2014-2015
Texas WESLEYAN University
Student Handbook

Provided by Student Life

Property of: 
Address: 
Phone Number: 
This handbook is not a contract and is up to date as of July 2014. Texas Wesleyan University reserves the right to amend the policies and procedures pursuant to the University Charter and/or to change the dates and information herein.

ACCREDITATION
Texas Wesleyan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master’s, and doctoral level degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 (Web site: www.sacscoc.org) only for questions, comments, or issues related to the accreditation of Texas Wesleyan University.
The Mission of Texas Wesleyan University

Our mission at Texas Wesleyan University is to develop students to their full potential as individuals and as members of the world community.

Texas Wesleyan University, founded in 1890 in Fort Worth, is a United Methodist institution with a tradition in the liberal arts and sciences and a focus on professional and career preparation. The University is committed to the principles that each student deserves personal attention and that all members of the academic community must have freedom to pursue independent thought and to exercise intellectual curiosity.

The University endeavors to create a learning environment where each student is provided an opportunity to pursue individual excellence, to think clearly and creatively, and to communicate effectively. The University also strives to develop a sense of civic responsibility and spiritual sensitivity, with a commitment to moral discrimination and action. Texas Wesleyan University strives to develop informed, responsible, and articulate citizens.

The University actively seeks and employs faculty and staff with commitment and dedication to teaching, inspiring, and serving students. Texas Wesleyan University recognizes its responsibility to the community by providing leadership and talent through programs that enable and enrich society. Undergraduate and graduate programs are offered on campus and through distance education. Faculty scholarship informs teaching and advances knowledge and understanding.

The Mission of Student Life

It is the Mission of Student Life to serve and support the development of each individual student by providing a nurturing environment to facilitate the personal growth and healthy formation of lasting relationships through the coordination of extra-curricular pursuits.
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From off-campus phone, include area code (817) when dialing.

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CAMPUS SECURITY: 531-4911

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Greetings from the Student Government Association President

My Fellow Rams,

On behalf of your Student Government, I am excited to welcome the incoming freshmen and transfer students to your new home, Texas Wesleyan University. Also, I would like to welcome back the returning students, staff, and faculty who make this a prestigious institution. I’m sure your summer has flown by; I know mine has. With that being said, it’s time, once again, to get back to the grind. Time to hit the books, strive for perfect attendance, plan various events, and everything we do to better impact our futures and this University.

The 2014-2015 academic year here at Wesleyan will be one of the most exciting yet. We are lucky to be a part of a fast-growing University, in which a complete makeover and transformation is underway. The current Renaissance Project on Rosedale Street is certainly exciting, as the city of Fort Worth improves the streets around us, and establishes a comfortable environment not only on campus, but within the surrounding community as well.

Furthermore, the Wesleyan Athletics department advanced to the Sooner Athletic Conference last year, which calls for our support more than ever. Throughout this upcoming year, I challenge you to get involved on campus and fall in love with the “Wesleyan way” like I have. I want you to go to a sporting event, join or CREATE an organization, watch a live production at the Wesleyan Theatre, or listen to a beautiful concert in Martin Hall. Of course, our studies come first, but involvement will keep you sane, trust me!

As your Student Government Association, we represent you—the student body—and do not rest until we are positive your concerns have been heard. Your SGA is honored and privileged to have been elected as your official voice. The SGA members will continue to address both faculty and staff on your behalf in order to create effective solutions. Our offices are located in room 219 of the Polytechnic United Methodist Church next to the newly established commuter lounge. Also, you can email us at sgatxwes@gmail.com. Moreover, I encourage you to voice your concerns and ask any questions you may have. Do not hesitate to approach your SGA, we are here to make a difference and work hard to provide your ideal college experience. I look forward to seeing you on campus very soon.

Rams up!

Sincerely,

Tyler J. Méndez
93rd Student Government Associate President
Greetings from the Dean of Students

Dear Students,

It is my sincerest pleasure to welcome you (or welcome your return) to the Texas Wesleyan University campus. This upcoming year is shaping up to be filled with excitement, positive energy, growth, and celebration. It is a tremendous time to be on this campus, and I am honored to be here with you.

We recognize that students come to Texas Wesleyan from many different places and bring with them a wealth of backgrounds and experiences. In order to effectively support every student in his/her unique journey of personal development and intellectual progression, the Dean of Students and the entire Student Life team are dedicated to providing a safe, secure, and healthy environment that supports students in developing their full potential.

I encourage and challenge each of you to actively participate in University life by intentionally seeking out opportunities to connect and engage both in and out of the classroom with fellow students, faculty, and staff. As the Dean of Students, I am ready and excited to assist you in identifying involvement opportunities as well as helping you create the positive experience you expect while at Texas Wesleyan.

I look forward to meeting each of you, and I am excited to see all that the 2014 – 2015 year has in store for us.

RAMS UP!

Dennis Hall
Dean of Students
Alma Mater

Hail to Thee, dear Texas Wesleyan
From the heart I give my praise.
In the paths of high endeavor,
Fame and fortune crown your days.
Streaming forth a line of splendor,
Stalwart sons and daughters fair
Living testimony render,
To the worthy name you bear

Words by J.C. Denney
**Fight Song**

Wesleyan Rams are bold  
For the flames we dearly hold  
Fervently we wave the blue and gold  
Our flames are blazing,  
In the shining glory  
Wesleyan Rams are we  
For TW we’ll always be  
With all our might  
We will Fight, Fight, Fight  
Here and now,  
And we’ll steal the victory!
CODE OF STUDENT CONDUCT

Students who enroll at Texas Wesleyan University are recognized as adults pursuing an education and are obliged to voluntarily take upon themselves certain responsibilities and obligations that are compatible with the University’s function as an academic institution. Each student is expected to be fully acquainted with and abide by the published policies, rules and regulations of the University. The institution specifically has the authority to maintain a secure environment, to detain and/or question students for information gathering and investigatory purposes and to react to specific concerns for safety or welfare by inspecting its premises, including campus housing occupied by students.

This code of conduct extends to conduct both on and off campus and students may be held accountable by Texas Wesleyan University and law enforcement agencies for the same instance of misconduct.

For further information, contact the Dean of Students at the Brown-Lupton Campus Center or at ext. 4872. The University reserves the right to change these rules and policies at their discretion. Changes to the code will be reasonably dispersed to the Student Body through official University Communications.

I. PURPOSE OF THE CODE OF STUDENT CONDUCT

The primary concern of Texas Wesleyan University is the student. In order to preserve a campus community that is conducive to academic endeavor and individual and social growth, it is sometimes necessary to confront and hold accountable members of the student body. Procedures have been designed to provide a fair and reasonable conduct process. Enrollment in the University requires that the student accept the Code of Student Conduct and other applicable student policies, which are designed to help students understand the University’s expectations and acknowledge their responsibility for their development. The purpose of the University’s conduct process is to educate the student, change future behavior and protect the rights of others in the community.

DEFINITIONS

1. Code of Student Conduct (“the Code”): Standards of conduct and procedures established to provide a full and fair opportunity for review of alleged student misconduct.

2. Complainant: An individual who files a complaint with the Dean of Students alleging a violation of the Code.

3. Conduct History: Documentation of a student’s conduct sanctions.
4. **Conduct Process:** The procedures provided in the Code from the initial complaint through final resolution to determine if a student has engaged in misconduct, and whether conduct sanctions should be imposed.

5. **Consent:** Words or actions that show an active knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by ignoring or acting without regard to the objectives of another, or by taking advantage of the incapacitation of another, where the student knows or reasonably should have known of such incapacity. Use of alcohol or drugs may impair an individual’s capacity to freely consent and may render an individual incapable of giving consent. Consent is absent when the activity in question exceeds the scope of consent given previously.

6. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/complainant; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved. Dating violence includes, but is not limited to sexual or physical abuse or the threat of such abuse.

7. **Dean of Students:** The person designated by the University as responsible for administering the student conduct process in accordance with the Code of Student Conduct, maintaining student conduct records, and assisting students resolve conflicts with one another.

8. **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, or by a person with whom the person shares a child, or by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of a victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

9. **No-Contact Order:** A directive issued by the Dean of Students Office prohibiting contact between individuals. The no-contact order may be imposed as a sanction or as a directive from the Dean of Students Office during an investigation.

10. **Notice of Complaint:** The initial document in the conduct process that identifies alleged behavior in violation of the Code and schedules a meeting between the student and a representative of the Dean of Students office to discuss the allegations and conduct process.

11. **Plagiarism:** The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.
12. **Policy:** The written regulations for the University as found in, but not limited to, the Code of Student Conduct, Residence Life Handbook, the University webpage, and Graduate/Undergraduate Catalogs.

13. **Respondant:** A student who is found or alleged to have engaged in an act or acts of sexual misconduct in violation of the Code.

14. **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape:
   a. **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ of another person, without consent.
   b. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without consent, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent incapacitation.
   c. **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
   d. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

15. **Sexual Coercion:** The use of manipulation or threat to force someone to have sex.

16. **Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one’s own benefit, or to benefit or advantage anyone other than the person being exploited, including, but not limited to, non-consensual video or audio-taping of sexual activity or undetected viewing of another’s sexual activity.

17. **Sexual Harassment:** Unwelcome conduct of a sexual nature including, but not limited to, unwelcomed sexual advances, requests for sexual favors, sexual violence, and other verbal, nonverbal, or physical conduct of a sexual nature.

18. **Sexual Misconduct:** Conduct including sexual harassment, sexual exploitation, and/or sexual violence.

19. **Sexual Violence:** Physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent due to the victim’s use of drugs or alcohol or other disability, including age. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, or sexual coercion.

20. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

21. **Student:** All persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw from the University after allegedly violating the
Code of Student Conduct, who are not officially enrolled for a particular term but who have a continuing academic relationship with the University or who have been notified of their acceptance for admission are considered “students”. Faculty Member: 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.

22. **Student Conduct Board:** Any person or persons authorized by the Dean of Students to determine whether a student has violated the Code of Student Conduct and to impose sanctions when a violation has occurred.

23. **Title IX Coordinator:** University official responsible for monitoring the University’s implementation of Title IX, coordinating compliance and investigating complaints of sex/gender discrimination.

24. **University:** Texas Wesleyan University.

25. **University Community:** The collective group of students, faculty, staff, university officials, and any other person employed by or contributing to the University.

26. **University Official:** Any person employed by the University, performing assigned administrative or professional responsibilities.

27. **University Premises:** All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks). This Code of Student Conduct does apply to all locations of the University, including the Texas Wesleyan University campus at Burleson.

28. **University Student Group** (“Student Group” or “Student Organization”): A group of students who share a common interest and who are registered as a student group with Student Life, or groups who officially represent the University, including, but not limited to, cheerleading, athletic teams, marching band, etc.

**II. AUTHORITY FOR STUDENT CONDUCT ADMINISTRATION**

The Dean of Students has primary responsibility and authority for the administration of the Code, conduct process, and any resulting sanctions. The Dean of Students may designate members of their staff or a committee to investigate, process, and administer decisions regarding alleged violations of the Code.

**III. OBSERVANCE OF LAW**

The University expects that each student, regardless of their place of residence, will not only observe all federal, state and local laws, but also will observe all University rules and policies relating to student conduct. Any student who violates any laws, rules or policies is subject to the Code and conduct process, up to and including dismissal from the University. In addition, the student may be subject to criminal and civil action through governmental judicial systems as a result of these violations.
IV. CHANGES IN THE CODE
The Board of Trustees has the authority to modify or change the Code of Student Conduct at any time without prior written notice. In addition, appropriate University officials may modify the Code at any time in order to promote safety on campus. Such changes will be distributed to the University community, including students, in a timely manner.

V. UNIVERSITY COMMUNICATION
Texas Wesleyan University will make every attempt to communicate with students in a timely and effective manner. The University will utilize U.S. mail, campus mail, telephone calls and university email to communicate official University business. It is the student’s responsibility to respond appropriately in a timely manner to the requests of the University. It is also imperative for students to keep their address and telephone numbers current.

VI. ADMINISTRATIVE SUSPENSION
If, in the judgment of the Provost and/or Dean of Students, a student’s behavior is disruptive to the educational process and/or a potential danger to a student and/or faculty/staff member and/or other individual in an off-campus Wesleyan educational placement (e.g. internship, practicum, or other), an administrative suspension may result.

University Officials and/or employees will not release any information regarding the reasons for the administrative suspension other than verifying the status (Right to Privacy Act). An exception will be made if the student gives written permission to disclose information regarding suspension.

All conduct files and permission letters will be kept in the office of the Dean of Students. The Dean of Students or her/his designee is the only person authorized to discuss the case with anyone outside the University. Administrative suspension may be made by the Dean of Students and/or the Provost.

VII. CATEGORIES OF MISCONDUCT
The violations listed below are not all encompassing. The Dean of Students and other university officials are given discretion in addressing student incidents that are not described or listed.

A. CATEGORY ONE VIOLATIONS
Sanctions assigned to Category One violations, as part of the conduct process, may include, but are not limited to:

- Written Warning
• Fine and/or Restitution
• Discretionary Assignments
• Loss of Privilege

Category One violations include, but are not limited to:
1. Minor disturbances of the peace.
2. Violation of minor Residence Life policies (Refer to the Residence Life section of the Student Handbook for specific policies.)
3. Violation of parking/safety regulations.
4. Engaging or threatening to engage in behavior that would cause minor damage to university or personal property.
5. Failure to comply with reasonable directives of University officials, faculty, or staff members acting in the performance of their duties.
6. Smoking outside of the designated smoking areas.
7. Failure to present official University ID card upon request by university authorities.

B. CATEGORY TWO VIOLATIONS
Sanctions assigned to Category Two violations, as part of the conduct process, may include, but are not limited to:
• Level One Conduct Probation for an assigned period of time.
• Level Two Conduct Probation for an assigned period of time.
  Placement on Level Two Conduct Probation prohibits students from holding an elective office on campus or representing the university on or off campus in an official capacity.
• Loss of Privilege
• Fine and/or Restitution
• Discretionary Assignments
• Participation in Educational Programming
• Referral to On-Campus Counseling or Assessment
• Removal from University Housing
• Suspension or Dismissal

Category Two violations include, but are not limited to:
1. Repeated violations of category one violations.
2. Furnishing false or misleading information to any University office or official.
3. Forgery, alteration or misuse of any University document, record or instrument of identification.
4. Tampering with the election of any University-recognized student organization.
5. Unauthorized entry, attempted entry or use of university buildings, property, facilities, equipment, supplies or resources.
6. Attempted or actual theft of personal property of a member of the University community or of a campus visitor. This includes theft of university services.

7. Knowingly accessing a computer, computer network, computer system or telephone system beyond the standard assigned and/or accepted permissions.

8. Unauthorized possession, duplication or use of University keys.

9. Interfering with or disrupting any University event, business activity or educational purpose.

10. Indecent, inappropriate, lewd or obscene behavior or language.

11. Use, possession or storage on campus of swords, knives over six inches, airsoft guns, air rifles, or other facsimile weapons.

   Please refer to section XI for further explanation of the University Weapon Policy.

12. Use, possession, distribution or being in the presence of alcoholic beverages or empty containers on campus is prohibited except as outlined in section XIII. Public intoxication on University Property or at university events is prohibited. Residents are responsible for the actions and behavior of their guest/s. It is the student’s responsibility to avoid places where alcohol is being used on campus. Students may contact security (4911) or a Residence Life staff member if a roommate brings alcohol into their living space. If this step is not taken, alcohol found in the common area will be considered the property of all individuals assigned to that space.

   Please refer to section XII for further explanation of the University Alcohol Policy.

13. Violation of federal, state, civil or criminal laws or city ordinances, regardless of whether the act occurred on or off campus.

14. Conspiring, planning or attempting to achieve any of the above acts.

C. CATEGORY THREE VIOLATIONS
Sanctions assigned to Category Three violations, as part of the conduct process, may include, but are not limited to:

- Level Two Conduct Probation for an assigned period of time. Placement on Level Two Conduct Probation prohibits students from holding an elective office on campus or representing the university on or off campus in an official capacity.
- Loss of Privilege
- Fine and/or Restitution
- Discretionary Assignments
- Participation in Educational Programming
- Referral to On-Campus Counseling or Assessment
- Removal from University Housing
- Suspension or Dismissal
- Denial of readmission without approval of Dean of Students or his or her designee
- Expulsion: Students expelled must leave the campus within 24 hours or earlier, if the disciplinary authority directs.

Category Three violations include, but are not limited to:

1. Repeated violations of category one violations.
2. Physical and verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person
3. Sexual assault or other non-consensual sexual activity. Please refer to section IX for further explanation of the University Sexual Assault Policy.
4. Causing physical or emotional harm to any member of the University community.
5. Creating a hostile environment by engaging in hate speech, sexual or verbal harassment, stalking, cyber harassment and/or bullying. Please refer to section X for further explanation of the University Bullying Policy.
6. Use, possession, or storage on campus of ammunition, firearms, guns, fireworks, corrosive or explosive chemicals, or other objects that are dangerous, flammable or that could cause damage by fire or explosion to persons or property. Please refer to section XI for further explanation of the University Weapon Policy.
7. Students found under the influence of, in possession of, manufacturing of, or distribution of illegal drugs, controlled substances and/or drug paraphernalia. Paraphernalia includes, but is not limited to, grinders, pipes, hookahs, rolling papers and other items associated with drug use and transactions. Please refer to section XII for further explanation of the University Drug Policy.
8. Violation of federal, state, civil or criminal laws or city ordinances, regardless of whether the act occurred on or off campus.
9. Conspiring, planning or attempting to achieve any of the above acts.
D. ACADEMIC INTEGRITY

Academic freedom is the cornerstone to a university education. It allows students to examine, learn, and synthesize various topics. Freedom is predicated on integrity, trust, and honesty. All undergraduate and graduate students, faculty and staff are expected to show integrity in their academic work, including discussion, written submissions, examinations and laboratory work. Failure to conduct academic work honestly is a serious breach in trust and is considered a serious offense.

It is the student’s responsibility to read and understand the complete Academic Integrity policy, forms of misconduct, hearing and appeals procedures as well as the possible sanctions as published in the Texas Wesleyan University’s Undergraduate and Graduate Catalogs. The current catalogs can be accessed on the University’s Website (www.txwes.edu) under The Office of the Registrar or obtained in the Office of Student Records or Registrar’s office on the third floor of the Oneal-Sells Administration Building.

VIII. STUDENT BEHAVIOR POLICY

As student behavior reflects on the University’s public image and its ability to recruit and retain students, students participating in University sponsored activities or events, including athletics, are required to conduct themselves in a professional and ethical manner.

A University sponsored activity or event is defined as any activity or event that involves the use of University resources, e.g. funds, facilities or employees. Student activity sponsors, including faculty, staff, and coaches are required to monitor student behavior during sponsored activities and to correct and/or report misconduct to the dean of students or other appropriate University official.

IX. SEXUAL ASSAULT POLICY

The University believes that students and employees should be able to study and work in a safe environment. Reports of sexual assault on campus or assaults alleged to have been perpetrated by University students or employees shall be taken seriously and promptly investigated. Furthermore, the complainant shall be advised and encouraged to report the assault to the law enforcement agency. The University, through Office of Student Life, residential hall programs, and the University counselor sponsors programs that encourage students to report sexual assaults as well as educates them about prevention. Programs are open to all students and employees.

If a student is the victim of a sexual assault, he or she is encouraged to immediately report the alleged assault to the Dean of Students, Director of
Counseling, Director of Health Services or Campus Security. All of the preceding offices, except Campus Security, Director of Health Services and the Director of Counseling, are located in the Brown-Lupton Campus Center. Security is located in O.C. Hall 121. The counselor’s office is located in the Glick House on Avenue D. The Director of Health Services is located in West Village Apt 817. Campus security may be reached twenty-four hours per day by calling (817) 531-4911. Every effort should be made to preserve the alleged crime scene and any associated evidence.

All investigations of sexual assault will fall under the Title IX policy and procedures outlined in the Unified Harassment, Discrimination and Title IX Policy.

Once it is determined that a sexual assault has occurred and an investigation is completed, the University may impose sanctions up to and including expulsion against the parties involved. The Complainant and Respondant shall be entitled to the same rights or opportunities as offered through the conduct process. Both shall be informed of the outcome of any student conduct proceeding.

Counseling and victim assistance is available through the rape crisis hotline by calling (817) 927-2737. The University will also offer free counseling to victims of sexual assault through the counselor’s office. The counselor may be reached by calling (817) 531-4859. Information shall be held in strict confidence.

Definition of Sexual Consent

Sexual activity requires consent, which is defined as clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and individuals are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent.

Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate
consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

X. ANTI-BULLYING POLICY
Texas Wesleyan University is committed to maintaining a working, learning, and social environment in which the rights and dignity of all the staff, faculty, and students of the University community are respected. Among the many things we do to maintain such an environment, the University prohibits behaviors that rise to the level of bullying as described below.

Under this University policy, bullying is prohibited. Bullying is defined as conduct of any sort directed at another that is severe, pervasive or persistent, and is of a nature that would cause a reasonable person in the victim's position substantial emotional distress and undermine his or her ability to work, study or participate in his or her regular life activities or participate in the activities of the University, and actually does cause the victim substantial emotional distress and undermines the victim's ability to work, study, or participate in the victim's regular life activities or participate in the activities of the University.

XI. WEAPON POLICY
Students shall not carry or store a weapon on University property. Weapons include but are not limited to: BB/pellet guns, paint guns, air guns, air soft guns, tasers, knives with blades over six inches, swords (including decorative), imitation or facsimile weapons, fireworks, explosive devises, martial arts weapons and includes those weapons for which the employee or student may possess a license for (e.g. a concealed handgun). No weapon may be concealed in a student’s vehicle parked on University property.

Weapons or imitation weapons, including airsoft guns, are not to be used in any game or play situations unless approved by the Dean of Students.

XII. ALCOHOL AND DRUG POLICIES
A. ALCOHOL POLICY
Generally, the University prohibits the possession, use or distribution of alcohol on the University’s campuses. However, alcohol may be served at University sponsored and third-party events with a Vice President’s approval. Upon approval, the President's Suite, Trustee Board Room, the Baker Martin House, the Louella Baker Martin Pavilion, and other areas and at such times as deemed appropriate and approved by the President or his or her designee. Approval is required for all events serving alcohol on campus and for all student events whether on or off campus. Typically, the President or Vice President for Advancement approves University sponsored events. The Vice President for Enrollment and
Student Services approves off campus student events. A Vice President must approve third-party facility use events.

The Alcohol Permit Form must be completed and approved for all events on campus and all student events serving alcohol off campus. The Alcohol Permit Form can be found online or in the Dean of Student’s Office.

Basic Requirements for All Events Serving Alcohol:
1. A third-party vendor (licensed bartender covered by site liability) sells and/or distributes the alcoholic beverages.
2. Neither the sale nor use of alcoholic beverages shall in any way violate state or local laws.
3. Alcoholic beverages are not the focus of the activity.
4. Advertisements of the event may not use alcohol as a draw.
5. An off-duty Fort Worth Police Officer is mandatory for all third-party events. The cost is assumed by the event sponsor.

All off-campus student events that are sponsored by the University and serve alcohol must have proper authorization. An Alcohol Permit Form must be completed and approved by the Vice President for Enrollment and Student Services. For approval, the following federal guidelines must be met:
1. A variety of non-alcoholic beverages will be conveniently and readily available.
2. Adequate food (non-salty preferred) must be provided.
3. A carding and labeling procedure must be enforced.
4. Alternate transportation arrangements must be available.
5. A designated person responsible for compliance, monitoring of the event, and enforcing University, local, state and federal policies or laws.
6. All alcoholic beverages must be kept in a secure area.
7. An off-duty Fort Worth Police Officer is mandatory for student and third-party events. The cost is assumed by the event sponsor.

Student organizations that violate these policies may be subject to the following sanctions:
1. The loss of off-campus alcoholic privileges for up to one year.
2. The loss of campus reservation privileges for up to three months.
3. The student organization or group may be fined $100.
4. The organization or group’s president may be fined $50. At its sole discretion, the University may disapprove the use of alcohol at any event for any reason.

**Alcohol and Behavior**

The use of alcohol will not, under any circumstance, be accepted as an excuse for irresponsible behavior such as the making of excessive noise, vandalism, violence, etc. The legal definition of “intoxication” is a condition that results in a person’s normal faculties, either of perception, physical ability or judgment, being impaired so that he/she no longer has the capacity to form or entertain a specific intent. Legal symptoms include red, bloodshot eyes; slurred speech; odor of alcohol; and common odors associated with an alcoholic beverage. Students who are under the influence of alcohol and who are excessively noisy, abusive, do not obey University staff or Security or who break any University rules will be charged with disorderly conduct.

**B. DRUG POLICY**

The use, possession, presence, sale, and/or distribution of illegal drugs (those specified as illegal by federal, state and local laws) and/or drug paraphernalia on and off campus will lead to disciplinary action and/or criminal action. Special efforts are made to keep drugs off campus and to prevent the distribution or sale of illegal drugs on campus.

Under the discretion of the Dean of Students or his/her designee, local law enforcement may be called in the case of an illegal substance.

**Drug and Alcohol Counseling**

The University provides alcohol/drug counseling through the Glick House Counseling Center free of cost to all Texas Wesleyan Students. You may reach them at 817-531-4859 or email smethvin@txwes.edu.

**Policy on Parental Notification for Alcohol and Drug Violations**

The Family Educational Rights and Privacy Act (FERPA) permits colleges and universities to inform the parents/guardians of a student under age 21 if such student is found in violation of university or Federal/State alcohol or drug rules. Therefore, Texas Wesleyan University will adhere to the following policy to notify parents or guardians of students involved in alcohol and drug incidents:

a. If a registered student under the age of 21 is involved in a university policy violation and/or Federal or Texas state law violation for public intoxication, the possession, consumption or distribution of
alcohol or illicit drugs, the student’s parent(s) or guardian(s) may be notified in writing of the incident by the Dean of Students Office.

b. The parent(s) or guardian(s) of a registered student, without respect to the student’s age, may also be notified in the event of the student’s alcohol or drug violation or misuse where such notification is necessary to protect the health or safety of the student or other individuals. This may include, but is not limited to, the following situations: (1) the student is transported to an emergency medical treatment facility for drug use or alcohol intoxication; (2) medical attention to any person, including the student, is required as a result of the student’s alcohol or drug related behavior; and (3) the student demonstrates a reckless disregard for his or her personal safety or the safety of others.

XIII. TOBACCO FREE CAMPUS POLICY

I. TITLE

Tobacco-free Campus Policy

II. POLICY

1. Purpose
The purpose of this policy and procedure is to provide guidelines for the implementation of a policy on the prohibition of tobacco use on the campus of Texas Wesleyan University.

2. Background and Rationale
Cigarette smoking causes more than 480,000 deaths each year in the United States. This is about one in five deaths. (CDC 2014). Use of cigarettes, smokeless tobacco, cigars, pipes, and other tobacco products lead to disease and death. In addition to causing direct health hazards, smoking and smokeless tobacco use contribute to institutional costs in other ways, including fire damage, cleaning and maintenance costs and costs associated with employee and student absenteeism, health care, and medical insurance. Therefore, this policy is designed to include all tobacco products. Because there is no safe tobacco product, the only logical action is to promote a campus that is tobacco free. It is the policy of Texas Wesleyan University to promote the health, well-being and safety of students, faculty, staff and visitors while on the campus. Tobacco use and second hand smoke have been identified by the Surgeon General to be the cause of preventable diseases. Texas Wesleyan University encourages students, faculty and staff to support and use
tobacco cessation programs. Texas Wesleyan University welcomes students of all ages through a variety of campus programs. In order to support the health and welfare of visitors of all ages the campus will be free of tobacco use and second hand smoke.

3. Effective August 20, 2014, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, and other tobacco products) by students, faculty, staff, and visitors are prohibited on all Texas Wesleyan University properties. Limited and appropriate individual exceptions may be considered by the president of the institution or by the president’s designee who, in considering whether to grant the exception, will review any sponsored research requirements and ensure that the exception is in support of the mission of the institution.

4. The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, or other tobacco products) is prohibited:
   1. In all interior space on Texas Wesleyan University campuses;
   2. On all outside property or grounds of Texas Wesleyan University campus including partially enclosed areas such as walkways, breezeways and bus shelters ("campus" includes the main campus, all satellite locations, and all other buildings or facilities leased off the main Texas Wesleyan University campus);
   3. In Texas Wesleyan University vehicles, including buses, vans, and all other university vehicles;
   4. In all indoor and outdoor athletic facilities, as well as the grandstands of outdoor facilities.
   5. In any building or structure owned, leased or controlled by Texas Wesleyan University.

5. The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, or other tobacco products) is allowed for use in personal vehicles, provided:
   1. the windows are closed;
   2. all tobacco waste products are properly disposed of within the vehicle.

6. The university prohibits the campus-controlled advertising, sale, or free sampling of tobacco products on campus.

7. Littering the campus with remains of tobacco products or any other disposable product is prohibited.

8. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using Texas Wesleyan University facilities will be required to abide by the tobacco-free policy and procedure. Organizers of such events are
responsible for communicating the policy to attendees and for enforcing this policy.

9. Campus organizations are prohibited from accepting money or gifts from tobacco companies.

10. **Education and Awareness**
    The implementation of this policy is augmented by an education and awareness campaign that may include but not be limited to:
    1. notification to prospective students and staff/faculty hires;
    2. informational meetings, postings, and e-mail notifications;
    3. publication in staff/faculty human resources manuals, student guides and handbooks, and appropriate web sites;
    4. educational campaigns employing classmates and colleagues;
    5. ongoing smoking cessation programs;
    6. establish culture of compliance through peer oversight.

11. **Communication of Policy**
    Signs bearing the message "Tobacco-free Campus" will be posed at each of Texas Wesleyan University vehicular and pedestrian entrances (as applicable), and each building will display a decal that states “Tobacco Free Facility”. However, tobacco-free zones apply on the grounds around all Texas Wesleyan University, whether or not signs are posted. No ashtrays or smoking shelters will be provided on campuses of Texas Wesleyan University.

12. **Tobacco Use Cessation Programs**
    The University is committed to support all students and employees who wish to stop using tobacco products. Assistance to students, faculty, and staff to overcome addiction to tobacco products is available through Human Resources and Student Health Services. Referrals to cessation services are encouraged.

13. **Compliance**
    Adherence to the policy cited above is the responsibility of all students, faculty, staff, and visitors. It is expected that all students, faculty, staff, and visitors to campus comply with this policy. Members of our campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance. An individual who feels that there has been a violation of this procedure may invoke the following actions:
    1. The individual should attempt to resolve the problem informally by requesting that the individual comply with the procedure.
    2. If direct appeal fails and the behavior persists, the individual should contact Security, the Office of Human Resources or Office of the Vice President of Enrollment and Student Services for referral to the appropriate administrative official.
    3. Repeat offenses by the same person shall be dealt with through already established administrative/disciplinary policies and
procedures. Violations could result in referral to the appropriate university officials for disciplinary action in accordance with established student, staff, and/or faculty codes of conduct and procedures.

III. RELEVANT Texas Wesleyan University POLICIES, PROCEDURES, AND FORMS

Texas Wesleyan University Student Handbook, Code of Student Conduct and Discipline VII.

VI. WHO SHOULD KNOW

Students, faculty, staff, and visitors on Texas Wesleyan University's main campus, all satellite locations, and all other locations as listed in II.D.

VII. TEXAS WESLEYAN UNIVERSITY OFFICER(S) RESPONSIBLE FOR POLICY

Security, the Director of Human Services, and the Vice President of Enrollment and Student Services.

VIII. DATES APPROVED OR AMENDED

Effective August 20, 2014

IX. GOOD SAMARITAN AND MEDICAL AMNESTY POLICY

Texas Wesleyan University is first and foremost concerned about the primary welfare of its student body. In order to promote the safety of our student population, Texas Wesleyan has implemented a Good Samaritan and Medical Amnesty Policy. Community members are expected to act out of concern for themselves and others. Recognizing that there are times when members of the community find themselves in positions where medical or emergency help is needed, the University has established this Good Samaritan and Medical Amnesty Policy.

Students who seek emergency assistance for themselves (Medical Amnesty) or another person (Good Samaritan) due to an emergency situation may not be subject to the Texas Wesleyan conduct process. An emergency situation may be defined as involving a threat or danger to the health or safety of any individual including alcohol poisoning, drug overdose, sexual assault (victim) or physical abuse (victim). Students may be required to go through an educational process.
Only the student who had a medical emergency and the individual(s) who call emergency medical assistance and remain with the student until help arrives will fall under the Good Samaritan and Medical Amnesty Policy. (This policy does not preclude conduct action regarding other violations of the Code of Student Conduct, such as causing or threatening physical harm, sexual assault, damage to property, harassment, hazing, etc.)

If a Student Organization has been found in violation of the university’s alcohol and/or drug policy, then the organization’s willingness to seek medical assistance may be viewed as a mitigating factor if or when sanctions are issued. **In the event of an emergency, students are directed to call 911 for immediate medical assistance.**

**CONDUCT PROCESS (Non-Academic matters)**

**I. PHILOSOPHY AND PURPOSE**

Admittance to Texas Wesleyan University and attendance is a privilege granted on the assumption that the individual, who has voluntarily enrolled in the institution, shares the university’s values and goals and is committed to its purpose. Texas Wesleyan University expects its students to comply with all civil and criminal laws as well as all applicable University policies. The foundation of the University’s expectation of its students is found in the Code of Student Conduct. Student conduct that violates these laws or policies may result in sanctions. The purpose of the Conduct Process is to provide a fair, educational process which holds students accountable for their behaviors; to promote the development of individual integrity; to protect the rights of members of the University community; and to uphold the Code of Student Conduct.

**II. STRUCTURE**

A student alleged to have engaged an act of misconduct shall be notified in writing to contact a designated Student Life staff member to schedule a preliminary meeting. If several students are alleged to have participated in the same incident, each student’s case will be heard separately. The following will be included in official notices:

1. A notification that an incident has been reported to the Dean of Students.
2. A notification to set a meeting with the Dean of Students or his/her designee.

**A. PRELIMINARY MEETING**

At the preliminary meeting, the staff member will discuss the following with the student: University policies, including the Conduct Process; the student’s alleged behavior that led to the complaint, and the student’s Conduct Process options regarding the administrative track and the conduct board track. The student also will receive a copy of the incident
report edited only to the extent that the complainant’s identity is blocked out.

At this preliminary meeting, the student will select which option he/she would like to utilize within the Conduct Process. If the Conduct Board, chaired by the Student Government Association Chief Justice, is not formed or is reasonably unavailable to meet, then the student is subject to the administrative track. Once the track is selected, the student must remain in that track throughout the process, including any appeals. The staff member has the option and sole discretion to send the student directly to the conduct board track if he/she feels that it will be more beneficial. The student will be given at least three class days before he/she is expected to appear before the authority selected. Cases involving assault, sexual assault and illegal drugs will be heard solely through the administrative track due to sensitive information and possible criminal implications.

Waiver of Hearing Due to Acceptance of Responsibility
A student may waive the right to a hearing if he/she admits to the alleged violation and accepts the proposed sanctions.

Mistake of Identity
If at the preliminary meeting it is reasonably determined that there was a mistake in identity the matter is closed. The student will receive a letter indicating that there was no violation and all records of this event will be removed from the student’s file.

B. FAILURE TO APPEAR
Failure to respond by the established date or failure to attend the preliminary meeting is an additional violation and it will be added to the current allegations. Also, the student will forfeit his/her right to a conduct meeting and the Dean of Students shall assume that the student committed the alleged acts of misconduct and issue appropriate conduct sanctions.

C. FORMAL HEARING TRACKS
1. Administrative Track (Administrative Conference)
   Students selecting this administrative track will have an administrative panel hear his/her case. A member from Student Life will present the case to the hearing board.
2. Conduct Board Track (C-Board)
   Students selecting the C-Board track will have his/her case heard by members of the C-Board if it is officially formed. The C-Board is
chaired by the Chief Justice of the Student Government Association and consists of at least two other students. A Student Life staff member will notify the C-Board Chair if selects this track. The staff member will provide the Chair with a copy of the incident report. The hearing will be set for the next available hearing date, but not earlier than three class days following the preliminary meeting.

D. HEARING BOARD PROCEDURES
   i. Each Hearing Board shall determine its own hearing procedures.
   ii. Each Hearing Board’s procedures must include the following rights:
       1. The right to be informed in writing of the charges.
       2. The right to have three class days to prepare for a defense of the charges.
       3. The right to question witnesses. If possible, the accused shall be able to face his accuser(s).
       i. The right to question witnesses may be revoked if the Dean of Students deems the witness/accuser to need protection. In this case, the Dean of Students may verify the identity of a witness/accuser and accept a written statement from him/her without revealing the name of the witness or accuser to the accused.
       4. The right to present oral or written testimony.
       5. The right to remain silent about any incident in which he/she is a suspect.
       6. The right to have an advisor present in a non-speaking role.
       7. The right to be advised in writing of the results of the hearing.
       8. The right to receive a transcript of the proceedings at the individual’s own expense.

E. APPEAL PROCESS
Under normal circumstances, enforcement of disciplinary sanctions will be deferred pending the review of the appeal. Disciplinary decisions will be made at the lowest level possible. Following formal discipline for conduct subject to sanction, students are guaranteed the right to a single appeal to the next highest level. Decisions made by a residence hall director may be appealed to the Director of Housing. Decisions made by the Conduct Board may be appealed to the Dean of Students.

Decisions within the conduct process made by the Dean of Students may be appealed to the Vice President of Enrollment and Student Services.
The student must, within three class days from the date of receipt of the written determination statement, complete and submit to the Office of the Dean of Students a written request for appeal. Requests for appeal will not be granted solely on the fact that the student disagrees with the determination. Appeals will be limited to review for the following reasons:

1. New valid evidence.
2. A validated claim of irregularities or error.
3. Error in applying the Code of Student Conduct.
4. A validated claim of unfairness.

The written request for appeal must set forth specifically the following:

1. Student’s name, current address, and telephone number.
2. Description, date, and place of the alleged misconduct.
3. Date of the sanction, and who levied sanction.
4. The outcome of the conduct process and sanction determined.
5. Just cause circumstances, which the student feels merit the appeal.
6. Student’s signature and date.

The Office of the Dean of Students will then forward on the appeal to the appropriate administrator as outlined above. The following process will be followed after receiving the appeal:

1. Within two working days from the date the notice is received, the Administrator will review the appeal notice and may decide to meet with the student to further discuss his or her grounds for appeal.
2. If a meeting is granted, the Administrator will meet solely with the student. An advisor may be permitted in a non-speaking role.
3. If based on the written notice of appeal, the Administrator determines there is not substantial cause for appeal; (s)he may choose to provide a written summary of the decision to the student. A copy will be kept for Student Life documentation purposes.
4. If the Administrator decides to meet with the student, (s)he will consider the appeal and uphold, reverse or otherwise modify the previous decision. The appeal decision may not be appealed as students are provided one single appeal. Students will be notified in writing the decision.
Decisions of the conduct process authority, after exhaustion of the appeal process, can be referred to the President for enforcement. No appeals may be made to the President without going through the entire process; however, the President has the authority to overrule any decision rendered through the Conduct System in his sole judgment.

In addition, notwithstanding the conduct process, the President maintains the right to take any action necessary to protect the health and safety of the University community and/or prevent damage to University property.

DISABILITY ACCOMMODATIONS

I. POLICY
Texas Wesleyan University complies with the Americans with Disabilities Act (ADA) and with Section 504 of the Rehabilitation Act of 1973 regarding its students with disabilities. Texas Wesleyan University also complies with Title IX of the Education Amendments of 1972 and does not discriminate against students on the basis of sex. It is the policy of Texas Wesleyan University that no student shall be denied access to or participation in the services, programs and activities of the University solely on the basis of his/her disability or sex.

II. PROCEDURES TO OBTAIN ACADEMIC ACCOMMODATION
The University shall provide, upon request, academic adjustments for students who have a physical or mental impairment that substantially limits a major life activity. An academic adjustment is defined by this policy as any reasonable accommodation for a student’s disability as required by federal regulations.

If a student with a disability requires an adjustment, the student must present relevant, verifiable, professional documentation or assessment reports confirming the existence of the disability to the Director of the University’s Graduate Counseling Center (DGCC) for review by its professional staff. Further documentation may be required to confirm the disability claim or to assist the University in determining the appropriate academic adjustment. Following its review, the Director will reach a determination regarding the existence of the disability for purposes of providing academic adjustments. Information concerning a student’s disability will be treated in a confidential manner in accordance with University policy as well as applicable federal and state law.

The student will be informed of the Director’s determination within 15 calendar days. If the determination confirms the existence of a disability requiring an academic adjustment, the student may meet with the Director to explore possible adjustments.
A letter describing the adjustment the University will provide the student will be issued to the student within 15 calendar days after the formal request and all documentation is received. The student will have the responsibility of delivering the letter to, and conferring with, her or his professors concerning the implementation of the adjustment. If the academic adjustment is not provided or followed as outlined, the student shall report the matter to the Director within 15 calendar days.

Application Deadlines:
To allow adequate time to evaluate the data properly and notify the parties involved, the following cut-off dates for application shall apply:

- **Fall**: November 15
- **Spring**: April 1

If the Director does not confirm the disability or the need for an academic adjustment, the student may challenge the determination by following the procedures outlined below.

This policy applies to students with disabilities as defined by Section 504 and the ADA. A person is disabled if she or he:

i. Has a mental or physical impairment, which substantially limits one or more of such person’s major life activities.

ii. Has a record of such impairment; or

iii. Is regarded as having such impairment.

Physical or mental impairments include (but are not limited to) such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, AIDS, cancer, heart disease, diabetes, mental retardation, emotional illness, and drug addiction and alcoholism. It does not include current or illegal substance abuse.

Major life activities include functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, sitting, standing, lifting, reaching, thinking, concentrating, reading, interacting with others, learning and working.

A student who has followed the procedures identified in this policy and does not agree with the determination of academic adjustment, and who has a mental or physical impairment as defined above, may file a grievance by using the policy listed below.

**III. STUDENT GRIEVANCE PROCEDURES FOR ADA**

*Definition and Scope:*
All other complaints regarding discrimination or harassment must be referred to the Unified Harassment and Discrimination Policy. Requests for an informal
review will be directed to and conducted by the Athletic Director. Title IX requirements shall serve as the basis for review.

**Scope:** Any student or group who believes that a violation of Section 504 or the ADA has occurred may file a grievance alleging any action that constitutes a violation of these laws.

**Informal Review:**

1. The student shall first make a written request for an informal review by the dean of the school in which the student is majoring, within 60 calendar days after the alleged discriminatory event.

2. The dean of the school will review the student’s grievance and accompanying documentation or information and consider that information with respect to the requirements and discrimination prohibitions as defined by Section 504, the ADA and Title IX.

3. The dean shall render a written decision within 15 calendar days.

4. The dean is granted authority to take appropriate action if necessary.

**Formal Review:**

1. If the informal review does not resolve the issue to the student’s satisfaction, the student may make a written request for formal review to the Provost of the University within 15 calendar days following receipt of the dean’s decision.

2. The student shall provide a written explanation detailing their cause for appeal. Any associated documentation or information supporting the appeal must be included.

3. No specific format is required. However, the student should provide pertinent information or documentation to substantiate a disability as defined by Section 504 and the ADA, and the requested academic adjustment, if this is the subject of the grievance.

4. The Provost shall appoint a five-person committee within 15 calendar days consisting of at least two faculty members and two students to review the student’s grievance.

5. As part of the written appeal, the student will be granted, upon request, an opportunity to meet with the committee for the purpose of presenting relevant information.

6. A hearing shall be scheduled within 30 calendar days of the formal appeal and a decision rendered within 45 calendar days.

7. One representative or advisor as selected by the student may accompany the student at the hearing. The student shall advise the committee of the name of the representative will be present and her/his identity prior to the hearing.

8. To ensure impartiality, no committee member shall be directly
affected by or previously involved in the student’s academic
adjustment request or grievance. In addition, student representation
is provided on the committee.

9. The Provost shall appoint a committee chairperson.

10. Evidence shall be presented in a fair and orderly manner under the
direction of the committee chairperson.

11. The committee shall review discrimination prohibitions as defined
by Section 504, the ADA or Title IX, as well as relevant information
as provided by the student, and provide a recommendation on the
matter to the Provost.

12. The recommendation sent to the Provost shall be based on the
majority opinion of the committee.

13. The student shall be informed of the decision in writing by the office
of the Provost within 15 calendar days following receipt of the
committee’s recommendation.

14. The student shall have no review rights beyond the five-person
committee.

HARASSMENT, DISCRIMINATION AND TITLE IX POLICY
STATEMENT
Harassment and discrimination, including sexual harassment and discrimination,
are illegal under federal and state statutes, including but not limited to, Title VII of
the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972,
and the Texas Commission on Human Rights Act, and is prohibited at Texas
Wesleyan University (the "University").

The University is committed to providing an environment of academic study and
employment free from harassment or discrimination to all segments of its
community, that is, its faculty, staff, students (current or former), guests and
vendors. It is the responsibility of members of the University community to
conduct themselves so that their words or actions cannot be reasonably perceived
as harassing, discriminatory, sexually coercive, abusive or exploitive, or as
interfering with any other individual’s ability to study or work productively at the
University. Furthermore, the University strictly forbids retaliation by any member
of the University community against anyone who brings a charge of
discrimination, sexual harassment or any other form of harassment.

Once the University has knowledge of conduct or behavior that could be
reasonably construed as harassment or discrimination, action under this policy
must be initiated and followed to its conclusion.
FACULTY/STAFF-STUDENT RELATIONSHIP POLICY

The University prohibits relationships of a dating, intimate or sexual nature between faculty/staff and any student with whom the faculty or staff member has professional responsibility, even if the relationship is consensual. Professional responsibility may include, but is not limited to athletics, committee work, university sponsored activities or events, and any other direct educational or University employment related control that gives the faculty or staff member authority or power over the student that could subsequently affect the student’s academic or work environment and/or success. These types of relationships are strongly discouraged even when there is no direct relationship with authority/power that could be exerted over the student.

In addition, faculty members may not teach or take any action that may influence the grade of an immediate family member enrolled at the University. Immediate family members are defined as the spouse, significant other, children (natural, adoptive or step) or any dependent person residing with the faculty member. An exception to this policy may be authorized by the dean of the school in question. Faculty members may request an exception, in-writing, to the dean by outlining the reasons that support the requested exception.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is any unwelcome sexual advance, request for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

1. Submission to, or rejection of, such conduct is used as the basis for employment or academic decisions or is made a term or condition of employment or academic success; or
2. Such conduct has the purpose or effect of unreasonably interfering with one's work or academic performance by creating an intimidating, hostile or offensive work or academic environment.

OTHER FORMS OF HARASSMENT

1. Any verbal, physical or visual act or conduct which denigrates, threatens or shows hostility toward any individual or group because of a protected status, and which has the purpose or effect of unreasonably interfering with one's work or academic performance by creating an intimidating, hostile or offensive work or academic environment.
2. Any threat or act of violence.
3. Such harassment may be based on, but is not limited to, race, color, national origin, ethnicity, gender, age, religion, disability, sexual orientation or other legally-protected status.
DEFINITION OF DISCRIMINATION
Any act or conduct that is prejudicial toward another person’s race, color, national origin, ethnicity, gender, age, religion, disability, sexual orientation or other legally-protected status.

SANCTIONS
Any violation of any aspect of this policy toward any faculty member, staff member, student, guest or vendor will subject the violating faculty member, staff member, student, guest or vendor to appropriate disciplinary action or sanction, which may include: dismissal from employment for faculty and staff, cancellation of student status for students, and loss of business or other campus privileges for vendors and guests.

TIMING OF COMPLAINT
Any complaint, either oral or written, must be communicated to the appropriate University representative immediately as indicated by this policy, but no later than 180 calendar days from the most recent occurrence of the alleged behavior.

CONFIDENTIALITY OF PROCEEDINGS AND RECORDS
All persons involved in the investigation, adjudication or resolution of complaints shall preserve the confidentiality of information relating to such investigation, adjudication or resolution, to the extent possible. Such confidential information shall only be disclosed on a need-to-know basis to those in the University or their designees and legal representatives (including outside counsel) authorized to participate in the investigation, adjudication or resolution, or to those outside the University, as required by court order or otherwise required by law. The University cannot guarantee confidentiality.

PROCEEDINGS
Once the complaint has been received, the appropriate authority, as defined by this policy, shall promptly initiate the specific complaint and investigation procedure applicable for the accused individual, according to this or other appropriate University policy.

COMPLAINT PROCEDURES IN GENERAL
The University recognizes the need for each of the three segments of the University community (faculty, staff and students), with their unique missions and roles, to have their own respective complaint procedures. Although this is a unified policy for the University community, specific complaint procedures are listed for each segment, depending upon which member of the University community is being charged with harassment or discrimination. Complaints
against vendors and guests should follow the complaint procedures for charges against staff employees.

Complaints should be delivered in writing to the appropriate person as specified in this policy. However, verbal complaints may be accepted. Complaints must provide the name of the person alleged to have harassed or discriminated against the complainant, specific details of the alleged conduct or act, a list of witnesses (if any), a desired remedy, and any other pertinent details. The complaint procedure described herein shall be available to any faculty member, staff member, student, vendor or guest who believes that he or she has been harassed or discriminated against by a faculty member, staff member, student, vendor or guest in the context of the accused individual's performance of University-related functions.

TITLE IX OVERVIEW
Title IX of the Education Amendments Act of 1972 (amending the Higher Education Act of 1965) specifically provides: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

The United States Department of Education, Office of Civil Rights (“OCR”) is the primary federal agency responsible for enforcing Title IX, and it has developed regulations that require education programs to take steps to prevent and address sex discrimination.

TITLE IX SCOPE
Title IX’s prohibition against sex discrimination is broad, protecting students, faculty, and staff in federally funded education programs, and applies to every aspect of the program, including admissions, recruitment, academics, employment, athletics, and student services. Title IX’s broad prohibition against sex discrimination also includes sexual harassment, and holds schools responsible for addressing and remedying harassment.

Under Title IX, an educational institution’s athletic programs must insure effective accommodation of interests and abilities, equivalence in availability, quality and kinds of other athletic benefits and opportunities, including coaching, equipment, practice and competitive facilities, recruitment, scheduling of games and publicity, and equivalence in financial assistance. Title IX regulations provides that if an institution sponsors an athletic program, it must provide equal athletic opportunities for members of both sexes.

All, faculty, staff or student, complaints of sex discrimination, including sexual harassment or violence, must be reported immediately to the Title IX coordinator.
The Title IX Coordinator is responsible for providing a prompt and equitable resolution of all Title IX complaints including conducting a reliable and impartial investigation or coordinating such an investigation through his/her appointment of Title IX assistant coordinators or others at the senior staff level.

Retaliation against any individual who files a complaint or participates in a harassment inquiry is strictly prohibited.

Title IX Co-Coordinators:
Vice President for Enrollment and Student Services (817) 531-4214
Director of Human Resources (817) 531-4403

Title IX Assistant Coordinators:
Vice President for Finance and Administration (817) 531-6579
Associate Provost (817) 531-4405
Athletic Director (817) 531-4874
Director Graduate Counseling/Disability Accommodation (817) 531-7565
Assistant Director of HR and Risk Management (817) 531-4403
Dean of Students (817) 531-4872

Complaints Procedures: (non-Title IX related)
IN VOLVING A FACULTY MEMBER
Any complaint of harassment (other than sexual harassment) or discrimination against a faculty member shall be reported immediately to the Provost. The Provost shall promptly assign the complaint to two (2) appropriate administrators of at least the senior staff level or someone who directly reports to the senior staff. These administrators shall investigate the complaint, interview the parties and others in possession of pertinent information, review relevant documentation and evidence, reach an initial determination of whether harassment or discrimination has occurred and, depending upon its severity, seek to resolve the matter informally.

If the administrators believe that immediate harm to either party or the integrity of the investigation is threatened by the continued performance of the accused faculty member’s customary duties or responsibilities, the administrators may recommend to the Provost that the accused faculty member be suspended with pay, or reassigned pending the completion of the investigation.

The Provost shall complete the investigation within thirty calendar days (30) of the receipt of the complaint, unless notice of delay is given. Within this time
frame, the administrators shall prepare a written report of the investigation, which shall include their initial determination.

INFORMAL RESOLUTION
Upon completion of the investigation and depending upon its severity, the administrators are authorized to resolve the matter to the satisfaction of the University, the complaining party and the accused faculty member. If a resolution satisfactory to the University and both parties is reached through the efforts of the administrators, a written statement, a copy of which shall be attached to the administrators’ report, shall indicate the agreement reached by the parties and shall be signed and dated by each party and by the administrators. At that time, all action contemplated under the agreement shall be taken and the investigation shall be closed.

DETERMINATION OF MERITS OF COMPLAINT
In arriving at a determination of the existence of harassment or discrimination, the administrators shall consider the evidence as a whole, the totality of the circumstances, and the context in which the alleged events occurred. The determination of the existence of harassment or discrimination shall be made from the facts on a case-by-case basis.

DETERMINATION OF NO HARASSMENT OR DISCRIMINATION
If the administrators determine that no harassment or discrimination has occurred, they shall dismiss the complaint, giving prompt written notice of said dismissal to each party involved. The complaining party or the University has the right to appeal said dismissal in writing, within fifteen (15) calendar days of the date of the notice of dismissal, to the Provost. If no appeal is filed within fifteen calendar days (15) period, the matter is automatically closed. If a determination of no harassment or discrimination is appealed, the Provost shall make a written recommendation to the President within seven (7) calendar days. The President shall notify all parties of his or her decision in writing within seven (7) calendar days after receipt of the Provost's recommendation. The President’s decision is final.

DETERMINATION OF HARASSMENT OR DISCRIMINATION
If the administrators determine that harassment or discrimination has occurred and that a particular sanction is appropriate, they shall promptly notify the parties without providing details of the sanctions to the complainant. The accused faculty member, the complaining party or the University may appeal said determination, in writing, to the Provost within fifteen (15) calendar days of the date of notice of determination. If no appeal is filed within the fifteen calendar days (15), the matter is automatically closed. If a determination of harassment or discrimination is appealed, the Provost shall make a written recommendation to
the President within seven (7) calendar days. The President shall notify all parties of his or her decision in writing within seven (7) calendar days after receipt of the Provost’s recommendation. The President’s decision is final.

REVOCATION OF TENURE AND TERMINATION AS POSSIBLE SANCTION FOR HARASSMENT OR DISCRIMINATION

If the administrators determine at any stage in the investigation that the evidence of harassment or discrimination is sufficiently clear and severe, and the Provost concurs in writing, so as to warrant the immediate commencement of proceedings to revoke tenure and/or terminate a tenured faculty member, the case shall be removed from the complaint procedures contained herein and resolved in accordance with the revocation of tenure and termination policies and procedures for faculty members. The faculty member shall be suspended, with pay, pending formal resolution of the matter.

LODGING OF COMPLAINT INVOLVING A STAFF EMPLOYEE, GUESTS OR VENDOR

Persons who have complaints alleging harassment (other than sexual harassment) or discrimination against a staff employee, guest or vendor are encouraged to raise them either orally or in writing to the Associate Vice President for Administration and Human Resources, Director of Human Resources, a supervisor, the department head, Dean, Divisional Vice President or the Provost. It is recommended, although not required, that the complainant follow the “chain of command.” For example, staff employees are encouraged to lodge complaints within their respective work area. The person receiving the complaint shall communicate it promptly to the Associate Vice President for Administration and Human Resources or the Director of Human Resources. The Office of Human Resources shall be responsible for investigating complaints. In the event of a conflict of interest involving the Office of Human Resources, the Associate Vice President shall assign the complaint for Administration and Human Resources to a Divisional Vice President for investigation. Nothing in this policy shall require a complainant to file a complaint with the individual who is accused of harassment or discrimination.

INVESTIGATION

Upon receipt of a complaint of harassment or discrimination against a staff employee, guest or vendor, the Office of Human Resources shall investigate the complaint itself or assign it to two (2) administrators, each of whom must be either a Vice President, Associate Vice President or someone who directly reports to a Vice President, Associate Vice President and who is employed at least at the director level.
The Office of Human Resources or the assigned administrators shall investigate the complaint, interview the parties and witnesses involved and gather all pertinent information. The investigation shall be completed within thirty calendar days (30) of receipt of the complaint, unless notice of delay is given. A written report shall be prepared, unless advised otherwise by University legal counsel.

At any stage in the investigation, an accused employee may be suspended with pay or reassigned. If the complaint is against a guest or vendor, the guest may have his or her privileges as a guest suspended, or the vendor may have its business dealings with the University suspended, or the guest or vendor may be prohibited from having contact with faculty, staff, students, guests or vendors of the University until the complaint is resolved. The Office of Human Resources or the administrators shall promptly inform the accused employee, guest or vendor of the complaint and shall, during the investigation, obtain the employee’s, guest’s or vendor’s version of the facts. The Office of Human Resources or the administrators, in arriving at a determination of whether harassment or discrimination has occurred, shall review the information as a whole in the totality of the circumstances and in the context in which the alleged incident or incidents occurred. The determination shall be made from the facts on a case-by-case basis.

DETERMINATION

Upon completion of the investigation, the Office of Human Resources or the administrators are authorized to take the following actions:

1. Determine that the claim of harassment or discrimination was not substantiated and provide written notice of such determination to the employee, guest or vendor, and the complainant; or
2. Determine that the claim of harassment or discrimination was substantiated and issue appropriate disciplinary action against the employee, guest or vendor with notification to the complainant that appropriate action is being taken against the employee, guest or vendor, without providing details of the nature of such action.

APPEALS

Either party may appeal the determination by the Office of Human Resources or the administrators to the President in writing within fifteen (15) calendar days of receipt of notification of the determination. If the President does not act to change the determination within seven (7) calendar days of receiving the appeal, the determination shall become final under the executive authority of the President. The President’s decision is final.

EMPLOYMENT-AT-WILL

The utilization of these procedures shall not affect the employment-at-will nature of the employment relationship.
LODGING OF COMPLAINT INVOLVING A STUDENT

Persons who have complaints alleging harassment (other than sexual harassment) or discrimination against students are encouraged to raise them either orally or in writing to the Vice President of Student Services, the Dean of Students, the Provost, a Dean, or the Office of Human Resources. The person receiving the complaint shall communicate it promptly to the Vice President of Enrollment and Student Services or the Dean of Students in his or her absence.

INVESTIGATION

Upon receipt of a complaint of harassment or discrimination against a student, the Vice President of Enrollment and Student Services or the Dean of Students, if designated by the Vice President, shall investigate or assign the complaint to two (2) administrators, each of whom must be either a Vice President, Associate Vice President or someone who directly reports to a Vice President or Associate Vice President and who is employed at least at the director level. The Office of Human Resources shall serve in an advisory capacity for complaints involving students. The above-mentioned staff or the assigned administrators shall investigate the complaint, interview the parties and witnesses involved and gather all pertinent information. The investigation shall be completed within thirty calendar days (30) of receipt of the complaint, unless notice of delay is given. A written report shall be prepared, unless advised otherwise by University legal counsel.

At any stage in the investigation, the accused student may be suspended until the matter is resolved. In the event a student is suspended and subsequently exonerated, the student shall be allowed to make-up missed assignments or tests, if possible. If that is not possible, the student shall be refunded any tuition or fees lost. The accused student shall be promptly notified of the complaint and shall, during the investigation, provide his or her version of the facts. In arriving at a determination of whether harassment or discrimination has occurred, the information as a whole in the totality of the circumstances and in the context in which the alleged incident or incidents occurred shall be reviewed. The determination will be made from the facts on a case-by-case basis.

DETERMINATION

Upon completion of the investigation, the Vice President of Enrollment and Student Services, the Dean of Students or the administrators are authorized to take the following actions:

1. Determine that the claim of harassment or discrimination was not substantiated and provide prompt written notice of such determination to the student and the complainant; or

2. Determine that the claim of harassment or discrimination was substantiated and issue appropriate disciplinary action against the student.
with notification to the complainant that appropriate action is being taken against the student, without providing details of the nature of such action. If the disciplinary action against the student is expulsion, the President must first be notified and approve the expulsion.

APPEALS
Either party may appeal the determination by the Vice President of Enrollment and Student Services, the Dean of Students or the administrators to the President in writing within fifteen (15) calendar days of receipt of notification of the determination. If the President does not act to change the determination within seven (7) calendar days of receiving the appeal, the determination shall become final under the executive authority of the President. The President’s decision is final.

NOTICE
This policy does not create contractual rights of any kind for students, faculty, staff, guests or vendors. This policy may be amended, amplified or withdrawn by the University, in its sole discretion, at any time.

CAMPUS HOTLINE
The University provides a third-party campus hotline that all University constituents may use to report concerns. The third-party provider may be reached by calling 866-943-5787.

Approved by the Board of Trustees April 3, 2012

CAMPUS CONDUCT HOTLINE
Texas Wesleyan University promotes a “zero tolerance” position on unethical conduct in the workplace. The Campus Conduct Hotline lets employees and students report concerns about the possible violation of the University’s ethics and employment policies. The Hotline is operated by an independent organization so that your call is completely confidential.

When you call the Campus Conduct Hotline, you’ll speak to a friendly, trained specialist who will guide you through the details of your report. You will be given a case number for your reference, so your call will be completely anonymous. No information will be taken about you, so you will never be identified. Your concerns will be submitted to the campus administration for investigation. Using your case number, you can call the Hotline at any time to check on the status of the investigation and learn of any actions that have been taken.

Call the Campus Conduct Hotline at 866-943-5787
Report activity or behavior that is harmful or unethical, such as:
Fraud or crime
- Sexual harassment
- Discrimination
- Safety issues
- Security and Internet policy abuse
- Code of Conduct violations
- Workplace hostility
- Unethical grading practices
- Fraudulent financial or business practices
- Any other questionable behavior

STUDENT COMPLAINTS

Policy on Written Student Complaints
Texas Wesleyan University recognizes the value of information provided by students about the performance of the University in providing the services and meeting the goals which our mission describes. It is University policy to invite feedback, and, whenever possible, to use that feedback to continue to improve the services and functions of the University.
Ideally, students will be able to resolve any problems by dealing directly with the individual (such as a faculty or staff member) or office (such as a student service or administrative office) involved. Students should also read the current Texas Wesleyan University Catalog and Student Handbook to become familiar with University policies. These policies include but are not limited to:
- Academic integrity
- Grade appeal
- Harassment and discrimination
- Student access to records
If a student is unable to reach a satisfactory resolution and wishes to pursue the matter further, or if a student wishes to register a formal complaint, a written complaint may be addressed to the Office of the Provost, following the process outlined here:
Written complaints should contain the following information:
- the complainant’s name and contact information
- a clear description of the problem or complaint
- appropriate supporting documentation that is directly related to the complaint
- a description of any subsequent actions taken by the complainant or the University, and
- a description of the desired outcome.
All written complaints received and copies of any responses will be kept on file in the Office of the Provost. Complaints which are unsigned or are not received in written format (e.g. complaints received by phone or in person) will not be considered.

The Provost will respond to each complaint within 15 business days of receipt. If no other action was requested, the response will acknowledge receipt of the complaint. If further action is requested, the response will describe the actions to be initiated by Office of the Provost and any further information from the complainant that may be required.

Grade Complaints
Written complaints about grades will not be addressed by the Office of the Provost unless the student has already discussed the grade with the course instructor, the department or division head (if any), and the appropriate Dean, respectively. Appropriate documentation would include copies of the student’s coursework, the course syllabus, and any other materials related to specific assignments (such as handouts or correspondence with the instructor). (See Grade Appeal Process in the University Catalog.)

Non-Academic Complaints
Written complaints about administrative or other student services should be directed initially to the appropriate office but may be submitted to the Office of the Provost if satisfactory resolution is not achieved. Appropriate documentation would include copies of any relevant contracts, notices, or other official or informal correspondence with the office or other University personnel.

Texas Higher Education Coordinating Board (THECB)
After exhausting the institution's grievance/complaint process as outlined above, current, former, and prospective students may initiate a complaint with the Texas Higher Education Coordinating Board (THECB) following the process outlined on the THECB website at [http://www.thecb.state.tx.us](http://www.thecb.state.tx.us) under “student complaints.”

Southern Association of Colleges and Schools Commission on Colleges
Texas Wesleyan University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's and doctoral level degrees. The Commission is to be contacted only if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard. All other inquiries or complaints should be directed as outlined above. The Complaint Policy of the Commission on Colleges is available at [http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf](http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf). The Commission may be contacted at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, and at [http://www.sacscoc.org](http://www.sacscoc.org).
Campus Hotline
Texas Wesleyan University provides a third-party campus hotline that all University constituents may use to report concerns. The third-party provider may be reached by calling 866-943-5787.

ACADEMIC SUCCESS CENTER
The Academic Success Center (the Center), located on the first floor of the Eunice and James L. West Library, provides a wide variety of assistance for Wesleyan undergraduate students, including emphasis on the writing process in all academic disciplines, as well as tutoring in all levels of math, business math, natural science, and many social sciences. Various study skills workshops are taught through the Center, and students may receive individual assistance by appointment.

ACADEMIC ADVISING
The Freshman Advising Center is located on the second floor of the library. All academic advising questions for freshmen (0-24 semester hours) should be directed to the freshman advising staff. Advising services provided include major exploration, course scheduling, and general academic assistance. Students with an undeclared/undecided major will remain assigned to Freshman Advising until a major has been declared officially. Students who have completed more than 24 credit hours are assigned to a faculty advisor within their selected major.

STUDENT ORGANIZATIONS
Many organizations have been established within the University to meet religious, cultural, political, professional, academic, social service and common needs of its students. These organizations provide a unique opportunity for skill management, help create productive citizens, and connect a network of people through meaningful memorable experiences. Membership in all University-related student organizations is open to any student who is willing to subscribe to the stated aims of the organization and to meet its stated obligations. Membership will not be denied on the basis of race, religion, creed, national origin, age or gender.

For all rights, responsibilities, privileges, expectations, resources and list of all recognized student organizations please see the Student Organization Handbook or contact Student Life (817)531-4872.

STUDENT PUBLICATIONS
The University considers the student press a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion. Student publications are a means of disseminating news, of bringing campus concerns to the attention of institutional authorities and of formulating opinion on local, national and international issues.
I. PUBLICATION CONTENTS
Each publication should provide a full opportunity for students to inquire, question and exchange ideas. Content should reflect a diversity of student interests, including topics about which there may be dissent or controversy. In order to maintain the quality and integrity of the student press, the University provides reasonable financial support and adequate facilities for official publications. Administrators have delegated to a student/faculty governing body the task of clarifying the role of student publications and establishing guidelines for their operation. Guidelines published in the Student Publication Handbook outline the editorial freedom and the corollary responsibility of the student press.

The University assumes no liability for the content of any student publication and urges student journalists to recognize that with editorial control comes responsibility to follow professional journalism standards. Editorial freedom for the publications is protected by allowing editors to develop their own editorial positions and determine news coverage.

II. OFFICIAL REVIEW
University officials are not permitted to review copy prior to distribution for censorship purposes, nor may they remove editors or advisors because of student, faculty, administrative or public disapproval of editorial decisions. Moreover, University funding cannot be held because of editorial decisions.

1. In determining the content of the publications, editors should:
   Make editorial decisions based on reader interest and sound journalism principles.
2. Review material to improve sentence structure, grammar, spelling and punctuation.
3. Verify facts and the accuracy of quotations.
4. Provide balanced news coverage of campus events.
5. Include factual support for editorials.
6. Encourage rebuttal comments and provide space when appropriate.
7. Include factual support for editorials.
8. Encourage rebuttal comments and provide space when appropriate.

All student publications must State in the masthead (staff box) or on the editorial page that opinions expressed are not necessarily those of the University, nor the student body. Students work with a management staff that provides clerical, business, advertising and production support as well as editorial advising. The professional staff has primary responsibility for maintaining journalism standards, providing sound fiscal management, recruiting and training student staff members, assisting student editors and managers in developing and improving their management techniques, and for providing evaluations and
recommending improvements of staff members and publications, as well as assisting students with financial aid, support systems, internships and postgraduate employment. The Student Publications Handbook cannot be amended or changed except by a voting majority of the Student Publications Committee. As a representative of the publisher, the Student Publications Committee, is generally responsible to the University community for the media under its jurisdiction. The Student Publications Committee is responsible to the President of the University and is primarily a policy making body charged with the responsibility of developing and monitoring policies for all publications. Editors are responsible to the SPC for all content which has the final authority on behalf of the publisher (the President of the University). For more detailed information on policies and procedures, please refer to the Student Publications Handbook (contact the chair of this committee).

STUDENT RIGHTS AND RESPONSIBILITIES
(Created and adopted by the Student Government Association)

Preamble
Below are the essential provisions of Student Rights and Responsibilities, to which all students are entitled while enrolled in Texas Wesleyan University. It is understood by all persons concerned that the responsibilities and rights herein expressed are to be exercised within the framework of the mission of Texas Wesleyan University. If a need for clarification arises, the University Hearing Board shall be used to interpret the rights and responsibilities in accordance with University standards.

II. STUDENT RIGHTS

   Classroom
i. A student has a right to have his/her classes taught by qualified faculty, which is defined by standards of the Southern Association of Colleges and Schools.

ii. A student has a right to expect that each class will have a syllabus which outlines the goals of the course, the assignments including examinations and grading, and the basic course calendar. Such syllabi should be available at the beginning of each course, with the expectation that it will be available no later than the second class meeting of the semester. The syllabi will provide for a reasonable distribution of reading and other out-of-class assignments throughout the semester. A student has a right to expect fairness in grading that is in keeping with the course syllabus. Students are responsible for meeting the stated requirements of any class in which they are enrolled.

iii. A student has a right to expect that examinations and/or assignments will be returned in a timely manner unless there are special circumstances. Students have the right at any time to request and receive notice of class standing.

iv. A student has a right to expect that published class times, examination schedules and associated policies will be honored by the faculty. If the times
and schedules are changed for justifiable reasons a timely notification will be given to the student(s) involved. It is understood that students are not expected to wait for more than 15 minutes after the official starting time for a class to begin.

v. A student has the right to be informed of the office hours of the faculty member teaching his/her classes and can expect the faculty member to be present during posted office hours unless unforeseen circumstances arise.

vi. A student has a right to expect the faculty advisor to be cognizant of degree requirements, major program options and will reasonably provide information about and access to other University services. A student has a right to expect that the advisor will have been provided materials necessary for proper advising including degree plans and policy changes appropriate to the student’s degree.

vii. Students have the right to offer feedback and/or opinions regarding their educational instruction and experience in the form of evaluation surveys, etc.

viii. Students have a right to expect courteous and timely response to questions from all staff of the University.

ix. Students have a right to expect reasonable availability of services regardless of the time that the class is delivered. The University will provide appropriate facilities for classroom space and access to all facilities including the SUB, bookstore, mailroom, office of financial aid, student records, cashier, switchboard and other appropriate administrative offices.

x. Students have the right to expect timely notice of major catalog changes, including significant program alteration.

xi. Students have a right to expect the catalog under which they entered the University to be honored, subject only to the limitations outlined in the catalog. Such limitations include such policies as those which limit the validity of certain courses to a specified number of years.

xii. Students may enter a class late or leave early professors may restrict entry or restrict departure if outlined in the syllabus.

Freedom of Association

i. Students are free to organize and join campus associations to promote their common interests in accordance with the University mission.

ii. Students are free to assemble and support or protest a cause by orderly means on campus.

iii. Students Organizations are required to submit to the University a statement of purpose, and criteria for membership.

Freedom of Inquiry and Expression

i. As citizen, students shall be free to examine and discuss all questions of interest to them and to express opinions either orally or written, publicity and privately. They should make every effort to indicate, however, that they are not speaking for the University. The professor shall reserve the right to limit in class discussions due to the limited time allotted for a class session.
Students have a right to freedom of expression during the civil exchange of views. Views which differ from those of the instructor or the University shall not jeopardize the student's academic evaluation.

**Student Participation in University Government**

i. Students shall be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the Student Body.

ii. The Student Body and its duly elected representatives shall have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.

iii. The Student Government Association is the principal organ by which the Student Body participates in the decision-making process of the institution.

**Student Publications**

i. The student press shall follow established journalistic practices and ethics.

ii. The student press shall be free of censorship and an advance approval of copy and its editors and managers should be free to develop their own editorial policies and news coverage.

iii. Editors and managers of student publications shall be protected from arbitrary suspension or removal because of student, faculty, administrative, or public disapproval of editorial policy or content.

iv. All University published and financed student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the University or Student Body.

**Disciplinary Proceedings**

i. The University has an obligation to specify the standards of conduct which it considers essential to its mission. The University must also specify consequences of actions that violate the written rules of the Student Handbook or federal, state, or local laws.

ii. The University will consistently and uniformly apply its sanctions for violations of policies and procedures as written in both the University catalog and Student Handbook.

iii. Due process shall be observed in all matters of student discipline including timely notification, reasonable standards of conduct, disciplinary terms and actions, and hearing board procedures.

iv. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students shall not be searched unless appropriate authorization has been obtained by the appropriate party set forth in the Student Handbook.

v. Students accused of serious violations of institutional regulations, or infractions of ordinary laws, shall be informed of their rights through the Student Development Offices.

vi. Pending action on charges, the status of student shall not be altered, nor the student’s right to be present on the campus and to attend classes suspended, except for reasons relating to the student’s physical or emotional safety and
well-being or for reasons relating to the safety and well-being of students, faculty, staff, University or private property.

**Student Responsibilities**

i. A student must read and understand the University catalog and Student Handbook which include policies and procedures affecting enrollment, withdrawal, probation, suspension, registration, major and minor programs, graduation, and other student issues.

ii. A student has the ultimate responsibility to take those steps necessary to earn a degree in a program of his/her choosing.

iii. A student has the responsibility to seek out his/her advisor and to solicit and follow advice that assists in the completion of the academic goals of the student.

iv. A student is responsible for his/her total well being and thus should take advantage of the full range of both curricular and co-curricular opportunities (cultural events, athletic contests and the work of student government and organizations) available on or through the campus.

v. A student is responsible for timely application, timely payment of fees and timely processing of forms affecting enrollment.

vi. A student is responsible for practicing good University citizenship. This includes employing/practicing civility at all times, showing respect for student colleagues, professors and the staff and administration of the University. It is understood that free questioning and expression are a necessary part of encouraging independence, though such questioning and expression are to be expressed with appropriate decorum and civility.

vii. A student is expected to honor the requirements of each course for which he or she expects to earn credit. This includes the timely submission of assignments and the completion of all tasks.

viii. Students shall not engage in hazing or any other exploitation of fellow students.

Notes: (1) Reviewed by Deans in Fall semester, 1995 and, after substantial revision, endorsed in January, 1996 by Dean’s Council; (2) Forwarded to Dr. Reed as chair of the Faculty Council in January, 1996 with the request that it be reviewed; review pending; (3) Forward to Mr. Chris Masingill, President, SGA, August 1996; reply received and comments incorporated, October 7, 1996; endorsed by SGA; (4) Sent to Dr. DeLotto, Chairperson, Faculty Council/Faculty Assembly, October, 1996; (5) Draft withdrawn from the Faculty Council; (6) Draft resubmitted with revision, March 6, 1997. (7) Revised Draft resubmitted to Faculty Council with revision, April 3, 1997. (8) Passed in principal by Faculty Council on April 9, 1997. Was sent to joint committee of Student Government, Faculty Council, and a student participant.
ADDITIONAL UNIVERSITY POLICIES

I.  Pet and Stray Animal Policy

Pets, with the exception of household fish in properly maintained aquariums, are not allowed within University buildings at any time. This policy applies to all University buildings, including, but not limited to, office space, classrooms, residence halls, libraries, athletics, administration and storage areas, and extends to all varieties of animals or pets, with the following exceptions. The policy does not apply to:

1. Animals or other living organisms used for educational purposes. Please reference established policies regarding laboratory animal research.
2. Seeing-Eye dogs for the sight-impaired
3. Dogs used to assist the physically disabled
4. Police dogs

Due to safety and health considerations, employees or students should not approach stray animals observed on campus. The City of Fort Worth Animal Control should be notified directly by calling 871-8877, ext. 4230. If the situation requires immediate attention, please call campus security at x4911.

III. Parking Regulations

Students who operate a motor vehicle on University property are responsible for knowing and observing University traffic and parking regulations contained in this handbook.

III. Vehicle Registration

Vehicles parked on University property shall be registered with Campus Security, no exceptions. Each vehicle shall have one valid Texas Wesleyan University parking permit sticker affixed to the bottom left of the rear window, with the exception of the Law School students who are residents in the dorms. These students shall have two valid Texas Wesleyan University parking permit stickers, one for the main campus and one for the law school. Permits may be obtained at the library circulation desk. Permits are valid through the end of the spring semester and expire on May 31st of each year.

Students who drive rental cars or parent’s cars temporarily on campus shall be required to have a temporary parking hangtag. These hangtags may be obtained at the library circulation desk or the Facilities office.

Persons operating more than one vehicle must register each vehicle separately.

Vehicles parked on University property without a valid permit may be towed at the owner’s expense or immobilized.
IV. **Designated Parking Areas** (see map):

**Commuter Parking**
Commuter parking is currently available in the following lots: D, E, F, I, K, N, P, Q, and S. Commuter parking is restricted to commuter students with valid Texas Wesleyan University “Commuter” parking permits. Commuter students are prohibited from parking in residential student parking areas.

**Resident Parking**
Resident parking is currently available in the following lots: G, H, O, and T. Resident parking is restricted to residential students with valid Texas Wesleyan University “Resident” parking permits. Resident students are prohibited from parking in other student parking areas due to the limited parking for commuter students.

**Reserved Parking**
Reserved parking may be designated as such and shall be enforced between the hours of 7 a.m. and 5 p.m. Persons with valid permits may use these spaces at any other time.

**Handicapped Parking**
Handicapped parking is provided in lots A, B, C, D, E, G, H, K, L, M, N, O, P, Q, and R. Additional handicapped parking shall be provided, if required. A valid handicapped permit must be affixed to the vehicle. Temporary handicapped permits may be obtained through Campus Security. Handicapped parking shall be strictly enforced. Van or bus pick up is also available at the north entrance of the Armstrong-Mabee Business Center.

**Visitor Parking**
Visitor parking shall not be used by students before 5:00 pm under any circumstances. The only exception to this rule is for students who are temporarily disabled due to an injury. These students will be allowed to use visitor parking ONLY if they fill out a "Temporary Visitor/Handicap Parking" form and receive a hangtag. The form can be obtained from the Facilities Operations office. Any questions, call (817) 531-4454.

V. **Parking Violations**
Parking regulations shall be enforced by campus security by issuing citations; student administrative action, including placing holds on transcripts and restricting registration; vehicle immobilization; or towing. Parking violations shall be identified on the citation using one of the following:
1. Handicapped Parking $75
2. Not Registered/No Sticker $50
3. Faculty/Staff Parking Space $50
4. Visitor Space $30
5. No Parking Zone $30
6. Blocking Vehicles/Roadway $30
7. Parked in Fire Lane $75
8. Occupying Two Spaces $30
9. Reuse of Old Citation $50
10. Other $30

**Penalties**

Fines will range from $30 to $75 per violation. Fines will be put on student accounts if the ticket is not paid or appealed within 10 days of the date on the ticket. Security will run plates on any car without a parking permit, in order to determine the owner of the car. An additional $10 will be assessed to cover the costs. For further information, please refer to Campus Security at 531-4251 or the Campus Parking brochure which can be obtained at the Facilities Operation office.

**Appeals**

Citations may be appealed on our website under Campus Security and Parking. The appeals will be heard by the Student Conduct Board (made of SGA members and Chaired by the Chief Justice). The student may appear before the board, or the board can try the case in abstention. Once the appeal is received, the Chief Justice will contact the student to set up the hearing date and time. The board shall notify the person making the appeal of its decision in writing. All decisions are final. The Dean of Students may rescind the privilege of parking on campus for cause. Failure to appeal or pay the citation during the allotted time period shall result in administrative action, vehicle immobilization, or towing.

**STUDENT RECORDS**

The US Department of Education reiterates that FERPA (Family Educational Rights and Privacy Act) rights transfer to a student when s/he enters a postsecondary institution. Texas Wesleyan University supports this statement in regard to access to individual student academic records and will not provide record access to parents without signature of the student. A specific form (located on the website) is available for this purpose. FERPA does allow institutions to disclose information to appropriate officials in a health or safety emergency, including parents if the emergency involves their child. Texas Wesleyan reserves the right to notify appropriate officials and parents in any situation determined to be an emergency.
For the full Student Records policy, please refer to the Course Catalog. To contact the Registrar Office, call 817/531.4414.

For the full FERPA policy, please refer to the following website: http://txwes.edu/academics/registrar/ferpa.aspx

**INFORMATION TECHNOLOGY**

I. Policies
Information Technology Policies are of particular significance to students at Texas Wesleyan. These can be found online on the IT section of the University Website at: www.txwes.edu/it.

*Key policies include but are not limited to:*
Acceptable Use
Information Security
Network Protection

II. Technical Support
Basic hardware and software troubleshooting assistance is available to Texas Wesleyan students via phone or e-mail through the Technology Help Desk located in the basement of the West Library. Technical support for online classes is also available via phone through the Technology Help Desk.

To contact the Technology Help Desk, call 817/531.4428 or send an e-mail to helpdesk@txwes.edu.
HOUSING AND RESIDENCE LIFE

I. RESIDENCE LIFE STAFF
A. Desk Attendant (DA) - The Desk Assistants provide the Hall Office in each residence hall with basic services to residents. These services include: mail, guest check in and checkout, minor medical assistance, equipment checkout, information, and phone messages.
B. Resident Assistant (RA) - The Resident Assistants are students selected and trained to serve each residence hall community. They are available to assist with any need or concern a resident may have and can be a valuable resource. RAs are the first line of contact for residents with questions or concerns in the residence halls. A student’s RA is the first person a resident should go to when they have a problem or concern. The RAs initiate programs and uphold University policies.
C. Residence Hall Director (HD) - The Residence Hall Directors are upperclassmen or graduate students selected and trained to serve the residence halls, Stella Russell Hall, Elizabeth Armstrong Hall, and Wesleyan Village. They are in charge of their assigned building and supervise the Desk Assistants and Resident Assistants in their building. The HDs live in the apartment on the first floor of their assigned building. The HDs are the first line of contact for RAs or DAs with questions or concerns, and will initiate programs and uphold University policies. The Hall Directors have offices located in their respective residence hall and perform other administrative duties.
D. Coordinator of Residence Life (CRL) - The Coordinator of Residence Life is a full-time staff member responsible primarily for all room assignments and billing. The CRL’s office is located in the Brown Lupton Center.
E. Director of Residence Life (DRL) - The Director of Residence Life is a full-time staff member that administers all aspects of residence life, residence policies, discipline, program development and room and board billing. The DRL supervises and trains the RAs and HDs. The Director’s office is located in the Brown Lupton Center.

II. DEPOSITS/FINANCIAL INFORMATION
A. Application Fee - A student must submit a completed housing application with a $25 application fee and a $200 security deposit in order to reserve a space for housing. The Application Fee is non-refundable once submitted.
B. Security Deposit - Once a student submits a deposit it will be held as a security deposit. The role of the security deposit is to offset the cost of any cleaning charges or damage done to the Residence facility. The cost of the repairs will be determined after the incident once maintenance has had time to assess the damage. Other room and common area damage will be assessed at the time of checkout. If the total cost of damage or
loss is greater than the amount of the deposit, the resident’s student account will be billed for the difference.

If a current resident reserves a room for the next year, the deposit will be retained. If the student has used any of his deposit, he will need to deposit funds to bring the balance back to $200. If a resident does not reserve a room for the next year, he/she will lose room assignment priority and the deposit will be processed for a refund after the resident checks out of the room via the Room Condition Report. The Cashier’s Office will determine if a refund of the deposit can be made based on the students’ account balance. Any reimbursements will apply to students’ account first, and anything in excess will be reimbursed in a refund check to the student.

C. Housing Contract - To apply for housing, students must first complete a contract and submit their application fee and security deposit. Spaces will be granted on a first-come first-serve basis. The student will receive an assignment letter during the first two weeks in July. This contract is binding for the academic year, exceptions are made for Graduating Seniors, Nurse Anesthesia Students, and students who are approved through the Housing Committee. Limited summer housing will be available each year. The Summer application/contract is separate from the academic year contract. Assignments for summer housing will be made in April of each year.

D. Breaking the Housing Contract - The Housing Contract is a binding contract. Students will be held to the term of the contract.
1. Cancellations received on or before June 1 will receive a 100% deposit refund.
2. Cancellations received between June 2 and July 1 will receive a 50% deposit refund.
3. Cancellations received after July 1 will forfeit the entire deposit.
4. For Spring Semester:
5. Cancellations received on or before November 1 will receive a 100% deposit refund.
6. Cancellations received November 2 and November 30 will receive a 50% deposit refund.
7. Cancellations received after November 30 will forfeit the entire deposit.

Cancellations received after the first day of Occupancy:
Once the housing contract acceptance form is received, an assignment is made. If the student decides not to accept the housing assignment or to attend Texas Wesleyan University, and if he/she notifies the Office of Housing and Residence Life in writing before the first day of Occupancy, then deposit is forfeited and no additional monies are due. If the student cancels after the first day or is let out of their contract after the first day,
student is responsible for the prorated amount per day up to the last day of registration.

If resident is approved to be released from his or her contract at the end of the Fall Semester, they have 24 hours after their last final or 48 hours to vacate if finals have already taken place to vacate apartment. The housing deposit submitted will be forfeited and or a $200 fee will be assessed if damage deposit is not on file. The student is still responsible for following checkout procedures.

Once the next semester or term begins and it is determined the resident has not claimed his/her room, housing staff will attempt to contact the resident. A letter will be sent to the permanent address, an e-mail will be sent to the resident’s official Ram mail account, and a courtesy call will be made to the resident’s permanent home address or the number on the resident’s housing application/renewal form. The purpose is to check on the well-being of the resident and determine if he/she will be returning to the residence halls. If the resident cannot be reached or it is determined he/she is not returning, the resident will continue to be charged until he/she officially checks out of the room.

If the University needs the room and the resident has failed to officially checkout, housing staff will make another effort to contact the resident. If the resident fails to officially checkout and claim his/her personal belongings, will be considered abandoned property and discarded.

All residents must officially check out with their hall staff by notifying their RA 24 hours in advance, signing their checkout form or express envelope, and returning their keys and swipe card (if issued). Failure to officially check out with hall staff will result in a $100 improper checkout fee. Failure to return keys will result in a lock change at the student’s expense.

E. Damages/Charges - Damage charges are assessed when unacceptable alterations are made during a semester, or when the room has not been returned to its original condition at checkout either through neglect or accidental/intentional damage. Damages are calculated as current costs associated with replacement with a new item. Cleaning fees are individually assessed to each party responsible.

III. RESIDENCY
The Department of Residence Life at Texas Wesleyan University supports the mission of the university by providing students with a comfortable and convenient living environment while offering opportunities for increased campus
involvement, social interaction and academic assistance. In support of the mission of the University and in recognition of the value of the on-campus residential experience, beginning the Fall of 2011, all students with less than 30 college credit hours who are under the age of 21 are required to live in on-campus university housing unless they are married, divorced, live with their parents or have a dependent child. The Department of Residence Life in conjunction with the Dean of Students Office will review requests for an exemption to this policy on an individual basis.

Residents must be enrolled in the University for at least nine semester hours for fall and spring semesters. If a resident does not become enrolled, he/she must move out of the residence hall within 48 hours without prior authorization from the DRL or the DSL (See Checkout Procedures).
  a. Freedom and Responsibility
     Each resident has the freedom and responsibility to determine his/her own personal schedule under certain conditions and limitations such that personal schedules should not encroach upon the rights of other residents.
  b. Room Assignment
     Returning residents may reserve a room for the next year by signing a new contract by the published deadline. While there is no guarantee that such requests will be granted, they will be honored whenever possible. Single rooms are assigned to residents based on numerous elements of criteria. Contact the Housing Office for more details.
  c. Check-in Procedure
     In order to properly check-in to the residence halls, students should report to the Hall Office of the residence hall to which they are assigned. New and returning residents should only check in during the designated check-in dates and times found in the Room Assignment Letter sent to them.
  d. Immunization Form
     All residents must have an immunization form on file with the Health Services Office at Texas Wesleyan University. An immunization form is located on the health services website. It should be filled out, signed, and brought to check in. The University is required by law to have this form on file for all residents.
  e. Bacterial Meningitis
     In compliance with Texas Senate Bill 1107, Texas Wesleyan requires all new students under the age of 30 to submit evidence of being immunized against bacterial meningitis.

      The Vaccination requirement applies to:
         i. All first-time freshmen
         ii. All new transfer students
         iii. All new graduate and law students


iv. All returning Texas Wesleyan students who have experienced a break in their Texas Wesleyan enrollment of at least one fall or spring semester

For more information, please visit:
http://txwes.edu/life/bacterialMeningitis.aspx

There is a 10 day waiting period after receiving the immunization.

f. Decorating Rooms
Adding a personal and decorative touch to the room is acceptable and encouraged as long as it is done in good taste and does not damage University property or furnishings. Each resident will be responsible for returning his/her room to its original condition before checking out. Residents will be charged for any damage incurred and/or any cost associated with not returning the room to its original condition. Installation of equipment that requires using nails or screws on University property is prohibited. This policy extends to contact paper. If a resident applies contact paper to any surface, it must be removed prior to checkout including all adhesive residues.

Only approved adhesives may be used on plaster walls. Other adhesives may strip the paint surface when removed. If unapproved adhesive products are placed on the plaster walls, the resident must be prepared to pay for spot painting or the painting of an entire room, depending upon the decision of the maintenance staff. Information about what to bring is included on our website.

g. Room Painting
Most room painting by the University is done during breaks, interim terms, and summer months while residence hall numbers are reduced. The University prioritizes and determines which rooms are to be painted or just touched up. If a resident wishes to have his/her room painted or touched-up, a work order should be initiated. The University will prioritize its workload. Students may not paint their own rooms.

h. Furnishing Rooms
Students are welcome to bring extra furnishings into their rooms to make themselves more comfortable; however, the structural design of Texas Wesleyan residence halls prohibits installation of excessively heavy items such as waterbeds. Over-door hangers can damage veneer on the doors. If over-door hangers are used, residents should make certain the hangers are padded enough so that the door finish will not be harmed. If such damage occurs, the resident will be billed for the necessary repair or replacement. Nothing may be installed on the roof of any residence hall or outside of the windows. No more than five small appliances are allowed in a room. Space heaters are not allowed in residence halls.

i. Room Furniture
All rooms come with a twin bed, desk, and desk chair. In some rooms the dresser is built in and in others the dresser is movable. All furniture that is
provided must remain in the assigned room at all times. Storage is not available for room furniture. Residents may not remove the furniture on their own because moving it can cause damage.

j. Room Changes

See the appropriate Hall Director for details. To change from one hall to another, see the CRL. Residents may not change rooms without express written permission from the Office of Residence Life. Moving without the permission of the Office of Residence Life will result in a $100 charge and the student will be required to move back to their original room.

k. Complaint Procedure

Anyone who feels that conditions in the hall are not acceptable or conducive to sleep, study, or safety should bring their concerns to the RA or the HD. Should one question any policies and/or actions of the staff or residents, it is their right and responsibility to discuss this with the HD.

l. Room Grant Meal Plan Requirement

All students who receive an athletic or academic room grant are required to be on the meal plan. The only exception to this policy is a medical waiver, which must be verified through a United States board certified physician.

IV. SERVICES/AMENITIES

a. Health and Wellness Center

Student illness is of concern to the housing staff, both for the sake of the individual who is ill, as well as the general welfare and safety of other residents. Please report any symptoms of illness to the RA or the HD. Remember to utilize the Health Center located at West Village Apartments, Room 110 in the case of illness or for medical information. All visits are confidential. In the case of a medical emergency, call 911.

b. Laundry Facilities

Laundry room washing machines and dryers are provided in each of the residence halls free of charge. Any mechanical problems should be reported to the front desk.

c. Mail

Students receive mail at the University Mail Services located in the basement of the library. Students will need to obtain a mailbox and key from Mail services shortly after their arrival on campus. It is important to leave a forwarding address when the student leaves on-campus housing.

d. Maintenance

Maintenance requests must be submitted online with facilities services. If it is closed, please complete the form and leave it at the information desk. Please include the student’s name and contact number where the student can be
reached as well as the date and location for the request and allow 24-72 hours for the request to be filled.

e. Recreational Equipment
Bicycles may be stored in residence halls as long as there is a mutual agreement between roommates except in West Village. Please make sure that mud and grease do not get on carpets. Motorized bikes (of any kind) are prohibited in the residence halls. The use of rollerblades and skateboards in the residence halls is also prohibited. Experience has shown that damage to floors and room furnishings inevitably results from use of weight lifting equipment in the residence halls. Therefore, such equipment is not allowed in the residence halls. Weight lifting equipment is located in the Morton Fitness Center. Shortwave radios may be used in residence halls provided an FCC permit is obtained and such use does not disturb fellow residents. Neither antennas nor satellite dishes may be installed on the roof or on any part of the residence hall.

f. Telephone Service
A University telephone is located in the Hall Office of each residence hall for staff use only. There are designated public phones available for students use in each residence hall. If the Hall Office receives a call and the resident is not available, a message will be left at the front desk of each residence hall. A resident may pay to have a private telephone line installed in their room as long as both roommates agree to the specific arrangement. Due to the possibility and/or necessity of a room change, it is recommended that a private telephone not be installed in a resident’s room until the end of the second week of classes. Any cost resulting from installation and/or use of a private phone is the sole responsibility of the resident who orders the telephone. The University will not be responsible for any costs connected with a resident’s private phone.

g. Cable Television
Basic and extended basic cable services are available in each room via a digital connection box. Digital connection boxes and any supporting attachments must remain in the assigned unit at all times. Residents are responsible for the replacement of the connection box and attachments. There will be basic and extended basic cable services (70 channels plus music channels) connected to the televisions in each residence hall lobby and Brown-Lupton Campus Center lobby.

h. Internet Service
In addition to cable television, each room has high-speed cable Internet service via the university’s IT office. There is an outlet installed in each room. The service is initially set up to accommodate one computer. Students are responsible for purchasing the Ethernet cord to connect from the wall to the computer. It is the responsibility of the residents to acquire the cord if needed. Please refer to the instructions which can be found at the hall office or residents can contact the Hall Offices if there are any problems. Residents may be referred to IT if experiencing technical difficulties.
Tampering with the campus Internet system or the cable TV system will be considered a theft of university services.

In addition, to the Internet accessibility in the residence halls, all students can gain access through Wesleyan’s T1 line in any of the University’s computer labs.

i. Hall Kitchens

Each residence hall has a hall kitchen. Residents are welcome to use these kitchens. Residents are responsible for cleaning up after they use the kitchen. Texas Wesleyan University is not responsible for any food or items left in the kitchen. All food left in the kitchen should be labeled with the residents name and the date.

V. FOOD SERVICE

Food service at Texas Wesleyan University is operated by ARAMARK. An onsite director is in charge of daily operations and can be reached at ext. 4490 and has an office in Dora Roberts Cafeteria.

a. Meal Plans

Well-balanced meals are prepared and served in Dora Roberts Dining Hall and are available to resident and non-resident students as well as faculty, staff and guests. Your student ID card is your meal card. The cards are encoded for the appropriate meal plan. All undergraduate residents are required to have either a Platinum, Gold or Silver meal plan. Graduate residents are not required to have a meal plan but may choose to purchase one.

The identity cards are not transferable and are not to be utilized by anyone other than the person to whom the card was issued. The meal cards can be used in Dora Dining Hall, or in the Snack Bar. Misuse of the card may result in disciplinary action. Meal plans are selected on the housing application and may not be changed after the 12th class day.

Meal plans are subject to all applicable sales taxes.

The hours of operation are posted in Dora Roberts Dining Hall. Concerns regarding the dining hall or meal plans should be directed to the food service manager or taken to the Campus Food Service Committee. Dining hall dress code is left primarily to the tastes and standards of the individual as long as the style is not offensive to others. Shirts and shoes are required by the Health Department.

b. Snack Bar

The Sub is available in the Brown-Lupton Campus Center. The snack bar includes Grille Works & Bene Pizza, Java City, and C3 Express. Hours of operation are generally Monday through Saturday. Specific hours are located on the dining services website.

c. Dining Advisory Board
A Dining Advisory Board, made up of resident and non-resident students, plays an active role in the administration of this University service. The Board assists in the planning of the menus and evaluates new products prior to their being placed on the menu. The Board makes it possible for students to have a voice in what is served. Comments and suggestions are encouraged and will be considered. Contact a Student Government Association representative for more information about this Board.

d. Dining Hall May Close Due to Inclement Weather, Act of God, or any other Act not in the Control of the Provider.

If the university closes the dining facilities because of inclement weather, act of God, or any other act not in the control of the provider, the university will notify all students via the WEMS emergency notification system. The University will work to re-establish dining services and meal options as soon as possible.

VI. POLICIES AND REGULATIONS

The physical condition of the residence halls is a joint responsibility between the students and the staff. Both the residents and staff have a basic responsibility to see that rooms are maintained in a reasonable state of preservation and good repair in order that future residents may live in an area free of damage or inconvenience. This responsibility results in University inspections for health and safety issues. These hall inspections will occur periodically throughout the year.

Minimum standards and regulations are necessary and vital to the operation of any community. All rights are associated with responsibilities, which cannot be ignored. The following policies serve as guidelines for expected standards of student conduct.

a. Visitation Policy

Only residents, their guests and appropriate University personnel are allowed in the residence halls. All non-resident students and visitors in the residence halls must be accompanied by a resident of that building. In Stella and Elizabeth Halls, all visitors must be signed into the Guest Log in the Hall Office. Visitors must also be signed out when they leave. Residents may visit other residents in any hall without leaving a photo ID or receiving a guest pass, but they must sign in to the Guest Log and be escorted by a resident of that hall; visitation policies apply.

1. Visitation Hours and other Guidelines
   Monday – Thursday, and Sunday 12:00 pm – 12:00 am
   Friday and Saturday 12:00 pm – 1:00 am

2. Residents are responsible for seeing that their guests abide by all University policies while in the residence halls.

3. Visitors are permitted to park only in designated areas.
b. Summer and Vacation Time

During the summer terms and vacation periods, Hall Office hours will be altered. Some residence halls may close. New hours will be posted outside the Hall Office, and services may be limited during this time. Visitation will be the same as during the academic year. Adhering to the policy is the responsibility of the resident. Violators of the visitation policy may be subject to disciplinary action.

c. Overnight Visitors

1. Resident Guests

Residents may have guests in their room overnight. Only same sex guests may stay in resident rooms overnight and must be signed in as overnight guests in the Guest Log located in the Hall Office. Residents should obtain an agreement from their roommate when inviting an overnight guest. The Overnight Guest Request Form should be used for this request. This form is located in the Hall Office of each residence hall. With roommate and Hall Director approval, stay is limited to three nights. If conflicts develop, the Hall Director may ask the guest(s) to leave the residence hall. Guests staying more than three (3) nights must stay in one of the Guest Rooms in the residence halls, provided the Guest Rooms are not already occupied. There is a charge for use of the guest rooms. For more information see the DRL.

d. Lounges and Lobbies

Residence hall lounges are available for a wide variety of functions and activities. Individuals or organizations wishing to use these areas must make a reservation through the front desk at least 24 hours in advance. Guests or non-resident lobby users must follow the visitation hours and guidelines. All furniture and equipment in residence hall lounges and lobbies or other common areas are not to be moved from their locations.

e. Courtesy, Quiet Hours and Noise

Noise contained within a room is the concern of roommates, but noise traveling beyond the walls of a room is the concern of all residents. Residents and guests must respect the rights of the other members of the residential community. While the residential community is expected to govern itself with regards to noise in the residence halls; the housing staff will intervene if necessary. Designated hours are set aside to encourage the development of a study environment in the residence halls. During Finals Week, 24-hour quiet hours are in effect.

1. Courtesy Hours (24 hours)

General courtesy will always make it possible avoid problems relating to noise in the residence halls. Residents and guests in the residence halls must always be courteous to the rest of the residential community in the building regarding the issue of noise. If a resident or guest is asked to be
quieter, that individual or group is expected to grant the request. Failure to do so may result in disciplinary action.

2. Quiet Hours (10:00 p.m. to 10:00 a.m.)

Residents should be able to depend on a certain time each night to become quiet enough to sleep or study. There should not be any noise in the residence halls during quiet hours. Failure of any resident to abide by this policy may result in disciplinary action. Failure of a guest to abide by this policy may result in the RA or Hall Director asking the guest to leave the residence hall.

f. Solicitation

No non-University soliciting is permitted in the residence halls. Use of public areas and University rooms for operation of business or enterprise is prohibited. Exceptions must be cleared with the Dean of Students.

g. Posting and Advertisements in the Residence Halls

All postings must bear an approved University stamp. No posting will be approved unless it has the sponsoring groups contact information and it pertains to student life or University business. Posted flyers not approved will be removed and destroyed. Failure to do so may result in the suspension of the violating organizations posting privilege. In order post fliers, have the fliers stamped at the Student Life office.

Provide no more than two fliers per residence hall (six total fliers). The fliers will be posted in the halls by Residence Life staff. Please provide four business days to ensure that fliers are posted in a timely manner. University officials may revoke this privilege at any time.

h. Storage

Due to limited space and liability, Texas Wesleyan University does not provide storage for the personal property of students. Residents may store personal belongings in their rooms during times of occupancy, but may not store any personal belongings in common areas. Abandoned property in residence halls will be donated to charity. Contact the Office of Residence Life for details.

i. Privacy and Seizure

Texas Wesleyan has a responsibility to maintain standards of behavior that are acceptable for the institution and to protect its property. The right to privacy carries with it certain responsibilities: the obligation to avoid actions that disturb or intrude on the privacy of others, actions that are illegal or those that violate University policy. In residence halls provided by the institution, the Director of Residence Life or their designee may authorize entry to and search of a student’s room when such entry is deemed legally justified. Legally, housing administrators may make reasonable searches without a warrant in emergencies for necessary maintenance, inventory, health and safety inspections, or to enforce appropriate regulations that further the educational
mission of the institution. Such entry and search is made in the presence of the student(s) whenever possible. If the student(s) cannot be located, another University employee or a student witness will accompany the person authorized to enter the room. Except in certain emergency situations, officials conducting a search without a warrant will give notice of their identity and purpose, and will provide students with a written justification for the search. Whenever a housing staff member or maintenance staff enter a room when the student cannot be located, a standard note will be left to inform the student that his/her room was entered. The note will give justification for the entry, what was done, who was there and for how long.

During a room search, a resident may be directed to open a locked drawer or personal storage container (i.e. foot looker, suitcase). Failure to comply will result in the lock being removed by a member of the search party.

**Health and Safety Inspections will be conducted at least 1-4 times a semester.**

**j. Alcoholic Beverages**

Alcohol is not permitted in or on residence hall property. Any container that originally contained alcohol is not permitted either. Students should check with their RA or Hall Director to get approval in writing for collectable items associated with alcohol. The following are examples of acceptable collection items that are usually associated with alcohol: shot glasses, beer steins, champagne glasses, or mugs.

It is the responsibility of each resident to avoid being in the presence of alcohol or the use of alcohol in the residence halls. Residents are responsible for the actions and behavior of their guest/s. Violators of this policy are subject to disciplinary action. Please refer to section IX for further explanation of the University Alcohol Policy.

**k. Narcotics**

The possession or use of illegal drugs is not permitted on campus or in any of the buildings. If you violate the regulation or your behavior is affected by the use of drugs, you will be subject to disciplinary action.

The possession of prescription medicine is permitted only for those to whom the prescription was issued. All other possession of prescribed medicines is prohibited.

**l. Tobacco**

Smoking is not permitted in the residence halls at any time. Smokers are asked to avoid smoking directly outside the main entrances to the building out of courtesy to those entering or leaving the building. Designated smoking areas with ashtrays have been established outside the residence halls.

**m. Fire Safety Hazards**

Odor producing paraphernalia requiring the use of open flames (such as
candles and incense) are fire safety hazards and are prohibited. Halogen lamps are also a fire safety hazard and are not allowed in the residence halls.

Appliances with exposed heating elements, which could be left unattended for; long periods of time (such as simmering potpourris or scented light bulb rings) and which require heat to release the scent are also prohibited.

i. Warning: Residence hall wiring cannot accommodate an excessive number of electrical appliances. A maximum of five major appliances is allowed in each room. Major appliances include stereo, TV/VCR, computer, printer, refrigerator, and microwave. Microwaves must be used with an approved plug adapter. See the Hall Director for details. Small refrigerators may also be used in resident rooms. It is a resident’s responsibility to keep them clean and in proper working order. The use of a surge protector is recommended with any major appliance. Please see the Fire Safety brochure for additional information.

n. Fire Equipment Regulations
   Because it is imperative that fire and safety equipment function properly when it is needed, the following acts are prohibited:
   i. Tampering or playing with fire extinguishers, smoke detectors, exit lights or emergency lights
   ii. Tampering with or pulling a fire alarm under false pretense.
   iii. Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
   iv. Propping open stairwell fire doors.
   v. Obstructing halls and stairwells with furniture, debris, and other materials.

**RESIDENTS WHO JEOPARDIZE THE SECURITY OR SAFETY OF ANY STUDENT WILL BE SUBJECT TO SEVERE DISCIPLINARY ACTION. TAMPERING WITH FIRE EQUIPMENT OR ACTS OF ARSON CAN RESULT IN CIVIL PROSECUTION, DISCIPLINARY MEASURES, AND/OR POSSIBLE FINES.**

o. Lock-out Policy
   Between 7PM and 7AM the RA on Duty can provide lockout services. Residents can page their RA using the posted RA Pager number. From 7AM to 7PM residents should call Security to unlock their room. Security will unlock the room as soon as it is possible to do so. The resident may be requested to show identification and may have to wait several minutes. The first two lockouts will be free. After two lockouts, the resident will be charged $5. This lockout fee will be charged to the student’s account.

p. Mandatory Hall Meetings
   The Hall Director will conduct these at regular intervals during the fall and spring semesters. All residents are expected to attend these meetings. Each
resident will be held accountable for the information provided at the meetings even if they do not attend. Check your residence hall for times and dates.

q. Key Policy

Security of the entire Residence community and their belongings depends on each resident keeping his/her key safe. Anytime a resident key is lost or stolen, the core to the lock for his/her room door will be replaced and the student will be assessed $35 for each core. The resident will also be charged $7 for the replacement of each key, including the roommate’s key(s), if applicable. These fines are non-refundable. If a swipe card or fob is lost or stolen, the replacement cost is $30.

r. Community Assessment

It is important each student complete a Room Condition Form (RCF). Students can be assessed community charges and should be familiar with section XIV (Care of Facilities) section of their housing contract.

VII. CHECK-OUT

Residents must check out of the residents hall each semester 24 hours after their last final if they will not be living on campus for the next semester. Residents who are participating in graduation will be allowed to remain in the hall until 7pm the day after graduation for the Fall semester and the Spring semester. Failure to officially check out on time will result in a $100 Improper Checkout Fee. Residents may also be charged an additional daily fee if all of their belongings have not been removed.

a. Procedure

When moving from the residence hall, the resident should first set up a check-out time with their Resident Assistant then move all personal property from the room and clean it for inspection. Proper checkout is always by appointment only. The resident should then meet the Resident Assistant, who will inspect the room for damage and/or shortages and accept the key from the resident. Until the checkout procedure has been properly completed, charges will continue to incur and the resident is still responsible for the condition of his/her room and payment of his/her room and board. The following checkout procedure must be followed in order for the resident to be cleared from the hall:

1. Schedule the checkout with the RA at least 24 hours in advance of the checkout.
2. Remove all personal effects from the room. The University is not responsible for any property left in a room once the student has moved out, not returned for the following semester, or the contracted term has expired, whichever comes first.
3. Clean room thoroughly, including the floor.
4. Bag all trash and place it in designated trash areas.
5. Clean sink and bathroom where applicable.
6. Return all furniture in the room to its original arrangement.
7. Have room inspected by the Resident Assistant, by appointment only.
8. Complete and sign paperwork.

9. Return the keys to the RA. Failures to return the keys will result in a $70 re-key charge.
10. Complete a deposit refund application if not returning to on campus housing in the next 12 months.
11. Give room key and the deposit refund application to the RA.
12. Contact the mailroom at 817-531-4409 for forwarding information. Mail will not be held for former residents and will be returned to the sender.

VIII. SECURITY ISSUES

a. University Issued Identification
All students, faculty, and staff of Texas Wesleyan University are required to carry a University issued identification card at all times. The identification must be produced when requested by a University official. IDs are made at the circulation desk of the West Library during regular business hours.

b. Building Security
All outside residence hall doors will remain locked at all times. HDs must approve any exception to this rule. Residents’ room keys will open these doors. These doors are not to be propped open. Each resident is responsible for keeping the doors locked and is prohibited from allowing non-residents entry except through the visitation policy. Each resident must carry his/her Texas Wesleyan identification card while on the campus. Residents are required to show their ID cards for identification purposes when asked to do so by University officials.

c. Key Control
Each resident is responsible for keeping university issued keys in their possession at all times. Keys are not to be given to anyone who is not a resident of the room for which that key is made.

d. Securing Valuables
Each resident is responsible for the security (regular locking) of his/her room and reporting any lost keys or locks that do not work properly to the front desk. Items of value should be secured at all times. Students may have valuables engraved for identification with an engraving tool provided by campus security. The University police liaison will assist students with this procedure. The University is not responsible for the theft of personal belongings. Residents are strongly urged to take out insurance coverage for
their personal property and to photograph and pursue other means of protecting possessions. Residents are encouraged to check their parent’s homeowner’s insurance policy, as many times it will cover property in University housing.

e. Theft and Personal Liability

Students are encouraged to immediately report all losses and thefts to security and the residence hall staff. The best guard against property loss is to keep doors locked at all times. Residents are liable for personal injury or damage that occurs in their room. Each resident is encouraged to carry adequate personal insurance and renter’s insurance. In some cases, parents’ homeowner’s insurance may provide adequate coverage. Any student involved in theft will be subject to disciplinary action that could result in suspension or removal from the hall.

f. Room Inspection and Damage Assessment

Each student is liable for full payment for any loss or damage to the room, furnishings or public use areas provided by the University. Residents may be required to forfeit portions (divided equally among residence hall students) of their room and damage deposits for public area damages when responsible parties cannot be identified. Individual rooms should be kept clean and repair requests should be made promptly. The University reserves the right to enter rooms for maintenance repairs and/or inspections.

g. Individual Accountability

Each resident should play a proactive role in the residence halls. If others are observed abusing the facilities or violating University policy, the witness shall report the incident to a hall staff member. Every measure will be taken to ensure anonymity.

h. Safety of Person and Property

Students must ensure and take responsibility for their own safety and the safety of their property by practicing fundamental crime prevention techniques. The University is not responsible for loss or theft of personal property. It is recommended that students carry applicable insurance to cover potential losses.
CAMPUS SECURITY
January 1, 2013 through December 31, 2013
Texas Wesleyan University is required by the Jeanne Clery Act to disclose campus security policies and crime statistics.

This report applies to the main campus. The campus is defined as property either controlled or owned within the same reasonably contiguous area, and used by the institution in direct support of, or related to, its educational purpose.

The security manager will provide the annual report. In addition, it will be published in appropriate handbooks, and disseminated to students and employees. Any questions should be directed to the security manager by calling (817) 531-4251 or (214) 675-7593.

Campus security policy statements and crime statistics for 2012 can be found on the security website at: http://txwes.edu/security/#securityreportandstatistics

On October 1, 2014, the policy statements for 2013 will be available at: http://www.txwes.edu/facilities/security/#securityreportandstatistics and click on the Historic Campus Report link.

The crime statistics for 2013 are listed on the next page.
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</table>

Hate Crimes - There were no (0) reported crimes classified as Hate Crimes involving prejudice based on bias.

*Per Clery reporting requirements residential facilities (*Res) is a sub category of on campus facilities. Offenses, arrests, and disciplinary referral counted in the "Res" category are also counted in the "On" category, but are not double counted in the early total.
Texas Wesleyan University
Annual Security and Fire Report

FIRE SAFETY SYSTEM
A description of the fire safety systems for each on-campus student housing facility is described as follows:

**West Village** – There is a pressurized sprinkler system throughout the complex that is activated by heat or smoke. The fire system is monitored by Central Alert. Fire extinguishers are present and inspected annually.

**Stella Russell Hall** – Individual, stand-alone smoke detectors are present in each room. Fire extinguishers are present and inspected annually.

**Elizabeth Means Armstrong Hall** - Individual, stand-alone smoke detectors are present in each room. Fire extinguishers are present and inspected annually.

FIRE DRILLS
Each on-campus student housing facility holds two fire drills each year, one each semester.

PORTABLE ELECTRICAL APPLIANCES, SMOKING AND OPEN FLAME POLICIES
Resident hall wiring cannot accommodate an excessive number of electrical appliances; therefore, students are allowed a maximum of five major appliances in each room. Odor producing paraphernalia requiring the use of open flames (such as candles and incense) are fire safety hazards and are prohibited. Smoking is not permitted in the residence halls at any time. Smokers are asked to avoid smoking directly outside the main entrances to the building out of courtesy to those entering or leaving the building and in accordance with city regulations. Designated smoking areas with ashtrays have been established outside the residence halls.

STUDENT HOUSING EVACUATION PROCEDURES
All students shall be familiar with building exits in their residential halls. In the event of a fire or other emergency situation, students shall evacuate the building using the nearest exit, in an orderly manner. Elevators should not be used. All students shall meet in a pre-designated area far away from all residential halls to ensure safety. The building shall not be reoccupied until appropriate authority (usually the fire department) approves.

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS
Campus Security Department provides training each semester for university housing staff, housing director, and security officers. Fire drills are implemented each semester and, after each drill, all staff and officers meet to have a debriefing to discuss areas of improvement concerning drills.
New employees shall be trained by the assistant to the dean regarding the Emergency Action Plan as part of their new employee orientation. Each employee will be provided a copy of the plan at that time.

**FIRE REPORTING CONTACT LIST**

Following is a list of titles of each person or organization that individuals should report that a fire has occurred:

- Security Manager
- Maintenance Manager
- Director of Facilities Operations
- Associate Vice President – Facilities & HR
- Residence Life Director
- Dean of Students
- 911 Emergency Line – Fort Worth Fire and Police

**FUTURE IMPROVEMENTS**

There is nothing to report at this time.
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<tr>
<th>Cause Category</th>
<th>Elizabeth M. Armstrong Hall</th>
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2011 Fire Statistics - On Campus Housing Facilities

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