TEXAS WESLEYAN TRADITIONS

I. ROBING CEREMONY
From the time this institution was founded in 1890, a strong bond has united members of the faculty with members of the student body. This class relationship has developed because of the desire of the faculty to teach more than the subject matter, and because Texas Wesleyan University students have wanted to learn and understand the beliefs, philosophies and attitudes of the instructors and professors. Throughout the more than 100 years of the University’s history, it has been recognized that if the student is to receive an education and if the faculty is to maintain an appropriate perspective on that process, this relationship must exist.

The Senior Robing Ceremony, an academic convocation that had it’s beginning in 1927, expresses this warm and interdependent relationship between faculty and student. By asking a faculty member to vest him or her, the senior acknowledges the importance of this crucial interpersonal process.

The ceremony has made a significant contribution to the rich heritage of the University; it is a vital part of the concluding activities of the student’s undergraduate career. Senior students eligible for graduation and thereby participation in the Robing Ceremony may select a person who has been meaningful to them for vesting of the Robe at the Robing Ceremony preceding the graduation program. Persons eligible to vest a student must be eligible to wear academic regalia. Persons eligible include all faculty, full or part time; staff who hold faculty rank or position on the academic council; and directors of Admissions and Financial Aid or Student Life.

II. GUARDIANS OF THE GOLDEN SHEARS
Founded in 1938, the Guardians of the Golden Shears are one of Wesleyan’s oldest traditions recognizing students for their academic and extracurricular leadership. Honorees are selected during the semester by the organization’s executive committee and presented with the certificate and emblem during University events and activities.

III. CHAPEL SERVICE
These non-denominational services seek to bring together the Wesleyan community in the chapel of the Polytechnic United Methodist Church for times of praying, singing and worship. The Wesleyan community is challenged in their faith to commit themselves to the calling of Christ upon their lives. Speakers include students, faculty, staff and area pastors with special music provided by volunteers. Area churches provide a free lunch following chapel. Everyone is welcome! Chapel is every Tuesday during free period.

IV. SPRING BREAK WORK TRIP
The Spring Break Work Trip is a chance for students to get involved in various ministry opportunities beyond the Fort Worth area. Through refurbishing homes, teaching and ministering to children, working for disaster relief depots, and so forth, students are given the opportunity to interact and minister to peoples from different walks of life and from different states/countries. Past trips have gone to places such as Alaska, Mexico and Costa Rica.
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 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 pending approval of the Board of Trustees and without prior notification.

I. PURPOSE OF THE CODE

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 TWU student body. Procedures have been designed to provide a fair and reasonable judicial process. Enrollment in the University requires that the student accept the student conduct code 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 discipline response is to educate the student, change future behavior and protect the rights of others in the community.

II. AUTHORITY FOR DISCIPLINE

The Dean of Students has primary responsibility and authority for the administration of student discipline. The Dean of Students may designate members of their staff or a committee comprised of faculty and staff to investigate, process and administer decisions regarding student discipline.

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 disciplinary action, 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 and Discipline at any time without prior written notice. In addition, appropriate University officials may modify the Code at any time in order to affect justice. Such changes will be distributed to the University community, including students, in a timely manner.

V. UNIVERSITY COMMUNICATION
TWU 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. 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. ACADEMIC MISCONDUCT
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. Examples of academic misconduct include, but are not limited to, the following:

I. Cheating: The unauthorized use of materials, devices or information on an academic exercise.
Examples of cheating include submitting another’s work as one’s own, using unauthorized notes or electronic devices during an examination, changing or altering a score in any way, stealing an examination or answer key, or allowing another person to complete one’s assignment.

II. Fabrication and Falsification: The inaccurate presentation of data in an academic exercise.
Examples of fabrication and falsification include creating false data for a laboratory exercise or falsifying citations of sources used.

III. Facilitation and Collaboration: The unauthorized aiding of another student in her/his academic exercises or allowing another student to violate academic integrity.
Examples of facilitation and collaboration include knowingly allowing another student to cheat, completing another student’s academic work, or conducting group work when not allowed by a professor.

IV. Interference: Any act that prevents other students from completing their
academic work or prevents their work from being evaluated fairly.

Examples of interference include defacing library or university material in a way that prevents others from using it, defacing another’s work offering bribes or threats to influence grading of academic work, or intentionally disrupting the academic process.

V. Plagiarism: The use of the words, ideas, and data of others without giving credit to that person.

Examples of plagiarism include failing to provide proper citations for ideas, facts, opinions, theories, or statistics, or presenting these as one’s own, or submitting work previously submitted to another course when not allowed by professor.

CONSEQUENCES OF ACADEMIC MISCONDUCT
What the student should do when academic misconduct is suspected:
1. Attend the preliminary meeting with the instructor. Failure to attend this meeting is considered an additional violation.
2. Remain calm and listen to the evidence of academic misconduct being presented.
3. Present student’s point of view.
4. If the instructor imposes sanctions, obtain a copy of the Report Form for Allegations of Academic Dishonesty from the instructor.
5. If sanctions are imposed and if the student disagrees with the alleged misconduct and/or the sanctions, the student may file a written appeal. A copy must be submitted to the instructor, the dean of the school, and the Dean of Students within one week of receiving the Report form for Allegations of Academic Dishonesty from the instructor.
6. Attend hearings and/or appeals as required by this policy. Unless requested by the instructor or student, there are no official hearings for first-time offenses.

OFFICIAL HEARINGS AND APPEALS
The University Judicial Board hears appeals cases as well as repeat, multiple and severe allegations. The instructor or student can also request an official hearing for a first-time academic integrity violation. Hearings are conducted in the same manner as non-academic misconduct cases. A copy of the procedures for academic integrity hearings may be obtained from the Office of the Provost or the University website. Judicial boards will strive to complete proceedings within 10 days of receipt of the report of violation.

Any appeal of decisions of the University Judicial Board (UJB) is made to the Provost. The student must submit a written appeal with explanation to the Provost, the instructor, the dean of the school and the Dean of Students within 7 days of the University Judicial Board’s decision. The Provost’s decision is final.

No grade penalty can be assigned by the instructor until the case and all appeals are resolved. If the charges cannot be resolved prior to the end of the semester, the instructor will assign the grade of “I” (Incomplete) until the case is resolved.
SANCTIONS FOR ACADEMIC MISCONDUCT
Sanctions for academic misconduct are intended to educate the student, change inappropriate behaviors and assure that the severity of the sanctions fit the misconduct. Sanctions for academic misconduct may include one or a combination of the following, at the instructor’s discretion:

1. An oral reprimand
2. A written reprimand
3. An additional assignment to replace the work;
4. No credit given for the work;
5. Lower or failing grade for the particular assignment, exam, or course;
6. Removal of student from the course in progress.

Sanctions that may be given by the University Judicial Board and Provost include all of the above, plus the following:

1. Removal of student from the program, major, school, or University;
2. Withdrawal of the degree or academic credit bestowed;
3. Disciplinary probation (with length of time and conditions return specified).

APPEALS PROCESS
The University’s current appeal process will be utilized for academic misconduct. Student must submit a written explanation for appeal within 7 days from the time the student receives from the instructor a copy of the completed Report Form for Allegations of Academic Misconduct. This form is completed by the instructor after the preliminary meeting with the student, and the form is submitted to the dean of the school, the Dean of Students, and the student. The Dean of Students will then notify appropriate persons, including the J-Board Chair, that an appeal has been submitted. The appropriate administrator or J-Board Chair will notify the student and involved instructor of the hearing time and location. The J-Board will submit to the student, the instructor, the dean of the school, and the Dean of Students a written report of its decision. This written report should be finished within 5 days of the actual hearing (or as quickly as is practical).

If the student requests a second appeal, he/she must submit another written explanation of why he/she is appealing the decision of the UJB, and the written explanation must be submitted to the instructor, the dean of the school, and the Dean of Students. This written explanation should be submitted within 7 days of the time the student receives the written report from the J-Board hearing the first appeal. The Dean of Students will notify the J-Board Chair of this second appeal, and the Chair will notify the student and instructor of the hearing time and location. The J-Board will, after its deliberations, submit a written report of its decision to the student, the instructor, the dean of the schools, and the Dean of Students.

The student’s third and final appeal is to the Provost, whose decision is final. The third appeal must also be accompanied by a written explanation of why the student is requesting this appeal, and the written explanation should be
presented to the appropriate individuals within 7 days of the time the student received the written report from the J-Board hearing the second appeal.

No grade penalty should be assigned by the instructor until the case is finally resolved, including the processes of hearing the student's appeal, if any. If the charges cannot be resolved prior to the end of semester, the instructor should assign a grade of “I” until such time the case is resolved.

**RECORD KEEPING**

All records regarding alleged violations and academic judicial procedures are confidential. The Dean of Students will keep the academic discipline records, and such records will be kept in a locked file separate from other student records and will not be maintained on networked servers.

All sanctions shall be notated and shall remain on the record of the student for a minimum of two years. In the case of the severest sanctions (suspension or expulsion), the notation shall remain on the student’s record (transcript is an option) for a minimum of three years. After the minimum time has elapsed, the student may petition the Dean of Students for removal of the sanction notation from the permanent record maintained with the Dean of Students. This provision shall not, however, prohibit any program, department, or School within the University from retaining records of violations and reporting violations as required by their professional standards.

**B. STUDENT INTEGRITY**

Honesty and integrity are foundational within an academic institution, and are crucial for the educational community’s ability to develop students to their full potential. As such, dishonesty in any form will result in disciplinary action. Integrity violations include but are not limited to:

1. Furnishing false or misleading information to any University office or official.
2. Forgery, alteration or misuse of any University document, record or instrument of identification.
3. Tampering with the election of any University-recognized student organization.
4. Unauthorized entry, attempted entry or use of university buildings, property, facilities, equipment, supplies or resources.
5. Attempted or actual theft of personal property of a member of the University community or of a campus visitor.
6. Knowingly accessing a computer, computer network, computer system or telephone system beyond the standard assigned and/or accepted permissions.
7. Unauthorized possession, duplication or use of University keys.
8. Conspiring, planning or attempting to achieve any of the above acts.

**C. COMMUNITY SOCIAL MISCONDUCT**

Community Social Misconduct is defined generally as any action(s) that threaten the well being of the community, its integrity or the teaching and learning
environment. Examples of these violations include but are not limited to:

1. Interfering with or disrupting any University event, business activity or educational purpose.
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. Use or possession of ammunition, firearms, guns, fireworks, airsoft guns, air rifles, corrosive or explosive chemicals, or other objects that are dangerous, flammable or that could cause damage by fire or explosion to persons or property.
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, and/or cyber harassment.
6. Indecent, inappropriate, lewd or obscene behavior or language.
7. Use, possession or distribution of alcoholic beverages on campus is prohibited except for designated areas. Public intoxication on University Property or at university events is prohibited. Please refer to section IX for further explanation of the University Alcohol Policy.
8. Students found under the influence of, in possession of, manufacturing of, or distribution of illegal drugs and controlled substances.
9. Violation of federal, state, civil or criminal laws or city ordinances, regardless of whether the act occurred on or off campus.
10. Conspiring, planning or attempting to achieve any of the above acts.

D. FAILURE TO COMPLY TO UNIVERSITY BILLING AND DIRECTIVES

Actions including but not limited to:

1. Issuance of a check without sufficient funds
2. Failure to fulfill financial and legal obligations to the University
3. Failure to comply with reasonable directives of University officials, faculty or staff members acting in the performance of their duties.
4. Failure to comply with sanction(s) imposed pursuant to the Disciplinary System or by the University.
5. Conspiring, planning or attempting to achieve any of the above acts.

VII. DISCIPLINARY SANCTIONS (NON-ACADEMIC)

A. WARNING

A verbal or written warning is a disciplinary measure that may be used to alert the student to the fact that violations of University policies have occurred. The formal warning carries the message that continued or repeated violations may result in more severe sanctions.
B. DISCIPLINARY CONTRACT
A disciplinary contract may include, but is not limited to the following sanctions:

1. A written warning that future misconduct will bring specific consequences.
2. Disciplinary Probation - Disciplinary probation is normally included in the sanction of a guilty verdict.
   A student placed on Disciplinary Probation will be given a written notice that defines the length and terms of the probation period. If a student is on disciplinary probation and he/she is found guilty of the same type of violation, the student will face greater sanctions that could include up to suspension from the University or removal from residential housing. If the student is on disciplinary probation and he/she is found guilty of another type of subsequent violation, the sanction will be greater than if he/she were not on probation.
3. A prohibition against holding any elective office on campus or representing the University off campus in an official capacity.
4. The loss of specific privileges.
5. The payment for damage caused (restitution).
6. Fines.
7. Community service.
8. Referral to on-campus assessment or counseling.
9. Assessment by non-University agencies regarding substance use or abuse, paid by the student.
10. The study of material or the preparation of a written or oral report related to the conduct.
11. Removal from University housing.
12. Suspension from the University.

C. EXPULSION
Expulsion is the dismissal of a student from the University. Students expelled also must leave the campus within 24 hours or earlier, if the disciplinary authority directs.

VIII. PRIOR VIOLATIONS
Prior violations will not be considered in determining guilt in a current case. If the student is found guilty, prior pertinent guilty verdicts and sanctions will be considered in the sanctioning.

IX. RESPONSE TO OFFICIAL NOTICES
It is the student’s responsibility to immediately honor any reasonable request from a University official. For instance, promptly showing his/her student I.D. card when requested by security personnel, promptly responding to requests from faculty and staff members and following instructions given by University personnel. Failure to respond to a University official knocking on a resident’s door is considered a violation of the University’s Code of Student Conduct and Discipline.
X. 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.

XI. WEAPON POLICY
Students shall not carry a weapon on University property. Weapons include but are not limited to: BB/pellet guns, paint guns, air guns, air soft guns, tasers, knives, 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.

DISCIPLINARY SYSTEM
(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 and Discipline. Student conduct that violates these laws or policies may result in University disciplinary sanctions. The purpose of the Disciplinary System is to provide a fair, educational process for accountability of student conduct; 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 and Discipline.

II. STRUCTURE
A student alleged to have committed 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 disciplinary proceedings are being instituted.
2. The nature of the alleged misconduct.
3. The copy of the report, with the identity of the accuser blocked to protect anonymity
4. The location, date and time of the meeting and with whom it will be held.

A. PRELIMINARY MEETING

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

At this preliminary meeting, the student will select which disciplinary track option he/she would like to utilize within the Disciplinary System. If the Judiciary Board is not formed or is reasonably unavailable to meet, then the student will choose 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 judicial 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 disciplinary authority selected.

Waiver of Hearing Due to Guilty Plea

A student may waive the right to a three-class day minimum on the administrative track if it is convenient to the appropriate administrator. This can be done if the student admits to the violation(s) at the preliminary meeting and he/she would like the matter to be heard immediately following the meeting. The waiver of the three-class day minimum will be documented in the disciplinary letter/contract.

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. The student will waive his/her privilege to select a disciplinary track. He/she will be assigned a disciplinary track, date, time and location for an official hearing. A new letter will be sent to inform the student of his/her hearing. A copy of the incident report will be included with the letter. If the student fails to appear at the selected or assigned official hearing, he/she will forfeit his/her right to a hearing and will be tried in absentia. In addition, the disciplinary authority shall assume that the student committed the alleged acts of misconduct and issue appropriate disciplinary sanctions. The sanction, plus a $25 hearing charge, will be levied for such non-attendance.
C. FORMAL HEARING

1. Administrative Track (Administrative Hearing)

Students selecting this administrative track will have a Student Life staff member hear his/her case. The hearing date will be established at the preliminary meeting. The Hearing will be within three (3) class days unless waived by both parties.

2. Judicial Board Track (J-Board Hearing)

Students selecting the J-Board track will have his/her case heard by members of the appropriate J-Board if that board is officially formed. A staff member will notify the J-Board Chair if the student selects the J-Board 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. The hearing procedures utilized will be those stated elsewhere in this Handbook.

A. Duties of J-Board Members - Members of the J-Board pledge themselves to:

i. Ensure that the policies of the University are maintained by conducting a fair hearing of alleged violations of the Code of Student Conduct and Discipline.

ii. Provide an appropriate response and, as needed, penalize persons found responsible for violations of the Code.

iii. Maintain impartiality regarding the subject matter and/or student(s) under review. If the member is unable to do so, he/she should promptly withdraw from consideration of the matter.

iv. Act as neither an advocate for the student or for the University, but to consider fairly the needs of individual students and student groups and the needs of the University community as a whole.

v. Maintain the confidentiality of all details pertinent to all matters and all actions related to a hearing, and not to comment on actions or persons involved in any J-Board hearing.

vi. Participate in J-Board training sessions and meetings for the purpose of fulfilling their responsibilities under the Judicial Code.

vii. Adhere to all provisions of the Judicial Code. The Dean of Students may suspend J-Board members charged with a violation of the Judicial Code, the Code of Student Conduct and Discipline, or with criminal offenses.

viii. Report attempts to influence a judicial decision to the Student Government’s Chief Justice and the Dean of Students.

ix. Inform the Dean of Students and submit a letter of resignation if they find themselves unable to meet the requirements of the Judicial Code.
B. Duties of J-Board Chair - The Chair of the J-Board shall, as soon as practical after receipt of notification of the selection of the J-Board track:

i. Notify all J-Board members of the selection and provide copies of the incident report to all members.

ii. Notify, in writing, all J-Board members, the Dean of Students and the student of the time, date and place of the J-Board hearing.

iii. Summon witnesses on behalf of the J-Board, if the Chair determines it is necessary. A witness’ refusal to obey the summons may subject the witness to disciplinary action upon the recommendation of the J-Board. Parties appearing before the J-Board have the responsibility to assure the attendance of their own witnesses.

iv. Preside over the hearing before the J-Board and assure compliance with appropriate procedures. Hearing procedures may be modified by the Chair if, in his/her judgment, such deviation is necessary to effectuate justice.

v. Provide a written statement to the student and Dean of Students within a reasonable time (customarily five class days after completion of the hearing), stating the determination and disciplinary sanctions, if any.

3. Hearing Procedures for Non-Academic Violations

A. All Hearings

Except as otherwise noted, the following procedures apply to all non-academic disciplinary hearings, regardless of track selected. The term “disciplinary authority” shall mean, as the case may be, the J-Board or the administrative personnel conducting the hearing.

i. All hearings are closed to the public.

ii. A representative from the Office of Student Life will present the case on behalf of the University to the appropriate J-Board hearing.

iii. A recording of the administrative hearing can be made upon request. Tapes will be retained as a part of the hearing file.

iv. Transcripts will be made at the written request of the Dean of Students or the student, the cost to be borne by the one requesting the transcript.

B. J-Board Hearings

i. A quorum of the J-Board shall be present during the course of the hearing and must include at least one student.

ii. A tape recording shall be made of all J-Board hearings. Tapes will be retained as a part of the hearing file.

iii. The Chair of the J-Board will open the meeting by introducing the J-Board members and by asking each party, i.e., the University and the student, if there is an objection to any member. The objection, if
any, shall provide a factual basis for the request that a member should not serve. The Chair will decide whether to remove the member based on the objection. In such case, a replacement will be chosen by the Chair if a quorum is not otherwise present to hear the case.

iv. The Chair will advise the student of the hearing procedures and his/her right to make a statement, call and question witnesses and have an adviser of his/her own choosing present. The adviser can be a parent, or other individual. However, the adviser may not participate directly in the hearing; only the student may speak and ask questions on his/her behalf.

v. Legal rules of evidence do not apply in any hearing before the Chair.

vi. The burden of proof rests with the person or entity alleging that a violation has occurred.

vii. The standard of proof is a preponderance of the credible evidence.

viii. The Chair shall review, in the presence of the student and the Student Life representative, the allegations against the student.

ix. The disciplinary authority shall then call upon the Student Life representative for a formal statement and for questioning by the J-Board and the student.

x. The Chair shall then call upon the student for a formal statement and for questioning by the J-Board and the Student Life representative.

xi. The disciplinary authority shall then ask the Student Life representative if he/she cares to introduce witnesses, in which event the Student Life representative, the student and members of the J-Board respectively, shall have the right to question them. After the initial questioning of a witness, additional questions may be asked with the permission of the Chair.

xii. After hearing all witnesses, a concluding statement will be made by the Student Life representative and then the student. No further questions shall be asked during the closing statements.

xiii. Previous discipline records of the student may not be used in any hearing until after a determination of misconduct has been made. If a finding results that a student has committed an act of misconduct, the previous disciplinary record, if any, may be considered in assessing disciplinary sanctions.

xiv. Following the concluding statements, the Chair shall request that everyone other than the J-Board members leave the room. The Chair shall preside over deliberations and may vote in case of a tie.

xv. The Board shall deliberate and voice opinions. A secret ballot shall be taken to decide whether the student has violated the Code of Student Conduct and Discipline. A majority vote will control.

xvi. If the determination that no violation has occurred, the Chair shall
dismiss the disciplinary matter.

xvii. If a guilty verdict is determined, the J-Board will then need to assess appropriate disciplinary sanctions. Before the J-Board discusses the possible sanctions, the Student Life representative and the student will be called back into the hearing room. The Chair will ask the Student Life representative for a statement of all prior convictions of the student and the sanctions levied on each infraction.

xviii. After the J-Board has gathered the needed information, the Chair will clear the room for final deliberation on the sanction. The deliberation shall continue until a majority vote has been obtained on the appropriate sanction.

xix. When the deliberations are concluded, the student and Student Life representative shall be called back into the hearing room and informed of the decision by the Chair. The Chair will forward a written statement to the student and Student Life representative within five class days after completion of the hearing. The written statement will declare the determination with regard to the verdict and sanctions, if any.

xx. The appropriate staff member will be responsible to forward the J-Board’s decision to the student.

xxi. The student’s written selection of the disciplinary track, the determination and the tape recording of the hearing shall be made a part of the student’s confidential file in the Office of Student Life.

4. Disciplinary Contract

1. Upon a guilty verdict, the appropriate Student Life staff members will develop and forward a disciplinary contract to the student. The student must sign and return the contract within three (3) class days if he/she does not wish to appeal the decision. The disciplinary contract must be signed after the final decision. The student will be given a copy of the contract.

2. Failure to sign and return the disciplinary contract within five business days of receipt of the contract will be considered a new violation.

3. The appropriate staff member will ensure the assigned sanctions are followed. Failure to abide by the disciplinary sanctions (completed by the established time) will be considered a new violation. If found guilty, the student could be removed from the residence halls or suspended from the University.

D. APPEAL PROCESS

Whenever a verdict and disciplinary sanctions have been determined by either the Administrative track or the J-Board track, the student may appeal the decision to the next level for just cause. The student must, within three (3) class days from the date of receipt of the written determination statement, complete
and submit to the Dean of Students a written request for appeal. The request must set forth specifically the following:

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

The Dean of Students will forward a copy of the written request for appeal to the appropriate administrator or J-Board Chair. The administrator will review the appeal. The J-Board Chair will review the appeal with the J-Board members. A majority vote of the J-Board will determine their decision. The administrator and J-Board members will grant or deny the request on the following:

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

Requests will not be granted solely on the fact that the student disagrees with the determination. If the request for appeal is denied, the original decision will be upheld and this ends the appeal process in the disciplinary system. If the request for an appeal is granted, the appropriate administrator or J-Board will hear the case. The appeal case will be heard; de novo, and any of the following actions may be taken:

1. Acceptance of the original decision without modification.
2. Acceptance of the original decision with modification.
3. Rejection of the original decision and imposition of a new decision
4. Dismissal of the matter.

The decision of the De Novo hearing is final. This ends the appeal process in the disciplinary system. Decisions of the disciplinary authority (i.e., after exhaustion or expiration of the appeal process) resulting in conviction and disciplinary sanctions 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 Disciplinary System in his sole judgment.

In addition, notwithstanding the Disciplinary System, 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.

III. SUPPLEMENTAL
A. REMOVAL OF RESIDENT FOR SUBSEQUENT VIOLATIONS

A resident who is on disciplinary probation and is found guilty of that same type of violation will be removed from the residence hall within 48 hours. A
student with a pending appeal must check in with the Dean of Students no less than once every 48 hours.

B. ABROGATION OF RIGHTS DURING APPEAL

A student who is appealing a decision may remain in the residence hall, in class or on campus during the appeal process. These rights are abrogated if for any reason (explosives, hazardous material, firearms), in the sole judgment of the Dean of Students a student endangers the safety of other students, faculty or staff or threatens damage to University property. That student will be removed from University property. If the student lives in the residence halls, he/she will be removed immediately. As soon as the situation is brought to the attention of the Director of Residential Life, he/she will notify Campus Security, and, if warranted, the local police. If so determined, the student will have one hour, in the presence of Campus Security and a police officer (if necessary), to vacate the premises with his/her personal effects. If the police remove the student, he/she will have one hour upon his/her release to collect personal effects (in the presence of Campus Security or a police officer). The student will go through the Disciplinary System within two business days. Cases that cannot be heard by a J-Board in a timely fashion will be presided over by the administrative track. Examples of this would be alleged violations during finals week or the summer months.

UNIVERSITY ACADEMIC

JUDICIAL BOARD

Hearing Process and procedures:

If there is a hearing, the Dean of Students will notify the Chair of the University Judicial Board 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.

A. Duties of University Judicial Board Members – Members of the University Judicial Board pledge themselves to:

I. Ensure that the policies of the University are maintained by conducting a fair hearing of alleged violations of the Academic Integrity Policy.

II. Provide an appropriate response and, as needed, penalize persons found responsible for violations of the Policy.

III. Maintain impartiality regarding the subject matter and/or student(s) under review. If the member is unable to do so, he/she should promptly withdraw from consideration of the matter.

IV. Act as neither an advocate for the student or for the University but to consider fairly the needs of individual students and student groups and the needs of the University community as a whole.

V. Maintain the confidentiality of all details pertinent to all matters and all actions related to a hearing, and not to comment on actions or persons involved in any University Judicial Board hearing.

VI. Participate in University Judicial Board training sessions and meetings for the purpose of fulfilling their responsibilities under the Academic Integrity Policy.
VII. Adhere to all provisions of the Academic Integrity Policy. The vice President of Student Services may suspend University Judicial Board members charged with a violation of the Academic Integrity Policy, the Judicial Code, the Code of Student Conduct and Discipline, or with criminal offenses. This duty may be delegated to the Dean of Students.

VIII. Report attempts to influence a judicial decision to the Student Government's Chief Justice and the Dean of Students.

IX. Inform the Dean of Students and submit a letter of resignation if they find themselves unable to meet the requirements of the Academic Integrity Policy and related hearing procedures.

B. Duties of University Judicial Board Chair – The Chair of the University Judicial Board shall, as soon as practical after receipt of notification of the need for a hearing:

I. Notify all University Judicial Board members of the hearing and provide copies of the incident report to all members.

II. Notify, in writing, all University Judicial Board members, the Dean of Students and the student of the time, date and place of the University Judicial Board hearing.

III. Summon witnesses on behalf of the University Judicial Board, if the Chair determines it is necessary. A witness’ refusal to obey the summons may subject the witness to disciplinary action upon the recommendation of the University Judicial Board. Parties appearing before the University Judicial Board have the responsibility to assure the attendance of their own witnesses.

IV. Preside over the hearing before the University Judicial Board and assure compliance with appropriate procedures. Hearing procedures may be modified by the Chair if, in his/her judgment, such deviation is necessary to effectuate justice.

V. Provide a written statement to the student and Dean of Students within a reasonable time (customarily five class days after completion of the hearing), stating the determination and disciplinary sanctions, if any.

C. Hearing Procedures:
Procedures apply to the University Judicial Board (the “Board”)

1. All hearings are closed to the public.

2. A representative from the Office of Student Life will present the case on behalf of the University to the University Judicial Board hearing.

3. Transcripts will be made at the written request of the Dean of Students or the student, the cost to be borne by the one requesting transcript.

4. A quorum of the Board shall be present during the course of the hearing and must include at least one student.

5. A tape recording shall be made of all Board hearings. Tapes will be retained as a part of the hearing file.

6. The Chair of the Board will open the meeting by introducing the Board members and by asking each party, i.e., the University and the student, if there is an objection to any member. The objection, if any, shall provide a factual basis for the request that a member should not serve.
The Chair will decide whether to remove the member based on the objection. In such case, a replacement will be chosen by the Chair if a quorum is not otherwise present to hear the case.

7. The Chair will advise the student of the hearing procedures and his/her right to make a statement, call and question witnesses and have an adviser of his/her own choosing present. The adviser can be a parent or other individual but not an attorney. However, the adviser may not participate directly in the hearing; only the student may speak and ask questions on his/her behalf.

8. Legal rules of evidence do not apply in any hearing before the chair.

9. The burden of proof rests with the person or entity alleging that a violation has occurred.

10. The standard of proof is a preponderance of the credible evidence.

11. The Chair shall review, in the presence of the student and the Student Life representative, the allegations against the student.

12. The Chair shall then call upon the Student Life representative for a formal statement and for questioning by the Board and the student.

13. The Chair shall then call upon the student for a formal statement and for questioning by the Board and the Student Life representative.

14. The disciplinary authority shall then ask the Student Life representative if he/she cares to introduce witnesses, in which event the Student Life representative, the student and members of the Board, respectively, shall have the right to question them. After the initial questioning of a witness, additional questions may be asked with the permission of the chair.

15. After hearing all witnesses, a concluding statement will be made by the student life representative and then the student. No further questions shall be asked during the closing statements.

16. Previous discipline records of the student may not be used in any hearing until after a determination of misconduct has been made. If a finding results in that a student has committed an act of misconduct, the previous disciplinary record, if any, may be considered in assessing disciplinary sanctions.

17. Following the concluding statements, the Chair shall request that everyone other than the Board members leave the room. The Chair shall preside over deliberations and may vote in case of a tie.

18. The Board shall deliberate and voice opinions. A secret ballot shall be taken to decide whether the student has violated the Academic Integrity Policy. A majority vote will control.

19. If the guilty verdict is determined, the Board will then need to assess appropriate disciplinary sanctions. Before the Board discusses the possible sanctions, the Student Life representative and the student will be called back into the hearing room. The Chair will ask the Student Life representative for a statement of all prior convictions of the student and the sanctions levied on each infraction.
20. After the Board has gathered the needed information, the Chair will clear the room for final deliberation on the sanction. The deliberation shall continue until a majority vote has been obtained on the appropriate sanction.

21. When the deliberations are concluded, the student and Student Life representative shall be called back into the hearing room and informed of the decision by the Chair. The Chair will forward a written statement to the student and Student Life representative within five class days after completion of the hearing. The written statement will declare the determination with regard to the verdict and sanctions, if any.

22. The appropriate staff member will be responsible to forward the Board’s decision to the student.

23. The Board’s determination and the tape recording of the hearing shall be made a part of the student’s confidential file in the Office of Student Life.

RESIDENCE HALLS

I. RESIDENCE HALL 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 Wesleyan Village Clubhouse.

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 Wesleyan Village Clubhouse.
II. DEPOSITS/FINANCIAL INFORMATION

A. Application Fee
A student must submit a completed housing application ($25 application fee) and submit a $200 deposit before a housing contract will be mailed to him or her. Once a lease is signed, this fee will not be refunded unless the student is not accepted into the University. If space in the residence halls is unavailable, the student will be placed on a waiting list and notified by phone, email, or regular mail. If he or she does not wish to be placed on the waiting list, their fee can be refunded at that time. If a student does not claim his/her room by the first class day, the security deposit will be forfeited.

B. Security Deposit
Once a student signs a lease, the application fee 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 pink copy of the Check-in / Checkout Form. The Cashier’s Office will determine if a refund of the deposit can be made.

C. Housing Contract
To apply for housing, students must first complete a contract and submit their 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 contact is binding until for the academic year. 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. Broken 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 May 1 will receive a 100% deposit refund.
2. Cancellations received between May 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 after the first day of Occupancy, then none of the deposit is refundable, but no additional monies are due.

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, the items will be stored for up to 30 days upon the resident’s request or considered abandoned property and discarded.

All residents must officially check out with their hall staff by completing their Room Condition Report and returning their keys. Failure to officially check out with hall staff will result in a charge of $100. 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 the end of the academic year either through neglect or accidental/intentional damage. Damages charges are calculated as current costs associated with replacement with a new item. Cleaning fees are individually assessed to each party responsible.

III. RESIDENCY

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 Director of Residence Life 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 House Bill 4189, Texas Wesleyan requires that all students who plan to reside in, or have applied for on-campus housing and have been approved to reside in an on-campus student housing facility, must provide the university evidence of vaccination against bacterial meningitis.

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 his/her 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 RD. Remember to utilize the Health Center 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 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 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 Wesleyan 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 Sid W. Richardson 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. There is also a hallway phone in each wing of each residence hall. Residents may also make out-going calls using these hallway phones. If the Hall Office receives a call and the resident is not available, a message will be left at the front desk in Wesleyan Village. 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. Approximately 70 channels can be received directly from the outlet in each room. There is a short length of coaxial cable, but residents may want to bring an extension and coupling. 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.

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 flyers, have them stamped at the Student Life office.
   Provide no more than two flyers per residence hall (six total flyers). The flyers will be posted in the halls by Residence Life staff. Please provide four business days to ensure that flyers 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 after 30 days. 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 locker, 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. The following are examples of acceptable collection items that are usually associated with alcohol: shot glasses, beer steins, champagne glasses, or mugs. Questionable or unusual items will be left to the discretion of the Residence Hall staff.

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:

ii. Tampering or playing with fire extinguishers, smoke detectors, exit lights or emergency lights

iii. Tampering with or pulling a fire alarm under false pretense.

iv. Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.

v. Propping open stairwell fire doors.

vi. 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 loses this room key, the core to the lock for his/her room door will be replaced and the student will be assessed $70. The resident will also be charged $25 for the replacement of the key, and $25 for the replacement of the roommate’s key, if applicable. These fines are non-refundable.

U. 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 2pm on December 12 for the Fall semester and 2pm on May 14 in the Spring semester. Failure to officially check out on time will result in a $100 fine. 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
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.

IX. ALCOHOL AND DRUG POLICY

ALCOHOL POLICY

The University prohibits the possession, use or distribution of alcohol on campus with the exception of the President’s suite, Trustee Conference Room, East Room of the West Library, Court Complex of the Wesleyan Law School, and other campus locations as authorized by the University President. Alcohol beverages may be served at off-campus functions under certain provisions:

1. A third-party vendor (licensed bartender covered by site liability) sells and distributes the alcoholic beverages.
2. Neither the sale nor use of alcoholic beverages shall in any way violate federal, state or local ordinances.
3. Alcoholic beverages are not the formal focus of the activity.
4. Advertisement of the event may not use alcohol as a draw.

A. Authorization Procedures For Off Campus Use/Service

All off campus events that are sponsored by Texas Wesleyan University or a campus organization and which serve alcohol must have proper authorization. An “Alcohol Permit Form” must be obtained and approved by the Dean of Students. To receive approval, the group must show the
following according to federal guidelines:
1. A variety of non-alcoholic beverages will be conveniently and readily available.
2. Adequate food must be provided.
3. A carding and labeling procedure must be enforced, if minors are present.
4. Transportation arrangements must be made available if necessary.
5. A person who is responsible for compliance, monitoring the event and enforcing University, local, state and federal laws must be designated.
6. All alcoholic beverages must be kept in a secure and designated area.
7. Flyers, signs and other forms of advertisement and their locations must be approved.
8. Adequate security for safety and policy enforcement must be available.
9. The organization is responsible to ensure that the vendor follows the criteria established on the permit. Any deviation from the permit without prior written consent constitutes a violation of this policy.

Organizations or groups that violate these policies will be subject to any or all of 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. A fine of up to $100.
4. A fine of up to $50 for the organization’s or group’s president.
5. Up to 100 hours of community service for the organization or group.

B. 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.

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.

Drug and Alcohol Counseling

The University provides drug/alcohol counseling, treatment and rehabilitation
programs for students and University employees. The Director of Health Services in the Sid W. Richardson Center is a resource.

X. STUDENTS WITH DISABILITIES AND NON-DISCRIMINATION ON THE BASIS OF GENDER

POLICY AND PROCEDURES

A. Policy Statement

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.

PROCEDURE FOR OBTAINING ACADEMIC ACCOMODATION

B. Procedure for Obtaining Academic Adjustments

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 Counseling Center (DCC) 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.

**STUDENT GRIEVANCE PROCEDURES**

*Definition and Scope:*

*Note: The following grievance procedure also applies to Title IX (athletic) and disability complaints.* 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.

I. COORDINATORS FOR CIVIL RIGHTS COMPLIANCE EFFORTS SECTION 504 AND TITLE IX

In compliance with the Office of Civil Rights, the name and office location, including phone number of Texas Wesleyan University’s coordinator of civil rights compliance efforts is listed below:

Dr. Michael Ellison, Director of Counseling Center
1106 Wesleyan St., Fort Worth, TX 76105
(817) 531-4859

II. MATH DISABILITY

A. All students claiming a math disability are required to take the mathematics placement examination. Those not qualified to enroll in either intermediate or college algebra should enroll in MAT 0300, Beginning Algebra, and complete the requirements of that course.

B. Students who claim a mathematics disability must immediately counsel with the Director of the Counseling Center. To claim a disability, students must present documentation according to the Texas Wesleyan University Learning Disability Policy. Until the Director determines that a bona fide mathematics disability exists, the student(s) must comply with the standard mathematics requirement of the University.

C. If the Director establishes that a bona fide mathematics disability exists, a recommendation will be forwarded to the Dean of the School of Natural and Social Sciences to substitute Logic (Philosophy 2301) for that requirement. The Math Disability accommodation satisfies only the General Education requirement, i.e. PHI 2301 for MAT 1302. Accommodation is not extended to courses that require MAT 1302 as a prerequisite. In the event that additional diagnosed disabilities preclude taking Logic, another course will be substituted in consultation with the Dean and the Director.

D. If the Director establishes that a bona fide mathematics disability does not exist, the student must comply with the University's standard mathematics policy.

UNIFIED HARASSMENT AND DISCRIMINATION POLICY

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, 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.

A. Definition of Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests 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.

B. 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 or other legally protected status.

C. Definition of Discrimination

Any act or conduct that is prejudicial toward another person’s race, color, national origin, ethnicity, gender, age, religion, disability or other legally-protected status.

D. 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.

E. 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.

F. 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.

G. 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 the appropriate policy. The unified policy and procedures are cross-referenced to appropriate University policy manuals.

H. 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.

I. Who May Use the Procedure

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.

J. Lodging of Complaint Against a Faculty Member

Any complaint of 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 investigation shall be completed within thirty (30) calendar days of the receipt of the complaint by the Provost, 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.

1. 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.

2. 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.

K. 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 the fifteen (15) calendar day period, the matter is
automatically closed. If a determination of no sexual harassment 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.

L. 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 (15) calendar day period, the matter is automatically closed. If a determination of sexual harassment 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 the 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.

M. Lodging of Complaint Against a Staff Employee, Guests or Vendor
Persons who have complaints alleging 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, 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 complaint shall be assigned by the Associate Vice President 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.
N. 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 (30) calendar days 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.

O. 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.

P. 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.
Q. Employment-at-will

The utilization of these procedures shall not affect the employment-at-will nature of the employment relationship.

R. Lodging of Complaint Against a Student

Persons who have complaints alleging 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.

1. 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 (30) calendar days 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.

2. 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:

i. 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

ii. 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
iii. Nature of such action. If the disciplinary action against the student is
expulsion, the President must first be notified and approve the
expulsion.

3. 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.

5. 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 Conduct Hotline
As part of our University’s continuing effort to promote “zero tolerance” of
unethical conduct in the workplace, I am pleased to announce a new service. It
is called Campus Conduct Hotline© and it is designed to minimize any
apprehension you may have and make it possible for you to report concerns
about possible violations of our institution’s ethics and employment policies.
The Campus Conduct Hotline© system is available for your use around the
clock, seven days a week. Because the Hotline is operated by an independent
organization, any calls made through this Hotline are completely confidential
and anonymous.

Using this new reporting service is easy. If you have a question or concern about
a possible violation of our Code of Ethics or employment policies, simply dial
toll-free to 866.943.5787.

Once you have dialed the toll-free number, here is how the reporting and follow-
up processes work:
1. Your call will be greeted promptly and courteously by a person who
makes certain you understand the Campus Conduct Hotline©
program and how it functions. If you prefer to make your report in a
language other than English, just let the person who answers know and
they will arrange for a translator to participate.
2. At the beginning of the interview, you will be provided with a five digit,
randomly generated case number that you should use to check back for
updates and requests for additional information. Be sure to write this
number down and remember where you put it!
3. You will then be interviewed about the question or concern that is on
your mind.
4. Your interview will not be recorded. Instead, the interviewer will be typing notes of your conversation. Whether or not you choose to provide your name is completely up to you.

5. Within one business-day of your call, a summary of the interview will be forwarded to our institution. Our goal will be to have a basic response back to you in five business days.

6. To receive your response, you will need to call back and provide the five digit case number that has been assigned to you. At that time, you might be asked to provide additional information or to call back at a later date. You will be able to keep checking back for updates until your case is closed.

Because of the built-in confidentiality, it is important that you try to be as specific as possible about the information you provide. For example, we will need to know the name of the department you work in and the location you are calling about. And, please be sure to call back in five business days to check to see if any additional information is needed. Alternatively, if you would like someone to contact you directly, you can leave your name along with a phone number where and when you would prefer to be called.

To repeat, at no time is any caller required to identify himself or herself and all information provided can be completely confidential and anonymous.

We are committed to maintaining the highest ethical standards in our workplace. If you experience or observe what you believe is inappropriate behavior and are unsure what to do, I hope you will use the Campus Conduct Hotline© to report it.

ACADEMIC ADVISING

The Academic Success Center (the Center), located on the first floor of the Library, provides a wide variety of assistance for all Wesleyan students, including emphasis on the writing process in all academic disciplines, tutoring in math, and freshmen academic advising. All academic advising questions for freshmen (0-24 semester hours), should be directed to the freshmen advising staff located in the Center. Study Skills seminars are also taught by the Center staff. A small computer lab is also available for student use.

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. 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.

A. OPERATING STANDARDS

Each student organization must have a faculty or an approved staff member as an advisor. The Dean of Students (DOS) gives this approval. It is recommended that advisors attend the annual training sessions hosted by the Office of Student Life.
University facilities are available for use by student organizations as long as the primary use is for educational purposes, regular business meetings, social functions and programs open to the public. The use of University facilities is subject to availability and contingent upon the timeliness of the request for use. All student organization activities must be properly scheduled on the Activities Calendar, which is coordinated by the Office of Student Life (551-4871).

Current copies of student organizations’ constitution and bylaws must contact people also should be provided for communication and emergency purposes.

Social, Service, and special interest clubs are subject to and responsible for compliance with all regulations, procedures, etc., as directed by their respective governing body.

B. ACTIVE STATUS

All organizations are required to play an active role on campus. The following are definitions of the various standings for University organizations:

1. Active:
The organization must be actively involved on campus, in the community and with their national affiliates, if applicable. Each organization must have a meeting with the Coordinator of Student Activities each long semester. The group must annually submit a roster of their adviser, officers and members by Oct. 1. The group also must submit a brief annual description of their activities, their philanthropic hours of service to the University and community and their fiscal standing by April 1. The organization must have at least five regular full-time members by their annual/biannual recruitment period.

2. Inactive:
Any organization that fails to fulfill the active status requirements by the end of the academic year will be placed on probation and declared inactive. An inactive organization will have one year to re-establish itself and meet the requirements of the active status. If after one year of inactive status the organization fails to satisfy the requirements of the active status, it will be deactivated.

3. Deactivated:
Any organization, which fails to re-establish itself after being inactive for one year of probation, will be deactivated. The organization will no longer be recognized as an official organization of the University and forfeits all its rights and privileges. If the organization wishes to be associated with the University in the future, it would need to go through the entire organization approval process as outlined in this Student Handbook.

C. FINANCIAL AFFAIRS

All student organizations are expected to handle their finances properly and pay their financial obligations promptly consistent with the mission of the
group and the University. Finances should not be obligated without the approval of the adviser. The organization’s executive council must approve purchases or financial transactions.

All student organizations’ funds should be deposited in a bank. All checks drawn on an organization account must be signed by the treasurer and countersigned by an executive officer or the group’s adviser.

The Dean of Students must approve all fund-raising projects, regardless of location.

Student organizations may invite any speaker of their choice to the campus when the purpose of such an invitation is consistent with the mission, group, and the University. The invitation of speakers to the campus does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring party or the University. No confirmations should be made until each step in the scheduling policy is completed.

D. ROOM RESERVATIONS BY CAMPUS ORGANIZATIONS

Facilities are available on a first-come first-served basis with certain priority restrictions. Sid W. Richardson and Brown-Lupton Campus centers are limited to groups that are integral parts of Texas Wesleyan University or are integrally connected with the Texas Wesleyan University program or are approved by the Dean of Students. All reservations must be made at least 48 hours ahead of the event and completed during regular working hours. Reservations can be made via the Internet at www.txwes.edu/facilities. Reservation forms and more specific information regarding reservation priorities, fees, restrictions, and other information may be obtained through the Events Department.

E. ORGANIZATIONAL TRAVEL

From time to time, student organizations plan and conduct group travel activities for a variety of purposes, including recreational, educational, religious or professional purposes. Such activities lend much to student life and development and are encouraged.

Early in the planning stages of a proposed trip sponsored by a University organization, it is important to inform the Dean of Students. The adviser or one of the organization’s officers must contact the Dean of Students for the appropriate paperwork. This is necessary so that the University may ascertain if the group is adequately covered by accident and liability insurance, if outside agencies involved in the trip are reputable firms, etc. All members going on University sponsored trips must sign waiver forms which are available in the Office of Student Life.

F. ESTABLISHING NEW ORGANIZATIONS ON CAMPUS

New organizations may be formed if their purposes are in accordance with the University’s mission. The following criteria must be met:

1. There must be a signed petition of at least 6 full-time student members.
2. The organization must have a faculty or approved staff sponsor.
3. There must be written bylaws and/or constitution.
When the above items are met, the petitioning organization should meet with the Dean of Students. The review and recommendation procedure is as follows:

1. Dean of Students
2. Student Government Association
3. Committee on Student Life
4. Faculty Council/Faculty Assembly
5. President of the University

RECOGNIZED CAMPUS ORGANIZATIONS

A. STUDENT SELF GOVERNANCE

Student Government Association (SGA)
SGA is the representative governing organization of the student body. It is the principal organization by which students participate in the decision-making processes of the University and through which students’ views, needs, petitions and recommendations are channeled to the appropriate institution officials.

In addition to its many functions related to student organizations, the SGA nominates, for appointment by the SGA president, the student members of the various University committees and boards. Copies of the Constitution, By-laws, and Election Code may be picked up at the SGA office.

The president of the SGA is invited to the full meetings of the Board of Trustees and may request time on the agenda to address the board in order to update them on student programs and concerns.

Campus Activity Board (CAB)
The Campus Activity Board is where students go to plan campus activities. Students may join as individuals, or as a representative of other Organizations. This student group meets on a weekly basis and supports social activities on campus. There is a requirement for non-Greek organizations to attend the first meeting of each month if they want to maintain their active status as an approved organization. Meetings are sponsored by the Office of Student Life. Students have the opportunity to communicate activities and concerns and ask questions of the University’s student/administration liaison.

Student Ambassadors
Texas Wesleyan University brings together a group of highly motivated individuals to represent the University and the Office of Admissions. The goal of this group is to make this an exciting organization for which students and the University will be proud.

Wesleyan Student Foundation
The Foundation serves as a public relations instrument of Texas Wesleyan. The primary objectives of the organization are for members to represent
Wesleyan in a positive manner to alumni and friends by participating in the advancement efforts of the University, and for the organization to have an impact on student/alumni relations by participating in and organizing related activities.

B. ACADEMIC ORGANIZATIONS

Accounting Society

Alpha Chi
Junior and senior students maintaining a 3.75 or higher grade-point average are eligible for Alpha Chi, a national scholarship society.

Alpha Lambda Delta
Alpha Lambda Delta is a national society that honors high scholastic achievement during the freshman year. The student must be registered for a full course of study and earn a scholastic average of 3.5 or above.

Alpha Psi Omega
Alpha Psi Omega is a national honorary fraternity for those in the theatre arts department.

American Chemical Society - Student Affiliate Chapter
The Student Affiliate Chapter of the American Chemical Society consists of students of chemistry, chemical engineering and related disciplines.

Beta Beta Beta
Beta Beta Beta is a national organization for undergraduates who are interested in the life sciences. Active membership is limited to biology majors. Students who have completed three courses in biology may become associate members.

Bilingual Education Student Organization (BESO)

Guardians of the Golden Shears
Founded in 1938, the Guardians of the Golden Shears are one of Wesleyan’s oldest traditions recognizing students for their academic and extracurricular leadership. Honorees are selected during the semester by the organization’s executive committee and presented with the certificate and emblem during University events and activities.

International Association of Business Communicators (IABC)

Mortar Board
Mortar Board serves to recognize excellence in juniors and seniors on the basis of scholarship, leadership and service. Students must be juniors or seniors, representing the top 35 percent of their class academically and have demonstrated leadership abilities and service to the University, the community or both.

Phi Alpha Delta (Pre-Law)
The purpose of this chapter is to provide an effective, cohesive forum to promote the principles, ideals and precepts of the fraternity; to promote the
principles of liberty and equal justice under law for all citizens; and to stimulate excellence in scholarship.

**Phi Theta Kappa Alumni Association**
The primary purpose of the Phi Theta Kappa Alumni Association is to support the people, programs and priorities of the Phi Theta Kappa Society through aid to transfer students, providing assistance to the office of transfer admission and to ensure the continued academic excellence of Phi Theta Kappa members.

**Pi Sigma Alpha (Political Science)**
A political science honor society with the purpose of promoting and stimulating scholarship, advanced and diffuse knowledge, developing an interest in political science and promoting worthwhile activities related to political science. Membership is open to qualified juniors, seniors or graduate students.

**Psi Chi (Psychology)**
Psi Chi is an honor society for students in psychology.

**Sigma Alpha Iota (Music)**
Sigma Alpha Iota is a national professional music sorority for women who have a 3.0 overall grade point average.

**Sigma Tau Delta (English)**
Sigma Tau Delta is an international English honor society. Open to English majors and minors who have more than six hours of freshman English, at least a 3.0 grade point average in English and an overall G.P.A. of 2.5 or higher.

**Sports Medicine Society**

**Student Education Association**
A pre-professional organization, the Student Education Association is for students planning to become teachers.

**C. RELIGIOUS**

**Baptist Student Ministry (BSM)**
Open to all interested students, the Baptist Student Ministry is a fellowship of Christians on campus seeking to share the good news of Jesus Christ.

**Fellowship of Christian Athletes (FCA)**
An organization of athletes who gather with the purpose of sharing their belief in Jesus Christ, the FCA meets weekly to discuss, sing and exchange ideas about God, the church and relationships.

**Omega Chi**
A religious organization for all religion majors or minors, ministerial students, life services volunteers and other interested individuals. Its purpose is to provide spiritual help and fellowship among the members and to advance Christian ideals on campus.
Methodist Student Movement (MSM)
Regardless of one’s faith background, the M.S.M. is a place where students come together to fellowship and grow in their faith. For many individuals the M.S.M. becomes a home away from home - a supportive faith community that cares. Students regularly hang out in the Methodist Student Center which has become a place to share joys, concerns, laughter and a place to eat a lot of food! The M.S.M. is a safe nurturing environment that welcomes all with open arms, whoever you are and wherever you are on your journey of faith. Everyone is welcome to participate in the M.S.M. and share the Good News of Jesus Christ on the Wesleyan campus. Call ext. 4461 for more information.

D. SOCIAL/SERVICE ORGANIZATIONS

Black Student Association (BSA)
The purpose of BSA is to give African-American students a voice in the Texas Wesleyan community. BSA will also plan special activities geared towards African-American students to make them a vital part of the Texas Wesleyan community.

Cheerleaders
Selected each year by the cheerleader selection committee, the cheerleaders encourage support for the Wesleyan athletic program.

Circle K
The mission of Circle K is to develop college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

College Democrats
The purpose of the College Democrats is to support and promote the National Democratic Party and its principles of elected government.

College Republicans
The purpose of the College Republicans is to support and promote the National Republican Party and its principles of limited government, lower taxes and strong national defense.

Dance Team
Selected each year by the dance selection committee, the dance team encourages support for the Wesleyan athletic program.

International Club
Designed to encourage understanding of various cultural backgrounds, the international club welcomes all interested students. The membership plans and implements cultural and social events.

Student Publications
The Rambler (student newspaper) has openings for student staff.
Aries (literary magazine published in the spring)
E. GREEK LETTER FRATERNITIES AND SORORITIES

**Alpha Xi Delta**-Alpha Xi Delta has been on the Texas Wesleyan campus since 1975. The vision of Alpha Xi Delta is to inspire women to reach their potential. This is achieved through leadership roles, philanthropic and social events.

**Gamma Phi Beta**-Gamma Phi Beta is an international social sorority whose objective is to develop the highest types of womanhood through education, social life and service to country and humanity.

**Gamma Sigma Sigma**-A national service sorority founded in 1952, with the local Beta Theta chapter chartered in 1967. Gamma Sigma Sigma is based on the ideals of service, friendship and equality.

**Kappa Alpha Order**-The KA chapter was initially the Sons of Sakkara, local fraternity, whose membership agreed to be incorporated into the national organization.

**Lambda Kappa Kappa**-A local fraternity that is dedicated to working with the public and creating a positive image for minorities on campus. This group is based on the ideals of education, friendship, service, hard work, overall achievement and self-improvement.

**Lambda Theta Alpha Latin Sorority Incorporated**-A social/service sorority founded in 1975. Lambda Theta Alpha is the first Latin Sorority created in the Nation and caters to all races. Their chapter was established in March 2008 here at Texas Wesleyan University through fundraising, community service, and activism. Their main goals are to promote education and establish working and social relationships with the sisters.

**Lambda Theta Phi Latin Fraternity Incorporated**-A social/service fraternity founded in 1975 as the first Latin fraternity in the Nation as recognized by National Interfraternity Council (NIC). The membership of Lambda Theta Phi is open to all college men who support its values of scholarship, respect for all culture, community service, and the advancement and fair treatment of Latinos. Lambda Theta Phi was established as a campus organization in May 2001.

**Order of Omega**-A leadership honor society for junior and senior fraternity and sorority members. It recognizes students who have attained a high standard of leadership in interfraternity/intersorority affairs.

**Panhellenic Council**-The National Panhellenic Council provides an opportunity for members of national sororities on each campus to unite and work for the betterment of the Greek system.

**Phi Beta Sigma**-One of the oldest predominantly African-American fraternities, was founded in 1914 on the principles of Brotherhood, Scholarship and Service. Phi Beta Sigma, consisting of more than 125,000 members internationally, was established as a campus organization in the fall of 2005.
United Greek Council (UGC)
The United Greek Council is made up of representatives from every active University Greek organization. This student group meets on a weekly basis and attendance is mandatory if organizations want to maintain their active status as an approved organization. Meetings are sponsored by the Office of Student Life. Students have the opportunity to communicate activities and concerns and ask questions of the University’s student/administration liaison.

Zeta Phi Beta Sorority - Was founded on January 16, 1920 at Howard University. Zeta Phi Beta Sorority, Incorporated is a National and International African-American Sorority.

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.

A. 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.

B. 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.

Student Rights
A. 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.

B. 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.

C. 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.
   ii. 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.

D. 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 an 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.

E. 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.

F. 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 office 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

A. **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.

B. **Parking Regulations**

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

C. **Vehicle Registration**

Motor vehicles parked on University property shall be registered with Campus Security. One valid Texas Wesleyan University parking permit shall be affixed to the front windshield with the exception of the law students who are residents in the dorms. Permits may be obtained at the circulation desk of the West Library.

No refunds are allowed, but replacement permits may be obtained at no cost if the vehicle is sold. Persons operating more than one vehicle must register each vehicle separately. The person in whose name the vehicle is registered shall be held responsible for violations.
Vehicles parked on University property without a valid permit may be towed at the owner’s expense or immobilized. Designated Parking Areas (see map):

Student parking is currently available in the following lots: C, D, E, F, K, N, P, and 1.

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. Law school students who are also residents must have permits for both campuses. The permit fee shall be waived for the main campus in this instance.

Reserved parking may be designated as such and shall be enforced between the hours of 7 a.m. and 6 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.

D. Visitor Parking

Visitor parking is located in lot A and adjacent to the Baker-Martin Center. Visitor parking shall not be used by students under any circumstances. Campus Security will monitor visitor parking for compliance. Visitor or temporary parking permits are available from campus security. Fire Lanes, Safety and Loading Zones as designated shall be enforced by ticketing and, where necessary, towing, at the expense of the vehicle owner.

Two-wheeled parking is available by using a normal vehicle space in the appropriate lot.

Security may be contacted by pushing “*22” on any outside campus pay phone. Upon request, security will personally accompany any student to his/her vehicle.

E. 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. No valid permit
2. Reserved parking
3. No parking zone
4. Blocking vehicle/roadway
5. Fire lane
6. Handicapped parking
7. Occupying two spaces
8. Other as noted

F. Penalties

Fines will range from $30 to $50 per violation. Fines will be doubled and a hold 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 531-4290 or the Campus Parking brochure which can be obtained at the Facilities Operation office.

G. Appeals

Citations may be appealed in writing within 10 calendar days through the Campus Security office. Forms are available; however, any format with the following information is acceptable: owner’s name, address and telephone number; complete vehicle information; and a statement of facts regarding the validity of the citation. A copy of the citation must be attached. The University Traffic Appeals Board shall hear appeals. The board will consist of the following persons: two students as designated by the Student Government Association, one faculty member and two staff members. The board shall notify the person making the appeal of its decision in writing. All decisions are final. The privilege of parking on campus may be rescinded for cause by the Dean of Students or the Traffic Appeals Board. Failure to appeal or pay the citation during the allotted time period shall result in administrative action, vehicle immobilization or towing.

H. Skateboarding Policy

No person shall operate a skateboard, as defined as a manufactured or assembled device consisting of a platform having two or more small wheels mounted or permanently attached thereto which is used for skating or gliding, or use of rollerblades, on campus property.

STUDENT RECORDS

Texas Wesleyan University, following the requirements of the Family Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their records.

A. Access to Student Records

The US Dept 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.
B. Records Maintained

1. The University maintains records for each student that include name; address; student identification number; information on parents, guardian, and spouse; general information on academic status at the University; previous school data; results of standardized admissions, examinations, and courses previously taken or being taken; credits; and grades. The University Registrar is responsible for maintaining all of these records, except for those involving financial aid. These records are available to the University Registrar, the Dean of Students, the President, the Provost and Senior Vice President, the Vice President for Enrollment and Student Services, the Director of Financial Aid, and to the faculty of the University. Staff members affiliated with the University may be designated as having access to the records on a need to know basis. The University Registrar, in consultation with the Provost and Senior Vice President, will be the individual charged with responsibility for determining the need to know. Prior consent is not required for the release of educational information under certain circumstances (such as the need to know by other school officials when a student transfers to another school, when requested by federal/state officials functioning in their official capacity, for financial aid purposes, to certain educational organizations, and in certain emergency situations).

2. Applicants for financial aid have an additional file, which contains information submitted as part of the process of applying for financial assistance. Records involving financial aid are maintained by the Director of Financial Aid and are available to the Director and staff, the President, the Associate Vice President for Student Services, the Provost and Senior Vice President, and to the Committee on Scholarships for the purpose of granting and administering the University’s financial aid programs. All of these records also are available to such other organizations and persons as are entitled to them under Part 99 of the Code of Federal Regulations.

3. The University is required to maintain records for each F-1 student (immigration classification) to whom it has issued Form I-20 A-B. The required information includes name; date and place of birth; country of citizenship; address; status (full-time or part-time); date of commencement of studies; degree program and field of study; whether the student has been certified for practical training and the beginning and ending dates of certification; termination date and reason; documents and information related to the student’s qualifications for admission to the school as an F-1 student; number of credits completed each semester; and a photocopy of the student’s I-20 I.D. copy. In addition the University is required to maintain records on F-1 and J-1 students and their dependents: their identity and current (local) address; their non-immigrant classification; the current academic status (including whether full or part-time); disciplinary actions regarding these students as a result of a criminal conviction; and (for the J program) records of any change in
the program participation resulting from the conviction of a crime. The International Program officer in the Office of International Programs maintains these records.

4. The University considers the following to be directory information: student’s name; hometown address; student’s local address; telephone listing; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student; and the student’s thesis title.

5. The University maintains a development database, which is intended for the use of University employees and volunteers acting on behalf of the University. The database may include information on students as drawn from the registrar file and may include directory information. The information is not for sale to outside agencies and is released outside the internal campus community when necessary for University business.

6. The University also maintains a medical record for each student showing history, treatment, etc. These records are maintained at the Student Health Center and, while specifically excluded from Public Law 90-247, are still available for inspection by the individual student on request.

7. For each student seen by the Counseling Center or the Section 504 Coordinator the University also maintains records of those visits and other relevant records in those offices.

8. Advising information is kept by the enrollment and student development staff who undertake initial advisement and new student orientation and by the academic unit in which the student is advised. Individual faculty advisors may maintain unofficial and informal advising materials.

B. Special Records

1. Student discipline records are maintained by the Dean of Students in that office and are available to the student life staff and Disciplinary Committee as needed. These records are also available to senior administrative officers or their designees as appropriate. The University will keep a record, available to the student and kept with the personal file, of all persons and organizations, other than those authorized within the University, requesting or obtaining access to the files. This record will indicate specifically the legitimate interest that each person or organization obtaining access to the records has in such records.

   **Access Defined**

2. Access to student records by University officials is a by-product of the need to know. Such access is delineated in item 1 of this policy; the need for an individual to know information in order to fulfill her/his responsibilities
does not allow that individual to share the information with other staff or with individuals external to the campus without the permission of the student.

3. Only directory information (see below), will be made available to anyone else, other than the student, without written consent. Where consent is required and given, the student upon request will receive a copy of the records to be released.

4. No student can be required, nor will be asked, to waive rights under Part 99 of the Code of Federal Regulations. However, a student may voluntarily waive right of access to confidential statements made by third parties respecting admission to education agencies or institutions, applications for employment, or the receipt of an honor or honorary recognition. In case of waiver, the confidential statements will be used solely for the purposes for which they were specifically intended, and the student will, upon request, be notified of the names of all persons making such confidential statements.

5. Any student who desires to review her/his record may do so by making a written request to the appropriate office immediately responsible for the record. The process for specific record access and/or copying of the record is summarized below: students may inspect their academic transcripts during normal working hours. To see other records, students must provide a written request to the Office of Student Records and Registration, the Director of Financial Aid, or the Dean of Students, as appropriate. A mutually convenient time will be arranged within ten (10) working days after receipt of the request for the student to examine the records in the file. At that time the student may examine all records in the file with the exception of those specifically exempted by Part 99 of the Code of Federal Regulations. The student may obtain copies of any of the records available; the cost will be $.50 for the first page copied and $.10 for each additional page. All reasonable requests for explanations or interpretations of the records will be honored, and if inaccurate, misleading, or otherwise inappropriate data are found in the records, they will be promptly corrected or deleted. The student also has the right to insert into the records a written explanation regarding the contents of such records.

C. Appealing the Accuracy of the Record

1. If the student and the University Registrar, the Director of Financial Aid, the Dean of Students, or their deputies do not agree on items contained in the records, the student may submit a written request to the Provost and Senior Vice President for a hearing to challenge the content of the records. The Provost and Senior Vice President will schedule such a hearing within thirty (30) days after receipt of the request and will notify the student reasonably in advance of the hearing of its date, time and place. The hearing will be before a board composed of the Provost and Senior Vice President or her/his designee, the Vice President for Enrollment and Student Services or her/his designee, and at least one disinterested member of the faculty who shall be appointed by the Provost and Senior Vice President. None of those hearing
the challenge may have a direct interest in the outcome. Students will be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney. The decision of the board on the correctness of the record, as determined by the majority vote, will be in writing and will be final. This decision will be based solely upon the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.

2. If, as a result of the hearing, the University decides that the information in the files is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the University shall amend the records accordingly and so inform the student in writing. However, if, as a result of the hearing, the University decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in the records a statement commenting on the information in the records and/or setting forth any reasons for disagreeing with the decision of the University.

D. Maintenance of the Record

1. The University reserves the right, after a three-year period, to destroy any and all records that it maintains on a student except to the extent that law requires their maintenance for a longer period of time.

2. The Office of Advancement will assist former students of the University in acquiring information related to their own individual record. No inquiries from outside organizations or agencies will be accepted. The Office of Advancement will also assist, where possible, former students in getting information about other students. This assistance will occur only after the student inquired about is notified.

INFORMATION TECHNOLOGY

I. Policies
   A. Acceptable Use of Information Technology Resources
   B. Acceptable Use of Network Resources
   C. Privately-Owned Equipment

II. IT Accounts
   A. Student E-mail (RamMail)
   B. Campus Network

III. Wesleyan Residential Network (Resnet)
   A. Wireless Network Access
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IV. Computer Laboratories

V. Technical Support
I. Policies
A. Acceptable Use of Information Technology Resources Policy

As with nearly all other corporations and educational institutions, the rapid emergence of the Internet, the growth of the World Wide Web, the incorporation of electronic mail in various curricula, and the availability of distributed information resources across a common network has caused Texas Wesleyan University to examine the many issues involved in the responsible use of information technology using institutional resources. This policy is the product of that study, and adherence by all Texas Wesleyan University students and staff is necessary. Adherence to this policy will ensure a computing environment that will perpetuate Texas Wesleyan University's academic and service mission. It is imperative that the campus community accepts that technological resources require responsible behavior from all its users. Simply stated, the continued and efficient accessibility of computer resources is the responsibility of the entire campus community. This policy in conjunction with the Policy for the Acceptable Use of Network Resources will govern the use of information technology resources at Texas Wesleyan University.

i. Purpose

Information technology, including systems, software, and data, plays an increasingly important role in education and administration at Texas Wesleyan University. This policy is designed to define the appropriate and responsible use of the campus computing and network facilities by students and employees. Further, it is the intent of this policy to allow the greatest access of campus computing resources consistent with generally accepted principles of ethics that govern the Texas Wesleyan University community. In support of its mission of education and public service, Texas Wesleyan University seeks to provide access to its information technology for students and employees within institutional priorities and financial capabilities.

ii. Scope

Access to Texas Wesleyan University-owned computer facilities, equipment, hardware, software, printing services, and Information Technology Services staff-provided user support is a privilege, not a right. This privilege is extended to all students and employees. Accepting access to this technology carries an associated expectation of responsible and acceptable use. Since technology now serves as a major source of information and interaction for research and education, this policy applies to all students and employees at Texas Wesleyan University who utilize any University information resource.

iii. Definitions

The following terms are defined to add clarity to this policy.

Chief Information Officer. The administrator responsible for the administration and support of the University’s information technology resources. The chief information officer reports to the senior vice president of Finance and Administration.

Computer. An electronic device that performs logical, arithmetic, and memory functions by manipulating electronic or magnetic impulses, and that includes
all input, output, processing, storage, software, and communication facilities that are connected or related to an electronic system or communication network.

**Computer hardware.** Any and all tangible or physical devices attached to or used in conjunction with a computer system.

**Computer network.** The interconnection of communication lines with a computer through remote terminals or a complex consisting of two or more interconnected computers.

**Computer program.** An ordered set of instructions or statements that, when executed by a computer, causes the computer to process data.

**Computer resources.** Any and all computerized institutional data, computer hardware, and computer software owned by or operated at Texas Wesleyan University.

**Computer software.** A set of computer programs, procedures, or associated documentation used in the operation of a computer system.

**Computer supplies.** Paper tape, magnetic tape, tape cartridges, diskettes, floppy diskettes, compact discs, and computer output, including paper and magnetic media.

**Computer system.** A set of related computer equipment, hardware or software.

**Data.** A representation of information, knowledge, facts, concepts, or instructions that have been prepared or are being prepared in a formalized manner and have been processed, are being processed, or are intended to be processed in a computer system or computer network. Data may be in any form including computer printouts, magnetic storage media, compact discs, and as stored in the memory of Texas Wesleyan University computers. Data are property.

**Information technology.** Any and all computer or electronic resources that are utilized in the search, access, acquisition, transmission, storage, retrieval, or dissemination of data.

**Property.** Anything of value, including but not limited to financial instruments, information, electronically produced data, computer software, and computer programs.

**Responsible use.** Any action or behavior of an individual that does not cause accidental or unauthorized destruction, disclosure, misuse, or modification of or access to the information technology or computer resources owned or operated by Texas Wesleyan University.

**User.** Any person authorized to access and utilizes the information technology resources at Texas Wesleyan University.

**User account.** Any physical area of any Texas Wesleyan University computer system that has been specifically established and set aside for any user.

### iv. Compliance

All users of Texas Wesleyan University information technology resources are required to comply with and, by using any such resources, agree to comply and be subject to this *Policy for the Acceptable Use of Information Technology Resources* (hereafter referred to as "policy"). Texas Wesleyan University, through an appropriate review and amendment process, reserves the right
to amend this policy at any time, and without prior notice, in order to better provide information technology access to students and employees. Texas Wesleyan University reserves the right to limit, restrict, or extend computing privileges and access to its information technology resources.

v. Limitations
Texas Wesleyan University computing resources and associated user accounts are only to be used for Texas Wesleyan University activities for which they are assigned, intended, or approved by a University official. Texas Wesleyan University computing systems are not to be used for any non-University related purpose. When accessing any remote resources utilizing Texas Wesleyan University information technology, users are required to comply with both the policies set forth in this document and all applicable policies governing the use and access of the remote computer system.

vi. User Accounts
User accounts are designed only 1) to establish a system control mechanism for user identification, and 2) to afford users a physical location where they can store relevant academic and administrative data. At no time should user accounts be used to execute any computer software or computer programs other than those programs specifically granted and offered for user execution by Texas Wesleyan University. Physical storage in user accounts of any information, data, or programs not congruent with the mission of Texas Wesleyan University or specific functioning of the user’s position of employment in support of the stated mission is prohibited.

All users are responsible for both the protection of their user account password and the data stored in their user account. Users are prohibited from sharing their user account password with anyone at anytime; thereby granting unauthorized access to Texas Wesleyan University computer systems. It is required that users change their user account password periodically to help prevent compromise and unauthorized access of their user account. Any suspected unauthorized access of a user account should be reported immediately to the Chief Information Officer or other University authority. User accounts are deactivated and removed from further access and use when the user’s affiliation (e.g., employment, matriculation, current enrollment, etc.) is terminated. All data, files, or messages are removed from user accounts when account deactivation occurs.

vii. Ownership
Texas Wesleyan University owns and operates the computers, computer networks, software, data files, messages, connections to external computer networks, and subscriptions to external computer services. Users cannot claim ownership of any data stored in Texas Wesleyan University computer systems.

These information technology resources are provided for the use of Texas Wesleyan employees and students in support of its programs and are to be used for education, research, academic development, administrative functions, and public service. Use of these resources is a privilege, not a
right. When using these resources, individuals agree to abide by the applicable policies of the University, as well as federal, state, and local laws.

**viii. Privacy**

User privacy is not guaranteed. When University information systems are functioning properly, a user can expect the files and data he or she generates and stores in his or her user account to be private information, unless the creator of the file or data takes action to reveal it to others. Users should be aware, however, that no information system is completely secure. Persons both within and outside of the University may find ways to access files. Accordingly, the University cannot and does not guarantee user privacy and users should be continuously aware of this fact.

Texas Wesleyan University firmly supports all users' privacy as long as the user adheres to this policy defining the responsible use of information technology resources. Authorized Information & Communication Technology Department personnel have the right to examine stored information and communications when investigating cases of abuse of this policy, dealing with mis-addressed e-mail, and when troubleshooting technical problems with the system.

The University will not routinely monitor the content of electronic communications or personal WWW home pages, but will investigate properly identified allegations of misuse and will comply with applicable University regulations and state and federal laws.

The University reserves the right to access and disclose the contents of the electronic communications of its employees and other authorized users, but will do so only when it has a legitimate business need and after authorization from the senior vice president and provost or his/her designee. The contents of electronic communications, properly obtained for legitimate business purposes, may be disclosed without permission of the employee.

Authorized Information & Communication Technology Department personnel may routinely log usage data for system management purposes. The University does not archive contents of shared system disks or e-mail communications. However, disks on system computers are regularly backed up with "snapshot captures" for the purpose of being able to recover from crashes. These backups are only retained for a brief period. Note that this means that the University does not guarantee the integrity or permanence of material stored on system disks.

**ix. Data Security**

Texas Wesleyan University provides reasonable security against unauthorized intrusion and damage to data, information, files, and messages stored on its computer systems within institutional priorities and financial capabilities. The University maintains facilities for archiving and retrieving data stored in user accounts. If a user needs to recover data after an accidental loss, Information & Communication Technology Department personnel should be contacted. Every reasonable attempt will be made to recover the lost or corrupted data. Due to variables associated with the magnetic storage of data, however, Texas Wesleyan University cannot
guarantee full restoration in every instance. Further, other users can hold neither Texas Wesleyan University nor any Information & Communication Technology Department personnel accountable for unauthorized access, nor can they guarantee data protection in the event of media failure, fire, criminal acts, or natural disaster.

x. Copying Software
Respect for the intellectual work and property of others has traditionally been essential to the mission of academic institutions. As members of the university community, Texas Wesleyan University values the free exchange of ideas. Just as Texas Wesleyan University does not tolerate plagiarism, it does not condone the unauthorized copying of software, including programs, applications, operating systems, and databases. Software should not be copied. This refers to any and all software found on Texas Wesleyan University computer systems, encompassing all network servers, personal computers (to include all campus computer lab systems), and computer networks operating on campus. To copy software without the permission of its owner is illegal and a criminal offense.

xi. Copyright Laws-Software
Unless placed in public domain by its owners, software programs are protected by Section 117 of the 1976 Copyright Act. Educational institutions and their constituencies are not exempt from the law. Software is also protected by the license agreement between the owner and purchaser. It is illegal to duplicate, copy, or distribute software or its documentation without the permission of the copyright owner. Violations of authorial integrity, including plagiarism and copyright violations, may be grounds for sanctions against members of the University community.

xii. Liability for Errors
Texas Wesleyan University makes every effort to maintain an error-free hardware and software environment for its authorized users. Nevertheless, it is impossible to ensure that hardware or system software errors will not occur or that staff will always give the most correct advice. Texas Wesleyan University presents no warranty, either expressly stated or implied, for the services or access provided to its authorized users. Damages resulting directly or indirectly from the use of Texas Wesleyan University information technology resources are the responsibility to the authorized user.

xiii. Right to Monitor
Texas Wesleyan University owns the campus computer systems networked together on a common fiber-optic network. Every computer attached to the campus network for any reason (e.g., Internet connectivity, e-mail accessibility, etc.) is subject to monitoring by Information & Communication Technology Department personnel. Due to the exponential growth of the number of data packets transmitted through Texas Wesleyan University network, this monitoring is required in order to detect and correct network problems as they occur, thereby ensuring the continued stability of the campus-wide computing environment. Even with the right to monitor, users
should continue to expect that their data, files, and e-mail will remain private. System monitoring is a mechanism for monitoring computer system or user activities, not a method for accessing private information. Texas Wesleyan University reserves the right to monitor any computer action or any system record of any action that a user performs while utilizing the campus network.

xiv. Campus Computing Facilities
Computer labs on the Texas Wesleyan University campus are not available for general use during the periods when the rooms have been reserved for teaching purposes unless otherwise specified by the professor. It is the responsibility of every user to utilize these facilities in a responsible manner and in accordance with posted computer lab rules and policies. Accidental damage or damage caused by other parties should be reported as soon as possible so that corrective action can be taken.

xv. Specific Issues of Responsible Use
In addition to the issues of responsible user behavior already described in this policy, the following more specific practices applicable to all Texas Wesleyan University computer systems/network users are prohibited:
1. access, use, inspection, or modification of data or functions that are neither allotted nor authorized as a part of the user's account or specified as public domain information
2. access, use, inspection, or modification of data that refer to computer utilization, computer access authorization, or security
3. abuse or improper use of computer hardware, software, or network resources whether located on the Texas Wesleyan University campus or elsewhere on the Internet
4. installing or executing unauthorized software on any computer resource
5. any activity that might inject a computer virus on to the computer or network systems
6. causing noise, displaying abusive or inappropriate behavior towards other users, or creating other disturbances in any campus computing area
7. to cause or purposefully allow a computer malfunction or interruption of operation
8. sending, printing, or storing obscene, pornographic, fraudulent, harassing, threatening, abusive, racist, or discriminatory images, files, or messages for non-educational purposes
9. displaying or printing sexually explicit, graphically disturbing, discriminating, racist, or sexual harassing images or text for non-educational purposes in any campus computing
facility or any campus location that can potentially be in view of other individuals
10. access or use of another user’s account and the data contained in that account
11. theft, destruction, or removal of data or University-owned computer resources
12. physical or electronic interference with other computer systems users
13. dissemination or distribution of a user account password to any other person
14. unauthorized use, access, duplication, disclosure, alteration, damage, or destruction of data contained in any electronic file or program, or on any computer, network, or library resource
15. use of University information technology resources and associated user accounts that are not assigned, intended, or approved by a University official
16. any other practice or user activity that, in the opinion of the chief information officer or the senior vice president and provost, constitutes irresponsible behavior, promotes illegal activities, results in the misuse of computer resources, or jeopardizes the operation of computer or network systems

xvi. Violations
This policy applies to all units of Texas Wesleyan University. It is expected that enforcement will require cooperation between such departments as ICT, Human Resources, and Student Services. Prior to any prolonged denial of access or other disciplinary action, a user shall be provided with such due process as may be recommended by University Legal Counsel.
In accordance with established University practices, policies, and procedures, confirmation of inappropriate use of University technology resources may result in termination of access, disciplinary review, suspension, expulsion, termination of employment, legal action, or other disciplinary action. If disciplinary action is deemed necessary, the case will be handled as follows:
1. Policy violations by a student will be referred to the associate vice president of student life and will be handled as outlined in the Student Handbook.
2. Policy violations by an employee will be referred to the appropriate supervisor and/or vice president and will be handled as outlined in the Staff Policy Manual (staff) or Faculty Handbook (faculty).
3. It is understood that University policy does not preclude enforcement under the laws and regulations of the United States of America, the State of Texas, Tarrant County, or City of Fort Worth.
Information & Communication Technology Department personnel will, when necessary, work with other University offices such as the Judiciary Board (in cases involving students), Campus Security,
directors/department heads, Deans of the schools, Faculty Council, the University Legal Counsel, and others in the resolution of problems. Anyone who breaks the law may face criminal and/or civil legal action.

xvii. Summary

Computer and network resources are of significant value, and their abuse can have a negative impact on other users and the mission of the University as a whole.

Each authorized user of information technology resources at Texas Wesleyan University must assume responsibility for their own behavior while utilizing these resources. Users of information technology at Texas Wesleyan University should accept that the same morality and ethical behavior that serve as guides in our non-computing environments should also serve as guides in our computing and networking environment as well.

The Information & Communication Technology Department of Texas Wesleyan University gratefully acknowledges the model and selected text from "Policy for the Responsible Use of Information Technology," Nichols College (CAUSE Information Resources Library document number CSD1182).

B. Acceptable Use of Network Resources Policy

Texas Wesleyan University is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of this policy may result in disciplinary action in the form of temporary revocation of user accounts, regardless of the success or failure of the attempt. Permanent revocations can result from continued abuse.

The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, Texas Wesleyan will fully cooperate with the appropriate authorities to provide any information necessary for the litigation process.

This policy in conjunction with the Policy for the Acceptable Use of Information Technology Resources will govern the use of information technology resources at Texas Wesleyan University.

C. Network Computing Policy

Once a user receives a user ID to be used to access the network and computer systems on that network, they are solely responsible for all actions taken while using that user ID. Therefore:

1. Applying for a user ID under false pretenses is a punishable disciplinary offense.

2. Sharing your user ID with any other person is prohibited. In the result that you do share your user ID with another person, you will be solely responsible for the actions that other person appropriated.
3. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.

4. Installation of illegal software is prohibited. Unless there is record of clear ownership and legal licensure for the software in question, it should not be installed on any University equipment.

5. Installation of software on a network resource is strictly prohibited. The shared file space on network servers is for the storage of data pertaining to University business only. ICT reserves the right to remove unapproved applications/data from network resources at any time without warning.

6. Attempts to evade or change resource quotas are prohibited. Most users are provided private space on a network resource for storing business-related data. Many users will also have access to other network resources such as access to a departmental/school shared disk space. This space is intended for intra-departmental/school file sharing. This shared space shall not be used for private data storage.

7. Continued impedance of other users through mass consumption of system resources (i.e. misuse of shared disk space, e-mail resources, Internet resources, etc.), after receipt of a request to cease such activity, may result in temporary and/or permanent revocation of the user account.

8. Use of facilities and/or services for commercial purposes is prohibited.

9. Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.

D. Network Security Policy
As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

1. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.

2. Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote/local system, is prohibited.

3. Decryption of system or user passwords is prohibited.

4. The copying of system or user passwords is prohibited.

5. The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.

6. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.

7. Any attempts to secure a higher level of privilege on network systems are punishable disciplinary offenses.

8. The willful introduction of computer "viruses" or other disruptive/destructive programs into the campus network or into external networks is prohibited.

E. Electronic Mail Policy
Whenever you send electronic mail, your name and user ID are included in each mail message. You are responsible for all electronic mail originating from your user ID. Therefore:

1. Forgery (or attempted forgery) of electronic mail messages is prohibited.
2. Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
3. Attempts at sending harassing, obscene, and/or other threatening e-mail are prohibited.
4. Attempts at sending unsolicited junk mail, “for-profit” messages, or chain letters are prohibited.

F. Privately Owned Equipment Policy
ICT does not provide support for computers or other technology items owned by TW students.

Questions and Answers:
Q: Do you provide any support for privately owned machines?
A: The Help Desk will assist users who are trying to configure Internet access from off-campus or in the residence halls, but ICT staff will not provide hardware support or extensive system software troubleshooting, diagnostics and repair, software installation or other services for equipment that is not owned by Texas Wesleyan University.
Q: Why doesn’t ICT support our machines?
A: With over 3,000 members of the Wesleyan Community, it is simply not possible for our staff to service privately owned equipment. You can direct simple questions to us and we can try to guide you in the right direction, but please understand we are limited as to what we can do.
Q: Where can I get help?
A: If you need assistance with your computer, printer or peripheral device, you may wish to consult the manufacturer. You might also check to see if your computer is still within its warranty. Definitely take advantage of the warranty if you have one! If your computer does not fall within a warranty, you can try one of the local computer stores. We recommend you make sure to ascertain that the local repair shop has the appropriate experience or certification to make repairs.

II. IT Accounts
ICT provides information technology accounts to university students enrolled in classes at TW for the purpose of supporting instructional, research, and administrative activities.

A. Student E-mail Accounts (RamMail)
Upon successful entry to the University each student receives an e-mail account, known as a RamMail account. RamMail e-mail service provides quick and easy communication for TW students. It can be used with POP client e-mail software, such as Microsoft Outlook or Outlook Express. It can also be accessed using a Web browser, such as Microsoft Internet Explorer or Netscape Navigator.
TW uses these e-mail accounts to send all official university communiqué such as registration information, emergency closings, and information from instructors, schools or departments.

Information and a tutorial to assist with the set up and use of RamMail are available on the IT Training page of the ICT Website (http://ict.txwes.edu/).

B. Campus Network Accounts

Campus network accounts for students are automatically generated when a student enrolls at the University. These accounts provide access to, and file space on, University network computing resources.

C. Lost or Forgotten User IDs

Lost or forgotten user IDs can be retrieved by ICT staff. The information technology account owner can request their user ID by visiting the Help Desk in EJW B-11. Account ownership will be verified using the official TW photo ID card.

D. Password Resets

TW students can request a password reset by visiting Wesleyan ID Center located on the 1st floor of the EJW Library. Account ownership will be verified using the official TW photo ID card.

III. Wesleyan Residential Network (Resnet)

A. Wireless Network Access

TW provides current students access to the university wireless network via their personal notebooks while visiting the first and second floors of the West library. Notebooks possessing a wireless card and appropriate anti-virus software can access the Internet, the library catalog, and other library resources.

A guide to assist with connecting to the wireless network is available on the IT Training page of the ICT Website (http://ict.txwes.edu/). To request support, you may visit the Wesleyan ID Center located on the 1st floor of the EJW Library.

B. Residence Hall Network Access

Current resident hall members are able to attach their personal computers to University-provided internet ports available in their rooms. Computers possessing the appropriate hardware and anti-virus software can access the Internet and many network resources through these ports.

A guide to assist with connecting to the Residence Hall network is available on the IT Training page of the ICT Website (http://ict.txwes.edu/).

IV. Computer Laboratories

Computer laboratories are available on campus to provide access to information technology resources to TW students. The computers in these labs run Windows operating systems and have a variety of software for academic and administrative use and Internet access.

A complete listing of locations and software installed in each lab is available on the Computer Labs page of the ICT Website (http://ict.txwes.edu/).
V. Technical Support
ICT offers TW students basic hardware and software troubleshooting assistance via phone or e-mail through the Technology Help Desk. 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.

TEXAS WESLEYAN UNIVERSITY
CAMPUS SECURITY ANNUAL REPORT
January 1, 2009 through December 31, 2009

The following information is provided to better inform University students and others. The information conforms to the requirements of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act".

I. ORGANIZATION
Campus security is outsourced to Securitas and reports to the manager of security operations. Campus security is located at 3220 Avenue A, Fort Worth, Texas.

II. POLICIES AND PROCEDURES
Campus security officers are on-duty twenty-four hours a day, seven days a week. In the event of criminal or suspicious activity or persons, the police or security should be contacted at the following numbers:

A. If emergency police service is required, 911 should be called, prior to notifying campus security.
B. If non-emergency police service is required, contact Fort Worth Police, 1100 Nashville St., Fort Worth , TX 76105, (817) 335-4222
C. Campus Security: 4911 or (817) 531-4911 (answered 24 hours per day)
D. Law School Security: 817-212-3999

III. FACILITY ACCESS
All campus residence halls are locked twenty-four hours a day. Resident directors and resident assistants are available to provide assistance. Visitors may gain access by using the telephone on each building. Visitation is limited to specific hours. Exterior doors are not to be propped open and left unattended, under any circumstances. Additional policies are contained in the Student Handbook, and are administered by the dean of students.

Academic buildings are secured each evening by campus security. The schedule of closings varies based on each building, normal hours of operation and scheduled activities. Students or visitors are not allowed in buildings after hours. Campus security will escort any unauthorized person from the building. Criminal trespass could result in arrest.

IV. CAMPUS SECURITY AUTHORITY
Campus security and/or the Fort Worth Police Department will respond, as appropriate, to any and all calls for assistance. Campus security officers are unarmed and do not have police powers. Campus security will defer any criminal investigation or situation, which may involve an arrest to the Fort Worth Police Department. The dean of students administers student disciplinary matters.
V. ORIENTATION, TRAINING, CRIME PREVENTION
The Campus Security Department's success depends on the support and assistance of the campus community. Any suspicious persons, behavior or activity must be reported promptly.
Students, faculty and staff must ensure their safety and the safety of their property by practicing fundamental crime prevention techniques. To that end, security will provide orientation sessions at the beginning of the fall semester for students. These sessions will typically be held in conjunction with residence hall orientations. In addition, safety and crime prevention information will be published, periodically, in available campus publications. Security will accommodate any request for training or additional information.

VI. TIMELY WARNINGS
In the event of a pattern of serious criminal activity or an egregious event, the University shall issue alerts to the campus community. These alerts must be approved by the associate vice president for administrative services and human resources.

VII. 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 proper 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 security and the counselor, are located in the Brown-Lupton Campus Center. Security is located at 3220 Avenue A. The counselor’s office is located at 3001 Ave D. 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.
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 accuser and the accused shall be entitled to the same rights or opportunities as offered through the normal disciplinary process. Both shall be informed of the outcome of any campus disciplinary 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.
The University will work with victims, whenever possible; to change academic and on-campus living situations due to alleged sexual assaults.

IV. STATISTICS
As required, the following statistics are provided for the preceding three-year period. The following offenses are reported: murder, manslaughter, arson, sexual offenses, robbery, aggravated assault, burglary and theft of a motor vehicle. As required, offenses are separated by location: on campus, in or on a non-campus building or property in use or controlled by the University, on public property immediately adjacent to the University, or in University residential facilities. The University is also required to report on campus arrests for the following offenses: liquor law violations, drug abuse violations and weapons possession. In addition, the University reports any crimes classified as crimes of prejudice. Reportable offenses that may also be crimes of prejudice shall be footnoted. Those crimes must manifest evidence of prejudice based on race, religion, sexual orientation or ethnicity.

Statistics are compiled using campus incident reports, and information received from the Fort Worth Police Department's representatives. Currently, the University has no off-campus student housing, faculty housing, or off-campus student organizations. 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. A separate report is available for the school of law.

IX. DISSEMINATION OF INFORMATION
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 (817) 819-4610.
## MAIN CAMPUS CRIME STATISTICS

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On-campus referrals

**Note:** The University reports no (0) crimes involving prejudice for this reporting period.

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**Type of Disciplinary Referrals**

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On-dwes on campus, Non-dwes non-owned property/building controlled or used by the University, Public-dwes public property immediately adjacent to the University, Res.-dwes University residential facilities. * This sexual assault was originally reported as non-forcible; however, with a better understanding of the definitions of offenses this was corrected to sexual assault – forcible. ** Because residential facilities is a sub-category of on-campus facilities, offenses, arrests and disciplinary referrals counted in “Res” category are also counted in the “On” category, per Clery reporting requirements.
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