

# 2017-18

## STUDENT SERVICES

Kansas Wesleyan University takes pride 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, it's the University's responsibility to provide appropriate services that will enable students to succeed. The Student Development Office is here to help you 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 the University's services is provided in this student planner, as well as, on [www.kwu.edu](http://www.kwu.edu).

## COMMUNICATION WEB

### PUBLICATIONS

*The Advance* - University newspaper

*The Coyote* - University yearbook

### I.D. CARDS

I.D. cards are 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, library card, and to enter to KWU events. Please keep your card from one semester to the next. It will be valid until you leave the University. **The ID replacement cost is \$10.00 for lost or stolen IDs.** New students will be issued their first ID card free of charge. If your ID is broken or damaged, please return the pieces to Student Development and it will be replaced free of charge.

### CAMPUS MAILBOXES FAX MACHINE: CAMPUS POST OFFICE – 1(785) 827-0927

Campus mailboxes are located in the Student Activities Center. Mailboxes are available for all on-campus resident students. Mailbox keys and assignments will be included with the Orientation move-in packet. Mailbox keys are to be returned at move out. Continuing students will be issued the same mailbox each year they are living on campus. **Keys not returned or lost are subject to a \$10.00 replacement fee.**

### Your Campus Address:

(Your Name)

Kansas Wesleyan University

100 E. Claflin Avenue - KWU Box #(your box #)

Salina, KS 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.

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

For more information about how to become involved with the Student Government Association or the Coyote Activities Board, stop by the SGA or CAB office in the Student Development Office or email [sga@kwu](mailto:sga@kwu) and [cab@kwu.edu](mailto:cab@kwu.edu).

## CAMPUS MINISTRIES

Student Development Office, 185 Pioneer Hall

KWU celebrates its rich United Methodist heritage and is committed to the task of being a Christian university. The KWU Campus Ministries mission is to witness 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 ministries is to serve the spiritual needs of the KWU community. Programs, activities, and worship experiences are open to all students, faculty, and staff.

## CAREER PLANNING & COMMUNITY ENGAGEMENT

Student Development Office, 185 Pioneer Hall, Ext. 785-833-4326

College career planning should begin in the freshman year and serve as an integral part of the entire educational experience.

Services available include the following:

- Resume critiques
- Internship, volunteer, and service project opportunities
- Job listings – local, regional, and 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 needs.

## DINING SERVICES

Shriwise Dining Hall, Pfeiffer Hall

The Den, SAC

Catering, SAC

All students living in the residence halls are required to participate in the meal plan. Student ID is required to be admitted to Shriwise Dining Hall or to use Flex/DCB Dollars at The Den. To add DCB funds, contact Michael Sims, Administrative Assistant, Ext. 6150 or [Sodexo@kwu.edu](mailto:Sodexo@kwu.edu). Both Shriwise Dining hall and The Den will be closed during scheduled University recesses.

**No refunds will be made for meals missed.**

## FINANCIAL ASSISTANCE

285 Pioneer Hall

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

## HEALTH SERVICES

### **Salina Regional Health Center (Hospital and Emergencies) - 24 hours a day**

400 South Santa Fe Avenue

785-452-7000

### **Stat Care – Family Minor Emergency Center**

101 S. Ohio Street

785-827-6453

Monday – Friday: 8 a.m. – 9 p.m.

Saturday: 9 a.m. to 9 p.m. AND Sunday 1 p.m. to 6 p.m.

### **Salina Family Healthcare - By appointment**

651 E. Prescott

785-825-7251

### **Veridian Behavioral Health**

501 S. Santa Fe

785-452-4930

### **Central Kansas Mental Health Center - 24 Hour Emergency: 785-823-6324**

809 Elmhurst, Salina, KS 67401

785-823-6322

### **Domestic Violence Association of Central Kansas (DVACK)**

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

**Emergency Number:** 911 (within residence halls 9911)

**Payment of medical bills is always the student's responsibility. There are partnerships with KWU and mental health counseling. Please see the Student Development Office for more information and a referral.**

## ALBERT NELSON STUDENT SUCCESS CENTER AND TESTING CENTER

The Albert Nelson Student Success Center provides tutoring and other assistance to students to enable them to successfully complete their courses and improve their learning skills, particularly in English/writing skills and math. Tutors provide encouragement, inspiration, motivation, and confidence to students, helping them to develop a positive attitude, succeed in their courses, and develop an interest in lifelong learning. The Center also provides and host of resources, including print, audio-visual, and computer-based educational materials and diagnostic services.

The Testing Center serves two functions: First, as a national testing center for the administration of tests, such as the CISCO certification tests. Second, the testing center provides additional private work space for students in the Student Success Center.

## INTRAMURALS

Student Development Office, 185 Pioneer Hall, 785-833-4330

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

Memorial Library is the heart of learning on campus, offering informational and recreational materials for research, instruction, and entertainment. Memorial Library furnishes the campus community with access to over 63,000 book volumes and a periodical collection of 9,500 journals and magazines. Its range of e-journals and e-books run into the tens of thousands and continually expands in numbers. The library provides students with information stored in print, digital, audio, and video formats.

Memorial Library has eighteen (18) networked computer stations on its first floor. Each unit gives users access to the Internet, laser printers, the Memorial Library/Salina Public Library Online Catalog, the Kansas Library Catalog, and numerous subscription databases, many of which provide the full-text of the journal and periodical articles indexed. The library offers interlibrary loan services, class reserve materials, a photocopy/fax machine, a microform/microfiche reader/printer, and reference and reader services. The Curriculum Lab, located on the second floor, houses classroom resources for students from kindergarten through high school. Library staff members provide information literacy instruction to individuals and classes upon request. Additionally, Memorial Library engages in resource-sharing relationships with libraries of all types across the United States and Canada.

## 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, 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

Student Success Center in the Memorial Library

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 Director of the Student Success Center located in Memorial Library. 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 Student Success Center will provide the following services:

1. The Registrar will move classes, if necessary, 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 Student Financial Planning Office, Pioneer Hall Room 285. Off campus jobs are listed on the KWU website – [www.kwu.edu/campuslife/careerservices/employmentboard.html](http://www.kwu.edu/campuslife/careerservices/employmentboard.html)

## STUDENT GOVERNMENT ASSOCIATION

Student Development Office, 185 Pioneer Hall

Student Government Association (SGA) is responsible to and elected by the student body. Their goals are to promote the betterment of academics 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

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. Requests for copies of medical records must be submitted in written form to the Athletic Training Office.

## STUDENT DEVELOPMENT

185 Pioneer Hall

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	Campus Ministries
Counseling Services	Student Organizations	Residence Life
Academic Alert	Judicial Procedures	Retention
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 removed. Media created by Public Relations with the University seal will be considered approved.

## STUDENT RECORDS

285 Pioneer Hall

**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 Planning 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 Nov. 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 Provost. A student may request an exemption to the release of directory information by submitting a written letter to the Provost by September 1<sup>st</sup> 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. Individuals are also subject to, and expected to comply with, University policies including the Sexual Misconduct and Unlawful Harassment policy. The most up-to-date policies can be found on the Student Development webpage.

### **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 intents in writing with the Executive Director of 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 their Resident Assistant (RA), Resident Director (RD), Director of Residence Life, and/or Executive Director of Student Development. If it is an off campus student or his/her RA or RD, and the concern is still not resolved, the student may discuss the matter with Executive Director of 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. Policies and guidelines designed to ensure the safety of the KWU Community. For a COMPLETE and most up to date list of KWU's policies and guidelines, visit the policies page on the Student Development webpage. Policies listed in this planner are subject to change at any time and reference to the website will ensure correct information.

### DRUG-FREE SCHOOLS AND COMMUNITIES ACT

KWU strongly supports the provisions of The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The following information 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.

**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, among other things,

**belligerence/noise, staggering, slurred speech, vomiting, unconsciousness, damage to self, others, property) will be charged with a violation of the Student Code of Conduct.**

Students, faculty, staff, administration, as well as Resident Assistants and Resident Directors may submit violations of the alcohol policy to the Student Development Office.

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 or rented vehicles may not be used to transport alcoholic beverages.
- Empty and/or full 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 Executive Director of Student Development.**

## **ILLICIT DRUGS POLICY**

Any individual(s) who is/are cited, arrested, or convicted of any drug related charge is in violation of KWU's Student Code of Conduct and may be open to disciplinary action whether the infraction occurred on or off campus. Any student who engages in the sale or distribution of illicit drugs may be dismissed from Kansas Wesleyan University and subject to state and federal law enforcement.

## **FIREARMS AND LETHAL WEAPONS**

Dangerous or hazardous devices or substances, including, but not limited to, ammunition, explosives, knives, and hunting bows and arrows are strictly prohibited in University buildings. Illegal use and/or illegal possession of a firearm or lethal weapon on University 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. Students, employees, guests, visitors, vendors, contractors, and delivery personnel are prohibited from openly carrying a firearm and/or carrying a concealed handgun in any University building where signage prohibiting open and concealed carry is posted in accordance with rules and regulations adopted by the Kansas Attorney General. Exceptions to this

policy may be permitted only with advanced written approval by the University's president.

## TOBACCO PRODUCTS 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. This includes e-cigarettes.
- **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 and/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 any complaint. The cooperation, involvement, and personal support of students are crucial to the success of a campus safety program. Students are encouraged to use common sense and to observe proper safety precautions.

To maintain accurate records on campus safety, all incident reports need to be reported

to the Executive Director for Student Development, Pioneer Hall Room 185.

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 ensure the exterior doors are secured properly.

### **Unauthorized Entry/Trespassing Policy**

"Unauthorized entry into any KWU property, including restricted access areas, is strictly prohibited. These areas include, but are not limited to, any place that is officially closed, restricted only to designated persons, or where the safety and welfare of any person could be endangered. Examples of restricted areas include mechanical rooms, telecom rooms, roofs, closed buildings, closed offices, housekeeping closets, and storage areas."

## **STUDENT RIGHT-TO-KNOW AND 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 occurring ON the campus of Kansas Wesleyan University is provided. A full report is disclosed on the University website. The 2016 report will be made available in October.

## **VANDALISM AND DAMAGES**

**Because students make themselves liable for damage to the building and its contents when they sign a residence hall 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 floor or entire hall.
- 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 Executive Director of Student Development and/or the Student Conduct Board.**

## 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.

## MISSING PERSONS POLICY

Kansas Wesleyan University takes student safety very seriously. To this end, and in compliance with the *Higher Education Opportunity Act* (Public Law 110-315, August 14, 2008), the following policy and procedure has been established to assist in locating Kansas Wesleyan University (KWU) students living in on-campus housing who, based on the facts and circumstances known to the University, have been determined to be “missing” (missing student). If a member of the KWU Community has reason to believe that a student is missing, every effort will immediately be made to locate the student to determine his/her state of health and well-being. For purposes of this policy, a student is defined as missing once KWU administration is notified and initiates a formal missing person(s) investigation.

Missing Student Procedural Guidelines:

- All students will register an emergency contact at registration.
- Persons who are aware a student is missing should immediately notify the Student Development Office or the Office of the Provost.
- KWU will immediately check the student’s room, and then make every effort to determine the whereabouts and well-being of the student.
- If a student is under 18 years of age, and not an emancipated individual, KWU will notify the custodial parent or guardian within twenty-four (24) hours of the determination that the student is missing, in addition to any other confidential contact person designated by the student.
- KWU will notify the appropriate law enforcement agency within twenty-four (24) hours after the time that the student is determined to be missing.
- If the Student Development Office (or Salina Police Department), after investigating the report, determines that a student has been missing for twenty-four (24) hours, KWU will notify the emergency contact person.

## 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. KWU’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 officials, 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 thirty (30) day period from attending all KWU athletic events both home and away.

## STATEMENT ON PHYSICAL VIOLENCE

Any student who causes physical harm to others will be disciplined at the discretion of the Executive Director 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: Pfeiffer Hall: 785-643-5160
    - b. Duty phone 2: Wesley Hall: 785-577-6214
    - c. Duty phone 3: Wilson Hall: 785-577-3971
    - d. Student Development (during business hours): 785-827-5541, ext. 1168
  - b. If the assault occurs in the Campus Apartments or on campus grounds, (not a Residence Hall) the victim/survivor should contact the Executive Director of Student Development (785-827-5541 ext. 1168)
  - c. If the assault occurs off-campus and the victim/survivor or accused student resides in on-campus housing the victim/survivor should contact the Executive Director of Student Development (785-827-5541 ext. 1168).
  - 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 Executive Director of Student Development (785-827-5541 ext. 1168).
  - e. If a student is accused, report it to the Executive Director of Student

Development.

f. If an employee is accused, report it to the Provost.

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

1. Encourage victim/survivor to make a report to 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, email, Internet, 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 Executive Director of Student Development. Violators will be subject to disciplinary action in accordance with campus procedures, as outlined under disciplinary sanctions of the Student Handbook.

## SEXUAL HARASSMENT POLICY

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 on 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.

For the full policy on Sexual Misconduct and Unlawful Harassment, please visit the KWU Website.

## PHILOSOPHY STATEMENT ON AIDS

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 cannot 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:** Executive Director of Student Development (785) 827-5541 ext. 1168

## 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 Executive Director of 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 Executive Director of 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 Executive Director of 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 Executive Director of 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 Executive Director of 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 Executive Director of 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 Executive Director 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 Executive Director 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 Executive Director 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 Executive Director 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 Executive Director 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 Executive Director 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 Executive Director of Student Development and the Director of Admissions 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 Executive Director 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 Executive Director of Student Development and the Director of Admissions, 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 Executive Director 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. The most up-to-date policies are online on the Student Development webpage. It is your responsibility to know these policies.

### RESIDENCY

All students except those who are married, living with an immediate relative, 21 years of age, or have completed at least two (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 for living in the campus apartments is different than the package for living in the residence halls. The meal plan is not included with the campus apartments. The campus apartments are considered off campus for scholarships but are still University property and must comply with all University policies. Please check with the Student Financial Planning Office if you are considering off-campus living.

### RIGHTS AND RESPONSIBILITIES

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.

## 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 professional security.

## RESIDENCE HALL OPENING/CLOSING DATES

**CLOSES –Saturday, December 16, 2017 at Noon for Holiday Break.**

**RE-OPENS - Sunday, January 14, 2018 at Noon.**

**CLOSES – Sunday, May 13, 2018 at 12:00PM (noon).**

- All students must be officially moved and checked out by 12PM (noon) on May 13<sup>th</sup> or they will be charged \$100.00 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.
- There is no refund given to residents that move-off campus after the first two (2) weeks of the semester in the residence halls. The two (2) weeks starts on the first day of classes. You will be charged for a full semester meal plan and resident hall room even if you move out of the residence halls after this time. If you do choose to move off-campus, you will be prorated for the number of calendar days that you have stayed in the residence halls and/or ate using your meal plan.

## GENERAL RESIDENCE HALL GUIDELINES

**THE MOST UP-TO-DATE LIST OF POLICIES AND PROCEDURES CAN BE FOUND ONLINE ON THE STUDENT DEVELOPMENT WEBPAGE. IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH ALL POLICIES AND PROCEDURES.**

## APPLIANCES

**Appliances permitted are UL approved popcorn poppers (without open coils) and UL approved refrigerators, which do not exceed 4.4 cubic feet. Televisions and computers are also permitted. 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, AND 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 action and have legal liability for the safety of the occupants in the residence hall.

## CANDLES AND 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 12 am (midnight).

## FIRE SAFETY

### In case of fire:

1. Sound the alarm (if not already ringing).
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 re-open 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, removal from residence halls, and/or other appropriate disciplinary and/or legal action. **Tampering with or pulling the fire alarm will result in a minimum \$500.00 fine.**

## **FURNISHING AND DECORATIONS**

Rooms and lounges are furnished with furniture owned by the University. All furniture present in the student rooms 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 windows 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 and Resident Assistant (RA). 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 (3) consecutive nights.

## **HANDICAP ACCESSIBILITY**

Facilities are available to meet the needs of handicapped resident students requiring specialized housing. Students should contact the Director of Residence Life 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 a replacement charge of \$10 will be given. Any person possessing unauthorized keys will be subject to disciplinary

action. There is a \$5.00 charge if locked out of your room between the hours of 12am (midnight) and 8am. There is a \$10.00 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 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 AND 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. **Personal trash found in unauthorized areas will result in disciplinary action.**

## PETS

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

## PROPERTY LOSS AND 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 or any type of gun/projectile device), 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, quiet hours are in effect 24-hours a day. **Excessive noise will result in disciplinary action.**

## 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, sign a residence hall agreement contract, and have a completed emergency medical 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 remove all personal belongings from the room, clean your room, and arrange to check out with the Residence Hall Staff. Checkout should be arranged with the Resident Assistant or Resident Director. Professional staff checks 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 \$100.00. Failure to clean the room properly will be assessed a cleaning fee. 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 must use the restroom in the front, main 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 Director of Residence Life 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 and proper paperwork.

- **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 \$600.00 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, administration, 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 Executive Director 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, University Cabinet member, or the Executive Director 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 without warning.

## TATTOOING, BODY PIERCING, AND HAIR CUTTING

Unless the State of Kansas Board of Cosmetology licenses a person, it is unlawful to perform tattooing, body piercing, and/or 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.

## TORNADOS AND 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. Disciplinary action will be enforced for a policy violation. It is your responsibility to know the policy and adhere to it.

Note: Visitors under 18 years of age are not permitted in the residence halls unless they are college students with verifiable identification, recruits, or are children under parent supervision. 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 disturb others, violate others privacy, and right to privacy, or to engage in sexual promiscuity. 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.

## 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, or the Executive Director of Student Development. Once an educational conference takes place, students will be assigned a 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.

## 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 any time 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. The student has the right to appeal any of these penalties. The proper procedure for appeals is also contained in the Catalog.