student Development will be subject to removal. Posters created by the Office of Public Relations with the University seal will be considered approved.

## STUDENT RECORDS

285 Pioneer Hall, Ext. 1132

**Permanent Student Files** ~ The permanent file of a student is maintained in the Enrollment and Financial Services Office. It contains directory information, admissions correspondence, high school transcripts and a record of serious disciplinary incidents. Students who wish to review the contents of their permanent file should make a written request. A student will then be notified within 45 days of the availability of the file for inspection.

**Privacy of Student Records** ~ In compliance with the Family Educational Rights and Privacy Act passed by Congress in 1974, Kansas Wesleyan University hereby provides notice of the rights accorded students under the provisions of this law.

Students desiring to view their official records should make a request at the appropriate office (i.e. Enrollment & Financial Service Office, Student Development Office, etc.). Requests shall be honored within a reasonable period of time. Information from these records, other than directory information, will not be released without the student's written consent. Should a student wish to allow the University to release information to specified persons, students can fill out a FERPA release form in the Student Development Office. Exceptions to this rule include disclosure to:

- School officials who have a legitimate educational interest in the information
- Officials of another school at which the student intends to enroll
- Authorized government representatives for the purpose of an audit or evaluation of a state or federally funded program
- School or government officials who use the information for the purpose of determining financial aid which a student has applied for or received
- State and local officials (if a state statute adopted before November 1974 requires it)
- Organizations conducting studies for the institution
- Accrediting agencies to carry out accrediting functions
- Parents of a dependent student (as defined in the tax code)
- Parents of a student involved in a campus emergency in order to protect the health and safety of themselves or other students.
- Other individuals in order to comply with a judicial order or lawfully issued subpoena; or in connection with a health or safety emergency
- The alleged victim of any crime of violence, who shall be allowed the results of the disciplinary proceeding conducted by the institution

Students who wish to challenge the content of their educational records should direct their challenge in the form of a written letter to the VP of Academic Affairs. A student may request an exemption to the release of directory information by submitting a written letter to the VP of Academic Affairs by September 1 of each academic year. Current fees shall be assessed for transcripts or photo static copies of educational materials.

## CAMPUS ENVIRONMENT

The Administration, faculty, and staff of Kansas Wesleyan University actively seek to build a campus environment that is based on integrity, fairness, respect, and responsibility. These values create the environment in which people can actively pursue higher education in the Christian liberal arts tradition.

## POLICY ON CAMPUS EXPRESSION

Kansas Wesleyan University is committed to the principles of academic freedom and to the expression of beliefs and concerns in a variety of ways. While valuing individual autonomy and freedom, the University also values behavior which reflects integrity, respect for the rights and property of others, and acceptance of the student's own personal social responsibility. Students are expected to function in an orderly manner and within the framework of existing rules and laws.

The University community recognizes peaceful demonstration as a means of expressing one's opinion. Individuals and groups who plan demonstrations and/or parades shall file such intent in writing with the Vice President for Student Development. In the specific case of campus demonstrations the University administration has the responsibility to preserve the orderly function of the University and to protect individuals from force or violence.

### **Disruptive actions subject to disciplinary action are described below:**

- Demonstrations including inappropriate signs, clothing or behaviors which coerce individuals or which constitute a hazard to the safety of any groups or individuals or which threaten destruction of property are not protected by freedom of speech provisions and will not be tolerated. Similarly, a hostile audience will not be allowed to interfere with a peaceful demonstration.
- The University administration may restrict conduct which interferes with the holding of classes, the carrying forward of University business, properly organized and scheduled University events, or the discharge of responsibility by any University officer, employee or student. The mere presence of demonstration in public areas cannot be allowed to physically obstruct when it prevents others from exercising their rights and duties.

**NOTE:** Persons engaging in disruptive action shall be subject to disciplinary measures, including dismissal from the University and appropriate civil or criminal action.

## STUDENT PUBLICATIONS

Students, faculty and administrators should observe that the University is recognized as the publisher of all material printed or broadcast under its authority and that publisher's permission for distribution of printed or broadcast material comes from the President of the University or designated officers. Student editors and writers are expected to provide responsible journalism that is in keeping with ethical, moral and academic standards of a Christian liberal arts university. As such, all material is subject to advance approval for printing or broadcast by the President or appropriate representatives. Material must be free of undocumented allegations, attacks upon personal integrity, the use of harassment or innuendo, libel, indecency or obscenity.

## OPPORTUNITY AND RESPONSIBILITY FOR ADDRESSING CONCERNS

It is the policy of Kansas Wesleyan University to provide an effective and acceptable means for a student to bring problems or concerns to the attention of the University for review and resolution. In all situations, every attempt should be made to informally resolve complaints between all parties before a formal complaint process begins.

- Concerns regarding a faculty or staff member:  
As a first step, a student is encouraged to discuss his/her concern directly with the faculty or staff involved. If the student feels uncomfortable in directly discussing his/her concern with the involved faculty or staff member, or thinks that the concern

was not handled appropriately, then the student may discuss his/her concerns with the appropriate supervisor or department chair (unless the professor in question is also the department chair, in which case the student may discuss the matter with the division chair). If the student is still not satisfied with the concern they may discuss the matter with the Provost.

- Concerns regarding another student(s):

As a first step, a student is encouraged to discuss his/her concern directly with the other student(s) involved. If the student feels uncomfortable in directly discussing his/her concern with the involved individual(s), then the student may discuss his/her concern with the Vice President for Student Development if an off campus student or his/her Resident Assistant (RA) or Resident Director (RD) if an on campus student. If the concern is still not resolved, the student may discuss the matter with the Vice President for Student Development.

## **CELL PHONE ETIQUETTE STATEMENT**

The use of cell phones in class, meetings, or work settings is a distraction to everyone. Students, faculty, and staff must refrain from using cell phones in classes, meetings or any kind of formal gathering. Cell phones are expected to be turned off prior to entering these settings as a courtesy to faculty and your peers. In certain emergency situations when it may be necessary to be available by phone (e.g., if you have an ill child or are expecting a critical call), you should:

- inform the instructor or the person in charge of the meeting,
- turn your phone to silent or vibrate mode, and
- leave the room to conduct your phone call when it comes through.

## **HEALTH AND SAFETY**

The safety of all members of the KWU Community is our first and last concern. Safety is essential to an environment in which students can thrive. KWU has a long tradition that places value on the dignity and safety of both individuals and the Community. Campus safety is everyone's responsibility. Below are policies and guidelines designed to ensure the safety of the KWU Community.

## **DRUG-FREE SCHOOLS & COMMUNITIES ACT**

Kansas Wesleyan University strongly supports the provisions of The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The following in-

formation shall be provided at least annually to all students and employees of the University under the “Drug Free Schools and Campuses” portion of the above state law.

### **Statement of Policy**

The use of drugs, including alcohol, on the campus of Kansas Wesleyan University is considered detrimental to the educational environment. Use or possession of alcoholic beverages or illegal drugs on campus is prohibited. Violators will be subject to disciplinary and/or legal action. Empty alcoholic beverage containers are not permitted, even as decorative items.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on the property of Kansas Wesleyan University or as part of any of the activities of the University is strictly prohibited.

### **University Sanctions**

University sanctions will be addressed in accordance with the Student Code of Conduct.

### **Legal Sanction**

Legal sanctions are listed as an addendum to this *Handbook*.

### **Health Risks**

Health risks associated with the use of illicit drugs and the abuse of alcohol vary. Possible effects and risks include coma, convulsions, respiratory failure, hallucinations, psychosis, fatigue, paranoia, and death.

### **Counseling, Treatment and Rehabilitation Programs**

Counseling and referral services are available to University students and employees through the Student Development Office.

Other area services include:

#### **Central Kansas Foundation for Alcohol and Chemical Dependency**

1805 South Ohio, 785-825-6224

#### **Mental Health Center of Central Kansas**

809 Elmhurst, 785-823-6322

## **ALCOHOLIC BEVERAGES**

**The possession, consumption and sale of alcoholic beverages are not permitted on the campus of Kansas Wesleyan University nor at any KWU off-campus events.**

**Intoxicated persons (behavior characterized by belligerence/noise, staggering, slurred speech, vomiting, unconsciousness, damage to self, others, property) will be charged with a violation of the Student Code of Conduct Article III B 11. Students, faculty, staff, administration, as well as Resident Assistants and Resident Directors may submit violations of the alcohol policy to the Director of Residence Life.**

Additional guidelines governing the use of alcoholic beverages include:

- Inappropriate behaviors such as: verbal or physical confrontations where alcohol appears to be a contributing factor will be considered a violation of the alcohol policy (including intoxicated behavior).
- Students in a location where alcoholic beverages or containers are present but not necessarily in possession - can be considered to be in violation of the alcohol policy.
- Advertisements on campus for off-campus events may not contain information that specifies, implies, or suggests that alcohol and/or other drugs will be present.
- College owned vehicles may not be used to transport alcoholic beverages nor may they be used to transport individuals to or from an off campus function where alcohol

is present.

- Empty alcoholic beverage containers (i.e. cans, bottles, and kegs) are not permitted on campus.

## CONSEQUENCES OF ALCOHOL VIOLATIONS

Alcohol Policy Violations will be addressed in accordance with the Student Code of Conduct. Sanctions have been created to provide an educational opportunity while holding the student accountable for his/her behavior. Sanctions may include fines, community service, and removal from residence halls, all of which are at the discretion of the Vice President for Student Development.

## ILLICIT DRUGS POLICY

Any student who engages in the sale or distribution of illicit drugs will be dismissed from Kansas Wesleyan University.

## FIREARMS/LETHAL WEAPONS

Firearms, ammunition, hunting bows and arrows, BB guns, pellet guns/rifles, paintball guns, knives and other lethal weapons **are not permitted on campus**. Illegal use or possession of a firearm or lethal weapon on campus property, including intentional discharge, infliction of actual physical or mental damage, or use in a threatening manner may result in immediate suspension from KWU and legal action.

## TOBACCO FREE CAMPUS POLICY

It is the responsibility of the University to provide a healthy environment for all of its students, staff, administration, faculty and guests. The **Kansas Clean Indoor Air Act** is a law passed March 12, 2010 that bans smoking in public places statewide. In the interest of cooperating with the Clean Indoor Air Act, along with our concern for health and welfare, Kansas Wesleyan University is a tobacco free campus.

- The **Tobacco Free Policy** covers all smoking products and smokeless tobacco (chewing tobacco) products.
- **All areas** of the University premises and grounds **are now tobacco free**, without exception.
- All visitors, contractors and deliveries are required to abide by this policy. Employees are expected to inform students or visitors of the smoke free policy.
- The tobacco free policy also applies to any University vehicles and any vehicles being used on University business.
- Compliance with the tobacco free policy is mandatory for all employees, students and visitors to campus.
- Employees who disregard the tobacco free policy may be subject to disciplinary action.

## THEFT

There are few things more destructive to a sense of community than theft. Whether theft takes the form of shoplifting, stolen credit card numbers, stolen cash, stolen possessions

or burglary - the result is that trust is diminished and people become angry and disillusioned. Theft is against the law and against the mission and policies of Kansas Wesleyan University.

**Because theft is a real and present danger to KWU and its constituents, violators will face severe sanctions including the possibility of suspension from the residence halls or the University.**

**CAMPUS SECURITY**

**The safety and security of all members and guests of the campus community are of primary concern to KWU. For that reason, security officers provide service to the campus community. Foot patrols are made at regular intervals each evening. University policies and regulations, as well as local, state, and federal laws are enforced. A close working relationship is maintained with the Salina Police Department.**

Students, faculty, staff and guests of KWU are encouraged to report criminal activity to the Campus Security Officers. A report will be taken and follow-up made on the complaint. The cooperation, involvement and personal support of students is crucial to the success of a campus safety program. Students are encouraged to use common sense and to observe proper safety precautions.

Students living in residential areas are issued a key to their room and to the outside door of the building. Each residence hall is staffed with a Resident Director and Resident Assistants. A Resident Assistant is on duty each night in each building. During the evening, rounds of the facilities are conducted to monitor the activities of the building as well as to insure the exterior doors are secured properly. Safety and security issues are included as part of the staff's thorough training each August.

**STUDENT RIGHT-TO-KNOW & CAMPUS SECURITY ACT**

**(Public Law 101-542)**

In accordance with the Student Right-to-Know and Campus Security Act (Public Law 101-542), a statistical report for crime on the campus of Kansas Wesleyan University is provided.

<b>Crime Category</b>	<b>Number of Incidents 2008-09</b>	<b>Crime Category</b>	<b>Number of Incidents 2009-10</b>
Homicide .....	0	Theft .....	1
Reported Rape (forcible/date rape).....	0	Liquor Law Arrests.....	0
Robbery .....	0	Drug Abuse Arrests .....	2
Aggravated Assault .....	0	Liquor Law Violations.....	53
Burglary.....	0	(within residence halls)	
Motor Vehicle Theft.....	0		

(Crime category definitions supplied by the FBI)

**Because students make themselves liable for damage to the building and its contents when they sign a contract, the following procedure for determining the responsibility of damage will be used:**

- For extra cleaning, moving, damage or destruction discovered in a student's room, the responsibility lies with the occupants of the room involved.
- Damage or destruction discovered outside of the student's room is billed to the person responsible. If the person responsible cannot be determined, the responsibility rests

with the occupants of the residence hall or wing.

- The Director of Physical Properties will determine the dollar amount of the damage, including the cost of labor.
- The responsible person(s) will be billed with a memo accompanying the incident report. These charges will have the same status as any college billing.
- All damage or needed repairs are to be reported immediately to the Resident Assistant, Resident Director, Director of Residence Life or the Student Development Office.

## CAMPUS FINES

**The purpose of student discipline at KWU is education. Education includes accountability and the possibility of consequences. Consequences may include fines, community service, and restitution all of which are at the discretion of the Vice President for Student Development.**

## COMPUTER POLICY

The computing facilities at Kansas Wesleyan University are provided for the use of its students, faculty, and staff in support of University programs. All students, faculty, staff and other persons using these facilities are responsible for seeing that they are used in an effective, ethical, and lawful manner. Consequences for illegal use of the computer facilities can result in, but not limited to, fines, removal of access to campus network resources, criminal charges and restitution. The complete policy statement may be obtained from the Director of Information Systems, ext. 2213.

## GAMBLING

Gambling is not permitted on campus. Violators will be subject to disciplinary action. Gambling addiction is very serious. Referrals for counseling are available in the Student Development Office.

## STATEMENT ON SPORTSMANSHIP

Kansas Wesleyan University is proud of its quality athletic programs and promotes positive fan behavior; be loud and enthusiastic in your support of your favorite Coyote team, but be respectful of the other spectators around you. Wesleyan's athletic programs depend on a high level of student involvement. Students, faculty and staff are encouraged to attend all athletic events. Behavior that does not represent the University in a positive light is not acceptable. Intoxication, shouting obscenities, displaying obscene gestures, and degrading the other teams' athletes, cheerleaders and fans will be grounds for immediate dismissal from the event. The use of noisemakers is prohibited in accordance with KCAC Conference guidelines. Students exhibiting these behaviors will also be subject to disciplinary procedures outlined in the student handbook. If a student is dismissed from an athletic event, they will be suspended for a 30 day period from all athletic events.

## STATEMENT ON PHYSICAL VIOLENCE

Any student who causes physical harm to others will be disciplined at the discretion of the Vice President for Student Development. Discipline may include fines and /or removal from University housing.

### PROCEDURES FOR SEXUAL ASSAULT

#### A. Victims/Survivors

1. Victims/survivors are encouraged to receive medical attention. Salina Regional Health Center (SHRC) is equipped with a SANE/SART (Sexual Assault Nurse Examiner/Sexual Assault Response Team) program. The SANE nurse will be able to assist you in receiving a thorough exam and collecting evidence.
2. Victims/survivors are encouraged to contact the Salina Police Department to report the assault.
3. Victims/survivors are encouraged to contact The Domestic Violence Association of Central Kansas (DVACK). The DVACK Sexual Assault Victims Advocate can come to the hospital, be with you during the exam, offer support during interviews with investigators and/or campus officials, and be present with you during any and all court proceedings. DVACK can be reached 24 hours a day/7 days a week at 785-827-5862 or 1-800-874-1499.
4. Victims/Survivors are also encouraged to contact University officials for appropriate action.
  - a. If the assault occurs in a Campus Residence Hall, the victim/survivor should contact the on-duty RA/RD (Resident Assistant/Resident Director) at the following phone numbers:
    - a. Duty phone 1: 785-643-5160
    - b. Duty phone 2: 785-577-6214
    - c. Student Development Office (during business hours): 785-827-5541, ext. 1164
  - b. If the assault occurs in the Campus Apartments or on campus grounds, (not a Residence Hall) the victim/survivor should contact the Dean of Student Development (785-827-5541 ext. 1164)
  - c. If the assault occurs off-campus and the victim/survivor or accused student resides in on-campus housing the victim/survivor should contact Dean of Student Development (785-827-5541 ext. 1164).
  - d. If the assault occurs off-campus and the student resides off-campus, the student should contact the Salina Police Department, the Salina Regional Health Center and/or DVACK. The victim/survivor should also contact the Dean of Student Development (785-827-5541 ext. 1164).
  - e. If a student is accused, report it to the Vice President of Student Development.
  - f. If an employee is accused, report it to the Dean of Academic Affairs.

#### B. University Employees/Students (when made aware of an assault incident)

1. Encourage victim/survivor to make a report to the Salina Police Department.
2. Encourage Victim/Survivor to contact DVACK for support and counseling from the Sexual Assault Victims Advocate.
3. Crisis Intervention
4. Help in receiving medical attention
5. Counseling

6. Sexual Assault Support Group
7. PFA (Protection from Abuse), PFS (Protection from Stalking), Restraining Order
8. Advocacy (criminal justice system, civil justice system, SPD Investigation, Personal Advocacy (referrals, navigation of action through University System, etc.).
9. University employees, contact the Office of Student Development or the Office of Academic Affairs for guidance on the next step.
  - a. Maintain confidentiality
  - b. Assist in obtaining services from DVACK
  - c. Assist and support Victim/survivor in contacting Salina Police Department and University Officials if the victim/survivor consents to such action. (The staff member may be required to report incident, but will only divulge victim's name if consent has been given, except in extenuating circumstances.)
  - d. Assist in changing academic programming, current housing, etc., if requested.
  - e. Allow victim/survivor and Person Accused to have non-participating support person present for all interviews.
  - f. When no police investigation is warranted, the Office of Student Development will conduct an investigation by responding to the allegations and handing down discipline, if needed, which is consistent with the findings of the Judiciary Committee and finalized with the approval of the President of KWU.

## STATEMENT ON HARASSMENT

Kansas Wesleyan University seeks to provide an environment which is built on respect for the dignity of all persons and is committed to maintaining an atmosphere in which the race, color, creed, religion, sexual orientation, national or ethnic origin, and the physical or mental limitations of an individual or group are respected. The following behaviors are considered forms of harassment and will not be tolerated.

1. Using racial or ethnic slurs against a student, University employee or visitor;
2. Using mail (including electronic mail), or telephone communications to harass an individual;
3. Threatening or directing violence toward an individual;
4. Posting words or pictures in public view which are derogatory to a group or individual;
5. Tampering with or damaging the personal property of an individual;
6. Any action which has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Individuals who believe they have been harassed may file a grievance with the Dean of Student Development. Violators will be subject to disciplinary action in accordance with campus procedures, as outlined under disciplinary sanctions of the Student Handbook.

## PHILOSOPHY STATEMENT ON AIDS

Sexual assault and relationship violence are prohibited at Kansas Wesleyan University. Sexual assault and relationship violence, including threats of sexual assault and related relationship violence, are attacks not only a person's body, but also on the person's dignity, and are not tolerated. To foster a community free from sexual assault and relationship violence, KWU provides reporting options, including the police department; victim/survivor assistance; internal mechanisms for discipline and dispute resolution; prevention training; and other related services. As a University, and as a community, we strive to assure the safety, respect and dignity of each student, staff, and faculty member. This policy establishes procedures for responding to incidents involving sexual assault and relationship violence. The commitment of the entire University community to this policy contributes to our goal of creating a campus free from sexual and all other forms of violence that may occur within a personal, intimate relationship.

Reporting is the only way that action can be taken against a person accused of the violation of this strict policy; therefore, we strongly encourage the reporting of sexual and/or other types of violence to appropriate officials. Timely reporting and a medical examination within 72 hours is critical in the preservation of evidence of sexual assault, and the ability to respond in the most effective manner, but a victim/survivor can report an incident at any time. KWU provides an array of on-campus services to victims/survivors, including confidential crisis intervention, counseling and related assistance such as changing academic programs and living situations (if requested and reasonably available). KWU provides appropriate judicial/discipline processes that are supportive, fair, expedient and respectful of the individual rights of all parties involved, including privacy. KWU provides a variety of educational programs and services to all members of the University community.

Acquired Immune Deficiency Syndrome (AIDS) is a communicable and deadly disease for which there is no known cure. For that reason people who have AIDS, AIDS-Related Complex (ARC) or have tested positive for Human T-Lymphotropic Virus, type III (HTLV-111) suffer from not only the effects of the disease but from the discrimination that is the result of the fear and ignorance of others.

Kansas Wesleyan University is dedicated to the fair and equal treatment of persons with AIDS and is informed by the social resolutions of the United Methodist Church:

Disease springs from complex conditions, factors, and choices. It is not helpful to speak of diseases in inflammatory terms like "punishment for sin." The Gospel challenges us to respond with compassion that seeks to enable the physical and spiritual wholeness God intends in the lives of all persons affected by Acquired Immune Deficiency Syndrome (AIDS).

*The Book of Resolutions, United Methodist Church*

In order to respect human dignity and maintain a compassionate University community, a Kansas Wesleyan University Policy Statement on AIDS has been developed. These policies and practices will be amended as medical advances occur and as new information becomes available.

*(NOTE: hereafter all three disorders will be identified as AIDS for readability)*

## POLICY STATEMENT ON AIDS

All current information indicates that neither students nor employees with AIDS present a health risk to other students and employees in an academic setting. Research indicates that AIDS is mainly spread through sexual intercourse with an infected person or by sharing infected needles. It also may be spread through the transfer of blood or blood products, or it may be contracted at birth from an infected mother. The greatest risk to people today is through sexual contact. There has been no confirmed case of transmission of HIV by any household, school or other casual contact.

Current medical evidence reveals that AIDS can not be transmitted through casual physical contact. Living in the same building or room as an infected person, caring for an AIDS patient, eating food handled by an infected person, being coughed or sneezed upon or even kissed by an infected person does not place an individual at risk of contracting the AIDS Virus.

Kansas Wesleyan will not discriminate in the admissions or employment process and will not restrict regular classroom attendance, access to campus facilities, jobs and activities solely on the basis of someone having AIDS. Decisions about housing for students with HIV infection will be made on a case-by-case basis.

The AIDS Response Team will make appropriate decisions regarding housing situations and whether individuals with AIDS are able to physically and mentally function as a member of the University Community. To the fullest extent possible, the University will protect the privacy of AIDS-infected members of the campus community. Appropriate University staff members will be informed of the existence or identity of AIDS-infected persons only on a need to know basis and specific information will generally be provided only with the written consent of the individual. The AIDS Response Team will evaluate each case to deal with special consideration and policies.

The American College Health Association's Task Force on AIDS states that the "primary response" of colleges and universities must be education. All members of the Kansas Wesleyan University community are encouraged to take effective precautions against contracting and/or spreading the AIDS virus. The U.S. Department of Health and Human Services indicates that the safest behaviors include "abstaining from sex or restricting sex to one mutually faithful, uninfected partner and not shooting drugs." In addition, the use of condoms during sexual intercourse provides substantial protection against the spread of AIDS and other sexually transmitted diseases.

*For assistance or information please contact the following resources:*

**On-Campus:** Vice President of Student Development (785) 827-5541 ext. 1164

**Off-Campus:** Saline County Health Department (785) 827-9376  
National AIDS Hotline 1-800-342-2437

## SUICIDE ATTEMPT/THREAT PROCEDURE

Kansas Wesleyan University seeks to promote healthy living in community and individual life. When University officials become aware of mental health related behaviors that pose a threat to an individual student or to others, the University will intervene out of concern for the health and welfare of the individual student and for the adverse effects that the behavior may have on others. In instances when mental health related behavior of the student has been disruptive and/or negatively affecting others, the University will intervene with the student, require appropriate medical and/or psychological evaluation, and establish behavioral expectations.

### A. Procedures

- 1) In the event that the University is presented with a credible report that a student

has threatened or attempted suicide, engaged in efforts to prepare to commit suicide, expressed a preoccupation with suicide or engaged in life threatening behavior, the student will be transported for immediate medical treatment and/or psychiatric/psychological evaluation. The University will not bear the cost of the evaluation. A suicide intent occurs when a student either;

- alarms and/or disturbs a reasonable observer about his intent to kill himself/herself (threat)
  - engages in actions to prepare for eventual suicide (e.g., buys pills for the purpose of self-harm)
  - takes actions with the intent to commit suicide, including ingests pills or making cut to his or her wrists, or
  - reports significant ideation, e.g., persisting thoughts, obsessive preoccupation with suicide.
- 2) As a result of the psychiatric/psychological evaluation, the mental health professional will make recommendations regarding the necessary response (e.g., inpatient psychiatric hospitalization, medication, release).
  - 3) Upon returning to the University, the student must present Kansas Wesleyan University with a release from the mental health professional that the student is fit to return to the residence halls and/or classes.
    - Upon returning, the Vice President for Student Development or other designee will provide appropriate follow up and support with a student to ensure successful behaviors.
  - 4) All records associated with the reported incident are kept separately by the Vice President for Student Development and will not be part of the academic file.
  - 5) Students may also be subject to action under the **Emergency Removal and Return of Students** policy as set forth in the **Student Handbook**.

## **EMERGENCY REMOVAL AND RETURN OF STUDENTS**

This policy outlines how Kansas Wesleyan University will respond in situations where students with mental or psychological conditions voluntarily request a leave of absence or withdrawal from the University for medical reasons or where Kansas Wesleyan University must place a student on involuntary leave or involuntarily withdraw the student from the University.

A student will be subject to involuntary administrative withdrawal from the University or campus housing if it is determined by the Vice President for Student Development that the student is exhibiting the following behaviors:

- engages or threatens to engage in behavior which poses a danger of causing physical harm to self or others;
- engages or threatens to engage in behavior which would cause significant property damage or directly or substantially impedes the lawful activities of other members of the University community; or
- is unable to engage in the basic required activities necessary to obtain an education.

### **1. Referral for Evaluation**

The Vice President for Student Development may refer the student for an evaluation by an independent licensed psychiatrist or psychologist. The University will not bear the cost of this evaluation. The student will be informed in writing, either by personal service or certified mail, of the referral for the evaluation and of the standards and procedures for **Involuntary Administrative Withdrawal**. The evaluation must take place within 5 business days from the date of the referral letter, unless a written extension is granted by the Vice President for Student Development. Students may be

accompanied by a licensed psychologist or psychiatrist of their choice who may observe, but not participate in the evaluation process. Legal representation will not be permitted. Disciplinary actions involving the student may remain pending until the completion of the evaluation. A student who fails to complete the evaluation within the allotted timeframe may be administratively withdrawn on an interim basis, referred for disciplinary action or both.

## 2. **Involuntary Leave and Involuntary Withdrawal**

An involuntary leave from the University or campus housing may be implemented immediately if the student fails to complete an evaluation as set forth above, or if the Vice President for Student Development determines that there is a significant risk of substantial harm to the health and safety of the student or other individuals. The following are examples of the type of behaviors that would be covered by this section. They include, but are not limited to:

- self-damaging behavior including suicide attempts, self-inflicted wounds, ingestion of poisonous substances or overdose of medications, alcohol or drugs;
- threats of self-damaging behavior;
- threats of damage or harm to others; or
- causing significant property damage or directly and substantially impeding the lawful activities of others

In making the determination as to whether or not there is a significant risk of substantial harm the following shall be considered:

- 1) the nature, duration and severity of the risk of harm;
  - 2) the likelihood that the potential harm will occur; and
  - 3) whether there are reasonable modifications to the University's practices, policies, or procedures that will sufficiently mitigate the risk.
- If it is determined that the student poses a direct threat to themselves or others, or the student fails to complete the evaluation as required by the Vice President of Student Development, the University may withdraw the student or restrict the student from all or parts of campus, including campus housing for an interim period before a final determination is made.
  - A student placed on involuntary leave shall be given an opportunity to appear personally before the Vice President of Student Development within three business days of the effective date of involuntary leave or imposed restrictions. Appropriate University personnel may be present at this meeting. Parents or anyone who may be of support for the student may, with the consent of the Vice President of Student Development and the student, participate in the meeting. At the meeting the student will be given the opportunity to respond to the University's concerns.
  - Following the meeting, the Vice President of Student Development, in consultation with appropriate personnel, and after reviewing all relevant information may determine that the student should remain a student at Kansas Wesleyan University. The student's enrollment and/or stay in campus housing may contain conditions that must be met for the student to remain enrolled or living on campus. These conditions could include, but are not limited to, obtaining professional counseling; obtaining treatment for any identified substance abuse issues, and restrictions from contacting certain individuals.
  - If the Vice President of Student Development, after consultation with appropriate personnel and review of all relevant information, decides that the student should be withdrawn from the University and/or removed from campus

housing, the student shall be informed in writing of the decision.

- If a student wishes to appeal the decision of the Vice President of Student Development the appeal must be made in writing to the President of the University within five (5) business days of the receipt of the decision. Following notice to the student, the President will conduct a meeting with the Student, appropriate University personnel and a representative or family member selected by the student. The student may present additional evidence, including additional psychiatric evaluations. The decision of the President will be final.

### 3. **Petition for Readmission**

- When a student is suspended or withdrawn for health reasons under this section, a registration flag will be placed on the student's readmission to the University. This registration flag will remain in the student's records until the student is readmitted.
- A student who has been involuntarily withdrawn under this section must request readmission from the Vice President of Student Development at least three (3) weeks prior to the first day of classes of the semester in which the student wishes to re-enroll. The student may be required by that office to submit medical evidence supportive of his or her present health and/or emotional ability to function properly and effectively in a University environment. The University shall evaluate the student's request and supporting evidence with primary consideration given to satisfying all conditions specified at the time of suspension or withdrawal. If approval is granted by the Vice President of Student Development for the removal of the registration flag, the student must then complete the regular University readmission procedures.
- If approval for readmission is not granted by the Vice President of Student Development, the student may appeal that decision to the President of Kansas Wesleyan University. The appeal must be made, in writing, within five (5) business days of the date the student was notified by the Vice President of Student Development that the student's request for readmission was denied.

## **RESIDENCE HALL LIFE**

The Student Development Office coordinates all areas of residence hall management - including activities, staffing and enforcement of campus policies. As with all campus life, safety for all people is our first concern. To this end, we have devised policies that will provide for student safety, privacy, and rest.

Residence Halls  
185 Pioneer Hall, Ext. 1161

Campus Apartments  
185 Pioneer Hall, Ext. 1161

All students except those who are married, living with an immediate relative, 21 years of age, or have completed at least 2 full years of college beyond high school, are required to live in the residence halls and participate in the University meal plan.

Campus Apartments are also available for eligible students who want the convenience of living close to campus. The financial assistance package (including meal plan) for living in the campus apartments may be different than the package for living in the residence halls. Please check with the Financial Assistance Office if you are considering apartment living.

Group living in the residence halls is an integral part of the general education of Kansas Wesleyan University students. It provides an opportunity for personal growth and development as students are challenged to create community by assuming personal responsibility for the common good and by celebrating the rich diversity in residence hall life.

Problems arise in any community including inappropriate behavior. **Each resident must assume the responsibility of confronting those persons and problems that threaten the community.** It is not productive to assume that all threats to positive residence hall life can be handled by Resident Assistant, Resident Directors or the Director of Residence Life. Caring about the rights and privileges of residents and the condition of the physical plant of the residence hall is the concern of each and all. Community living is characterized by caring, pride, motivation and involvement informed by the Christian tradition.

## RESIDENCE HALL STAFF

The Director of Residence Life coordinates all functions within the residence halls. Resident Directors (RD) are professional staff, who live in the residence halls. They are primarily responsible for the daily operation of each hall. In addition, each hall has student staff known as Resident Assistants (RAs). The RA is a resource and program person who works with the residents on a daily basis. In addition, the University may retain the services of police officers and/or a professional security.

# GENERAL RESIDENCE HALL GUIDELINES

## APPLIANCES

**Appliances permitted are UL approved popcorn poppers (without open coils) and UL approved refrigerators, which do not exceed 4.4 cubic feet. Televisions, stereos and computers are permitted, also.** NOT permitted due to fire regulations are: toasters, ovens, crock pots, blenders, skillets, hot plates, microwaves, etc.

## ATHLETIC EQUIPMENT

In-line skates, frisbees, basketballs, footballs, tennis balls, etc. may not be used in the residence halls. In-line skates and skateboards are not to be used on any steps, seating areas or ramps on campus.

## BICYCLE STORAGE

Students may store their bikes in their rooms or on the outside bike racks. Bicycles are not to be left in hallways, corridors, or public lounges. The University recommends sturdy locks and chains for bicycles and cannot be responsible if a bicycle is damaged or stolen.

## BLOCKING, PROPPING & JAMMING DOORS

Blocking, propping, and jamming doors represent a potential security risk such as theft, assault and rape. Those who are involved in this action will be subject to disciplinary

## CANDLES & OPEN FLAMES

Candles, oil lamps, potpourri burners, incense, etc., that have flames or must be ignited with a flame are **not allowed** in the residence hall because of potential fire danger. Candle warmers are allowed, however, any damage due to spilled wax is the responsibility of

the residents. The wick must be removed from the candle.

## CHRISTMAS DECORATIONS

Live Christmas trees or greenery, fiber optic trees, and lights (string lights or tube lights) are not permitted due to fire regulations and the risk of overloading circuits. Flame-retardant trees and greenery are allowed **without lights**. Trees cannot be placed in corridors, which are pathways.

## COOKING

Because of fire safety and sanitation requirements, students are not allowed to cook in the rooms. Kitchenettes are available for use in residence halls. Cooking is permitted between 7 am to midnight.

## FIRE SAFETY

### **In case of fire:**

1. Sound the alarm.
2. Evacuate the building immediately. Exit routes are located in either direction as you leave your room or lobby.

Fire drills are held periodically according to procedures established for each residence hall. EVERY ALARM MUST BE CONSIDERED AN ACTUAL FIRE and the entire building should be evacuated. Everyone in the building at the time of the alarm must leave the building and stay out until the Resident Director or other officials in charge reopen the building.

### **POSSESSION OR USE OF FIREWORKS ON CAMPUS IS PROHIBITED.**

All residents are expected to comply with all fire safety regulations such as fire drills and evacuation procedures. Anyone refusing to comply with these standards or found tampering with any of the fire safety equipment (smoke detectors, fire extinguishers, hoses, alarms, or emergency exits) may be subject to immediate suspension from the University or other appropriate disciplinary and/or legal action. Tampering with or pulling the fire alarm will result in a \$500.00 fine.

## FURNISHING & DECORATIONS

Rooms and lounges are furnished with furniture owned by the University. All furniture present in the student room must remain in the student's room. There is no storage for campus furniture not wanted in the room. Lounge furniture in public areas may not be moved into student's rooms. Residents may bring extra furniture (i.e. chairs and computer tables), but waterbeds are not permitted. Carpet and rugs may be used but must not inhibit the opening/closing of the door. Additional wiring for electrical equipment or lighting effects may not be used. Blankets, sheets, foil, signs, posters, etc., may not be placed on the window or blinds. Pornographic and alcohol-related posters, paraphernalia and decorations are subject to removal. Alterations to the walls such as paint, contact paper, or wallpaper are not permitted. When hanging items, use only pins, tacks, and small nails. Nothing with a tape-like substance is allowed.

## GUESTS

Students interested in an overnight guest of the same sex need to discuss it with their roommate. Guests should be aware of University policies and conduct themselves accordingly. The host is also responsible for the behavior and actions of his/her guest. Guests may stay up to three consecutive nights.

## HANDICAP ACCESSIBILITY

Facilities are available to meet the needs of handicapped resident students requiring specialized housing. Students should contact the Dean of Student Development if special accommodations are required.

## KEYS

Each resident is provided with a key that permits access to his or her room and to the residence hall. The keys are to be used only by the student they are checked-out to. Keys may not be loaned or carried around by another person. The loss of a key (for any reason) will result in a replacement charge of \$75.00. Lost keys that are returned within thirty days will result in a refund of charges. Anyone who discovers a lost key should return it to the Student Development Office. If a key gets broken, bring in the pieces to the Director of Residence Life and we will replace key for \$10. Any person possessing unauthorized keys will be subject to disciplinary action. There is a \$5.00 charge if locked out of your room. There is a \$5.00 charge for replacing a lost mail box key. Report malfunctions in door locks immediately to the Resident Assistant or Resident Director.

## LAUNDRY FACILITIES

Free washers and dryers are available in each residence hall and apartment facility. These machines are for residents only and any mechanical failures should be reported to the Resident Assistant (residence halls) or Director of Physical Properties (campus apartments). **The University shall not assume responsibility for lost, damaged or stolen clothing. Laundry should be attended to at all times.**

## LOBBY REGULATIONS

Each residence hall lobby is available for respective residents and their guests for the purpose of studying, group meetings, and watching movies. Quiet hours will still be enforced. Lobby furniture must remain in the lobby.

## MAINTENANCE & HOUSEKEEPING

The maintenance department completes all repair work in the housing facilities. Reports of needed repairs should be submitted to a Resident Assistant. The housekeeping staff is not responsible for unnecessary messes (made by the residents) in public places. Personal trash should be taken to the outside dumpster and not placed in bathroom or lobby receptacles. For any maintenance emergencies, contact your Resident Assistant or Resident Director immediately.

## PETS

Tropical fish are permitted in aquarium tanks that do not exceed 20 gallons. All other animals are prohibited for health and safety reasons.

## PROPERTY LOSS & DAMAGE

The University cannot accept responsibility for destruction, theft, or damage of property in the custody of or belonging to the student. Students are encouraged to carry personal property insurance and follow reasonable security practices. The University also reserves the right to confiscate water dispensers (i.e. water guns), and/or other toys that may pose a threat to housing facilities or other University property. Personal property insurance information is available at registration. It would be in the best interest of the student to write down serial numbers and keep it in a safe place in case of theft.

## QUIET HOURS

Hours are the same for all residence halls. Quiet hours are 10:00 pm – 10:00 am. The

right to study or sleep takes precedence over all other activities in the residence hall. The responsibility for quiet hours is a shared one. It is the student's right and obligation to let offenders know of annoying activities. Quiet hours are a time when noise levels from public spaces to rooms and from one room to another should not be detectable by others. Noise levels at any time which are disturbing to students in the community may be addressed. Students are responsible for all the guests in the room. During finals week,

## REFRIGERATORS

Students are allowed personal refrigerators that are no larger than 4.4 cubic feet. The University will maintain the right to inspect the contents of refrigerators to assure compliance with Community Code expectations. Any violation of the Community Code associated with the use of the refrigerator may result in the forfeiture of this privilege and the refrigerator being removed from the room and held for the student until privileges are restored. Refrigerators are not allowed to be locked.

## CHECK OUT PROCEDURES

All residents at the time of check-in will receive keys, sign a room checklist, and sign a residence hall contract and have a completed health form on file. Students wishing to check out during the semester must contact the Director of Residence Life before departure. To check out of the room you will need to clean your room, remove all personal belongings from the room, and arrange to check out with the Hall Staff. Checkout should be arranged with the Resident Assistant or Resident Director. Professional staff check each room in detail after you have completed check-out procedures and may assess additional charges. A student who fails to complete proper checkout procedure will be fined \$100. Nothing may be stored in the Residence Halls over the summer.

## RESIDENCE HALL RESTROOMS

Restrooms on the floors are to be used by the gender of the residents assigned to that floor only. Anyone of the opposite gender should use the restroom in the front lobby of the hall.

## ROOMMATE CHANGES

Sharing a room with another student can be a GREAT EXPERIENCE but sometimes problems develop. You may have had a room alone for several years - suddenly you are forced to be concerned about someone else's needs or opinions. Before requesting a roommate change, be sure you and your roommate have attempted to communicate and negotiate with one another. Be patient and don't be afraid to ask for help from your Resident Assistant or Resident Director. Generally, no roommate changes are permitted during the **first two weeks** of each semester in order to prevent students from making a change too quickly.

The following guidelines are used to deal with requests for changes in either room or roommate. All changes must be approved by the Dean of Student Development prior to a move or change. If you are approved to move, you must formally check out of your old room and check into your new room with the resident assistant.

- **Situation One ~ You Want a Different Roommate**  
Notify your Resident Assistant and the Resident Director immediately. They will assist you in making a change based on your preferences and available situations.
- **Situation Two ~ You Want a Private Room**  
Notify the Resident Director who, in consultation with the Director of Residence Life, will determine if a room is available and whether you are eligible for it. If you are approved for a private room - a private room charge will be assessed.

- **Situation Three ~ Student no Longer has a Roommate**

If your assigned roommate does not show-up, another assignment will be made.

## ROOM INSPECTION

The University reserves the right to enter a student's room at any time of day or night in order to maintain safety, maintenance and policy standards. Residence Life staff, maintenance staff or campus security may make an inspection. An inspection consists of a visual check of the room (and may include a check of the refrigerator and closet). Specific repairs may result from an inspection or an incident report if University policies have been violated.

## ROOM SEARCH

A room search is performed in response to a report of a violation of University standards and policies. A room search is a more thorough check of the room and its contents, including personal belongings. A room search must be authorized by either the Vice President of Student Development, University cabinet member or the University President. The room search will identify the alleged violation, persons authorized to conduct the search, and identify any items removed from the room. The search will be conducted by at least two persons, one of which must be a Resident Director, Campus Security Officer, Director of Residence Life or the Vice President of Student Development. In the event a violation occurs, an incident report will be filed and appropriate action will be taken. A room search can also be conducted at any time of day or night.

## TATTOOING, BODY PIERCING & HAIR CUTTING

Unless the State of Kansas Board of Cosmetology licenses a person, it is unlawful to perform tattooing, body piercing and haircutting. Due to this law and potential health risks, KWU prohibits students from providing these services on campus property. Anyone caught performing these services will be immediately turned over to the proper authorities.

## WEATHER SERVICES

**Weather Alerts to E-mail or Text-** In the state of Kansas, there is a wide spread of weather that can affect us from snow storms to tornados. Microburst (KWU weather club) currently provides free weather alerts to your e-mail or cell phone (text charges applied). All you have to do is sign up for alerts. If you would like to receive these alerts, please message [weatherhlab@kwu.edu](mailto:weatherhlab@kwu.edu) with your e-mail address and or cell phone number with whoever your carrier is. Once you are added to the list, you will be messaged back with a confirmation.

**Current Weather and NWS Weather Radio-** As well as provided alerts to campus, Microburst also provided live weather conditions and live feed of the National Weather Service weather to campus and community. The campus weather station updates by the second via Weatherunderground.com. Here is the link to the campus station:

<http://www.wunderground.com/weatherstation/WXDailyHistory.asp?ID=KKSSALIN7>

If you would like to listen to the National Weather Service weather radio, just follow the following link:

<http://www.wunderground.com/wxradio/index.html>

Go down till you research the KS stations. Click on the Abilene station, and you should be good from there.

## TORNADOS & STORMS

Severe weather usually comes in the form of high winds, hail, and rain. There are cases in which severe weather can become a tornado. The following definitions should be understood and precautions followed:

**Tornado Watch:** indicates that the weather conditions are such that a tornado could form.

**Tornado Warning:** indicates that a tornado has been sighted which places the area in immediate danger. Radio warnings and public sirens will normally be heard. Seek safety immediately!

- **Outdoors with out Shelter:** Lie flat in a ditch or low-place. Protect your head!
- **In a Car or Truck:** Leave your vehicle for a ditch or low spot. Don't try to drive away from a tornado.
- **In a Home:** Go to the basement. If a basement is not available, go to an interior part of the structure; try to put as many walls as possible between you and the outdoors. Stay away from the window, doors, and outside walls. Get under something sturdy.
- **In Large Buildings:** Interior hallways on lowest floors (preferably the basement) offer best protection.

Tornado shelters on-campus are located in the basements of each residence hall, Pioneer Hall, Peter's Science Hall or the Student Activities Center. Students can also go to the first floor of any residence hall in the hallways. All doors should be shut so that no windows can blow into the hallway.

## VISITATION

The purpose of the KWU visitation policy is to provide an adequate measure of safety, privacy, and the opportunity for students to rest. The policy also allows for people to visit a resident on a temporary basis. Common decency and decorum are expected of both residents and guests. Adequate dress is required in the public areas of the residence halls, on floors, and in the student rooms when members of the opposite sex may be present. The responsibility of acquainting the visitor with the residence hall policies and regulations is that of the host or hostess. A visitor is required to abide by the policies of the residence halls and to refrain from acts contrary to federal, state or local laws. There is a \$100 fine for a visitation violation.

Note: Visitors under 18 years of age are not permitted in the residence halls unless they are college students with verifiable identification or are children under the supervision of a parent. **Babysitting is not permitted in the residence halls.**

### Inter-visitation:

Visitation is a privilege made possible through social cooperation and a respect for the mission of Kansas Wesleyan University. It does not grant a student the license to practice cohabitation or to engage in sexual promiscuity. The Vice President for Student Development and Residence Life personnel shall promote, interpret and enforce the visitation policies of the University. Students who violate the visitation policies will be subject to disciplinary action, which may include suspension of visitation privileges.

### Visitation Hours for Residents

Sunday through Thursday, 10 a.m. to midnight

Friday and Saturday, 10 a.m. to 2 a.m. Kansas Wesleyan University requires all resident visitors to enter and exit the residence halls through the main entrance. All visitors shall sign in and sign out upon entering and exiting the hall. Resident visitors are also required to show KWU ID to university officials, including RAs and RDs. Failure to comply with

signing in will result in a warning for the first violation and a \$5 fine for each subsequent violation. Misrepresentation will result in a full \$100 fine. Consent of the roommate is a necessary condition for an approved visit.

**Visitation Hours for all People who are not Members of the KWU Community:**

10 a.m. to midnight

Kansas Wesleyan University requires all visitors to enter and exit the residence halls through the main entrance. All visitors shall sign in and sign out upon entering and exiting the hall. Visitors who are not members of the KWU community shall leave their driver's license with the RA on duty and retrieve the driver's license when signing out and exiting the residence hall. Visitors who do not comply with this policy will not be allowed return visits to the residence halls. Consent of the roommate is a necessary condition for an approved visit.

## RESIDENCE HALL DISCIPLINE PROCESS

When students violate policies within the residence halls, a formal educational process will take place. Depending on the severity of the violation, students will either meet with Residence Hall staff, the Executive Director of Student Development, or the Vice President for Student Development. Once an Educational Conference takes place, students will be assigned an educational sanction designed to allow students to learn from the situation and change their behavior. Failure to meet with either the Residence Hall staff or the Director of Residence Life or failure to complete an assigned educational sanction could prompt additional disciplinary procedure.

# KANSAS WESLEYAN UNIVERSITY

## STUDENT CODE OF CONDUCT

Kansas Wesleyan University's primary goal is to provide students an excellent education in a caring Christian campus community. The university is uncompromising in its dedication to providing an atmosphere where students can mature and learn while taking responsibility for their own actions and lives.

The campus environment helps students prepare for the challenges in their personal and professional lives by living and studying with people from many backgrounds, by learning to relate responsibly to God and to others by achieving goals in a timely manner.

A member of the Kansas Wesleyan University (KWU) community accepts the responsibility to be:

**Trustworthy:** One's work, integrity, and honesty are expected to be beyond question in every aspect of life in the campus community. If a person lies, cheats, steals or in any other way is dishonorable, he/she is living at a level which is less than what is expected at KWU.

**Respectful:** Of the dignity and rights of the other individuals who live and work in this campus community and of the property of the University and others.

**Loyal:** To KWU and its mission as a faith-based institution of higher education affiliated with the United Methodist Church.

Campus policies are designed to support the KWU educational mission and to protect the rights and privileges of everyone. Violations of KWU policies will be subject to disciplinary review and possible sanctions. Disciplinary review is intended to be an educational process that permits a constructive response and change of student behavior.

## ARTICLE I: DEFINITIONS

- A. The term “University” means Kansas Wesleyan University.
- B. The term “student” includes all persons taking courses at KWU, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in University Residence Halls or Campus Apartments, although not enrolled at Kansas Wesleyan University.
- C. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
- D. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
- E. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Vice President for Student Development.
- F. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
- G. The term “organization” means any number of persons who have complied with the formal requirements for University registration.
- H. The term “Student Conduct Administrator” means a University official authorized on a case-by-case basis by the Vice President for Student Development to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. The Vice President for Student Development may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and as one of the members of the Student Conduct Board. The Vice President for Student Development may authorize the same Student Conduct Administrator to impose sanctions in all cases. The Vice President for Student Development is considered the official Student Conduct Administrator in all non-academic discipline situations.
- I. The term “Student Conduct Board” means any person or persons authorized to consider an appeal from a Student Conduct Administrator’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator. This was formerly called the Judiciary Committee.
- J. The term “shall” is used in the imperative sense.
- K. The term “may” is used in the permissive sense.
- L. The Vice President for Student Development is that person designated by the University President to be responsible for the administration of the Student Code.
- M. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Code of Conduct, Student Handbook, University web pages and computer use policy, and University Catalogs.
- N. The term “complainant” means any person who submits a charge alleging that a student violated this Student Code of Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code of Conduct as are provided to the complainant, even if another member of the University community submitted the charge itself.

- O. The term “Accused Student” means any student accused of violating this Student Code of Conduct.

## **ARTICLE II: STUDENT CODE AUTHORITY**

- A. The Vice President for Student Development shall determine which Student Conduct Administrator shall be authorized to hear each matter. Policies for the administration of the student conduct system and procedural rules for the conduct of the Student Conduct Board Educational Conference shall be developed that are not inconsistent with provisions of the Student Code.
- B. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.
- C. The Student Conduct Board shall be composed of three students (two of whom must be living on campus), two faculty members, one Student Development staff member, and the convener of the Board who shall be an Administrator and will only vote in the event of a tie. This Board shall be appointed by the University President. If any members of the Student Conduct Board feels that their relationship with an accused student would prevent them from making a fair judgment, they may be excused from the Board and a new member will be appointed in their place.

## **ARTICLE III: PROSCRIBED CONDUCT**

- A. Jurisdiction of the University Student Code The University Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President for Student Development shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis, in his/her discretion in consultation with the University President or other Student Conduct Administrator(s).
- B. Conduct—Rules and Regulations: Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:
1. Acts of dishonesty, including but not limited to the following:
    - a. Cheating, plagiarism, or other forms of academic dishonesty. (Academic dishonesty will be handled by individual professors, the Provost and/or the Academic Affairs Committee)
    - b. Furnishing false information to any University official, faculty or staff member, or office.
    - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification,
  2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises.
  3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
  4. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.

5. "Hazing", defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any premises or unauthorized entry to or use of University premises.
8. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages or public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participating in an on-campus or off-campus demonstration, riot or activity 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.
14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, restroom, Residence Hall room or Campus Apartment.
16. Theft or other abuse of computer facilities and resources, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty or staff member or University Official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the University computing system.

- g. Use of computing facilities and resources in violation of copyright laws.
  - h. Any violation of the University Computer Use Policy.
17. Abuse of the Student Conduct System, including but not limited to:
- a. Failure to obey the notice from a Student Conduct Board or University official to appear for a meeting or hearing as part of the Student Conduct System.
  - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board, University official or Student Conduct Administrator or Student Conduct Board
  - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - d. Institution of a student conduct code proceeding in bad faith.
  - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
  - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
  - i. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code system.
- C. Violation of Law and University Discipline University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President for Student Development. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES**

### **A. Charges and Student Conduct Board Hearings**

- 1. Any member of the University community may file charges against a student for

violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within 24 hours.

2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, within 5 working days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.
4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by Article IV (A) (7) below:
  - a. Student Conduct Board Hearings normally shall be conducted in private.
  - b. The Complainant, Accused Student and their advisors (no more than two persons), if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
  - c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
  - d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
  - e. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the

Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Conduct Board.

- f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
  - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
  - h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
  - i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
  - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
5. There shall be a single verbatim record, such as a tape recording, of all student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University.
  6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
  7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Students, and/or other witness during the hearing by providing separate facilities, by using a visual screen and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or others means, where and as determined in the sole judgment of the Dean of Student Development to be appropriate.

## B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges - Denial of specified privileges for a designated period of time.
  - d. Fines .
  - e. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions - Work assignments, essays, service to the University,

or other related discretionary assignments.

- g. Residence Hall Suspension - Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - h. Residence Hall Expulsion - Permanent separation of the student from the residence halls.
  - i. University Suspension - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - j. University Expulsion - Permanent separation of the student from the University.
  - k. Revocation of Admission and/or Degree - Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
  - l. Withholding Degree - The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
  - m. Other - Other sanctions include community service, restitution, counseling, and evaluations. A copy of all disciplinary actions will be placed in the permanent file of the student. Where applicable, parents of students who have been placed on probation, suspension or dismissal will be notified of disciplinary action, unless the student files a written request that the information remains confidential. Request letters must be filed with the Vice President for Student Development.
  - n. More than one of the sanctions listed above may be imposed for any single violation.
- 2.
- a. Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record three years after final disposition of the case.
  - b. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
3. The following sanctions may be imposed upon groups or organizations:
- a. Those sanctions listed above in Section (B) (1)(a)-(e).
  - b. Loss of selected rights and privileges for a specified period of time.
  - c. Deactivation - Loss of all privileges, including University recognition, for a specified period of time.

4. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

#### C. Interim Suspension

In certain circumstances, the Vice President for Student Development, or a designee, may impose a University or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

1. Interim suspension may be imposed only: 1) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Development or the Student Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

#### D. Appeals

Students have the right to appeal all non-academic disciplinary decisions. The appeal process is initiated by requesting a Notice of Appeal form from the Vice President for Student Development.

1. A written request for appeal using the form must be filed within 3 business days of receiving notification of the sanction. The Notice of Appeal will be forwarded to the Chairperson of the Student Conduct Board, who will convene the committee to hear the appeal as soon as possible, but no later than 10 business days from the receipt of the appeal form. The student will receive a written notification of the outcome of the hearing within 2 business days of the hearing. Final appeal resides with the President of the University. A written request for final appeal to the President must be filed within 2 business days of receiving the Student Conduct Board decision. University discipline procedures cannot and will not be operated as civil courts. Due process rights, in accordance with established procedures of the University, will be protected.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable oppor-

tunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant pre-judice results.

- b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
3. Final appeal of a sanction imposed by a Student Conduct Board and/or Student Conduct Administrator shall reside with the President of the University. Once an appeal has been heard and a decision has been made, the matter shall be considered final and binding upon all involved.

## **ARTICLE V: INTERPRETATION AND REVISION**

- A. Any question of interpretation or application of the Student Code shall be referred to the Vice President for Student Development or his or her designee for final determination.
- B. The Student Code shall be reviewed every [3] years under the direction of the Student Conduct Administrator.

# **ACADEMICS**

Education is the heart and soul of the university. Everything that Kansas Wesleyan University does in the area of Student Development is with the intent of helping each student to be successful in the classroom and to graduate. Each full-time student is assigned a faculty member to assist with planning his/her schedule and to monitor academic progress.

A change in your academic major may warrant a change in advisors. If you desire to change your advisor and/or major, the required form may be obtained from the Enrollment & Financial Services Office.

## **ACADEMIC REGULATIONS**

- **Student Responsibility**

Academic integrity is a cornerstone of teaching and learning at Kansas Wesleyan University. It is expected that all members of the university community will uphold high intellectual and ethical standards. It is the responsibility of students to protect their own work from inappropriate use by others and to protect the work of other people by properly citing the sources of references and ideas. It is the responsibility of students to ensure that examinations are honestly held and that work for a course is honestly done.

- **Academic Dishonesty**

Academic dishonesty includes, but is not limited to, plagiarism and cheating. Plagiarism

is the use of another’s words or ideas, verbatim or paraphrased, consciously or unconsciously, without giving credit to the creator of the work.

Cheating is the unauthorized use or exchange of information before or during an examination, unauthorized collaboration on an assignment, submitting the same work for more than one course, or buying or selling work for a course. It is similarly cheating to conspire to do any of the above or to aid or assist those who do.

- **Academic Catalog and Student Handbook**

Specific information regarding academic policy and requirements is contained in the Kansas Wesleyan University Catalog. It is the responsibility of the student to fulfill all requirements as stated in the catalog. The official catalog can be found at [www.kwu.edu/enrollment/catalogs.html](http://www.kwu.edu/enrollment/catalogs.html). This handbook is an addendum to the catalog. The University reserves the right to change policies at anytime when such changes are necessary. In regards to the Student Handbook, the University community shall receive written notice of these changes if they are made during the academic year.

- **Class Attendance**

Regular class attendance is expected of all students. Students with excessive absences may likely earn a failing grade. Individual instructors will establish the attendance policy for their own courses. Students should contact the instructor as soon as a need for an absence becomes apparent. Make-up work for all unexcused absences is at the discretion of the instructor of the class. Faculty members will allow excused absences for all students involved in University-approved activities and events and accommodate the students by offering them opportunities, without penalty, to either make up the work or do work ahead of time to meet course requirements.

- **Withdrawal**

To withdraw from Kansas Wesleyan University at any time during the academic year, a student must first pick up a form from the Student Development Office which will require the signatures of appropriate personnel. For further information refer to the Academic Catalog at [www.kwu.edu/enrollment/catalogs.html](http://www.kwu.edu/enrollment/catalogs.html).

- **Due Process**

There is a detailed listing of penalties for disciplinary actions in the KWU Catalog and this handbook. The student has the right to appeal any of these penalties. The proper procedure for appeals is also contained in the Catalog and this handbook.

# ADDENDUM

Kansas Wesleyan University enjoys a collegial working relationship with justice system of the City of Salina and Saline County. State of Kansas penalties for drug and alcohol violations are listed below for your information:

<b>KANSAS SANCTIONS</b>		
<b>Offense</b>	<b>Minimum Punishment</b>	<b>Maximum Punishment</b>
Purchasing/Furnishing alcohol for a minor Class B Misdemeanor	\$200 fine 0 to 6 months jail	\$1,000 fine 0 to 6 months jail

Purchase/Consumption of alcohol by a minor Class C Misdemeanor	\$200 fine 30-day suspension community service	\$500 fine 30-day suspension community service
D.U.I. 1st offense Class B Misdemeanor	48 hours jail \$500 fine Lose license 30 days/Restrict 330 days	6 months jail \$1,000 fine/100 hrs. community service Alcohol/Drug Education Program
D.U.I. 2nd offense Class A Misdemeanor	5 days jail time \$1,000 fine Lose license 1 year	up to 1 year jail \$1,500 fine granted probation Treatment program
D.U.I. 3rd offense nonperson felony	90 days jail \$1,500 fine Treatment program	1 year jail \$2,500 fine Treatment program
Possession of Marijuana Class A Misdemeanor		1 year jail \$2,500 fine
Possession of Marijuana, 2nd offense Level 4D Felony		10-42 months prison \$100,000 fine
Possession with intent to sell, deliver, distribute a controlled substance Level 3D Felony		14-51 months prison and/or \$300,000 fine within 1000' school - level 2D felony 46-83 months/\$300,000 fine
Possession of opiates, narcotics, stimulants		1st - level 4D felony 2nd-level 2D felony 3rd+-level 1 felony - 138-204 months/ \$500,000 fine

**In Kansas – Refusing to take an alcohol test results in suspension of your license for 1 year on the first occurrence, 2 years on a second occurrence, 3 years on a third occurrence, 10 years on a fourth and permanently on a fifth occurrence.**

**If under 21 years of age, failing an alcohol test results in suspension of your license for 1 year.**