A TEXAS-SIZED REPUTATION.
The fall semester of 2015 will mark the 125th academic year for Texas Wesleyan University. That’s big. As the longest-serving higher education institution in Fort Worth, we’re a small school with a big legacy.
From an on-campus phone, use last four digits only.
From an off-campus phone, include area code 817 when dialing.

▶ IN CASE OF EMERGENCY: DIAL 9-911
CAMPUS SECURITY: 817-531-4911

ACADEMIC WORK AND PROCEDURES
Academic Success Center .................................................. 817-531-4219
Academic Advising
Study Skills
Academic Deans
School of Arts & Letters ................................................................ 817-531-4900
School of Business Administration ......................................... 817-531-4840
School of Education .................................................................... 817-531-4945
School of Natural & Social Sciences ........................................ 817-531-7587
Dean of Freshman Success ..................................................... 817-313-0993
Dean of Student Success
Academic Appeals – Provost .................................................. 817-531-4405
Code of Student Conduct Appeals – Student Life ..................... 817-531-4872
Financial Appeals – Financial Aid .......................................... 817-531-4420
Parking Citation Appeals – Campus Security ......................... 817-531-4251

POLICIES AND COMMUNITY STANDARDS
Academic Integrity ................................................................... 16
Alcohol and Behavior Policy .................................................. 16
Anti-Bullying Policy .................................................................. 17
Behavior Policy .......................................................................... 17
Campus Conduct Hotline .......................................................... 18
Complaints ................................................................................. 18
Disability Accommodations Policy ............................................ 20
Procedures to Obtain Academic Accommodations .................. 20
Student Grievance Procedures .................................................. 21
Drug Policy .................................................................................. 22
Good Samaritan and Medical Amnesty Policies ....................... 22
Harassment, Discrimination & Title IX Procedures ................. 24
Definitions of Sexual Harassment ......................................... 23
BOOKSTORE ................................................................. 817-531-4272

BUSINESS OFFICE
Oneal-Sells Administration Building ........................................ 817-531-4416
Cashier/Student Accounts ......................................................... 817-531-4456
Student Payroll ........................................................................ 817-531-4419

DORA’S CAFÉ ........................................................................ 817-531-4490

RELIGIOUS LIFE
Chaplain’s Office ..................................................................... 817-531-4461

COMMUNITY RESOURCES
Outreach ................................................................................... 817-531-5873
Volunteerism ............................................................................ 817-531-6522

COUNSELING
Chaplain ................................................................................. 817-531-4461
Glick House Counseling Center ................................................. 817-531-4859

ACADEMIC DEANS
School of Arts & Letters ........................................................... 817-531-4900
School of Business Administration ........................................... 817-531-4840
School of Education ................................................................. 817-531-4945
School of Natural & Social Sciences ........................................ 817-531-7587

HUMAN RESOURCES
Career Employment and Job Placement ..................................... 817-531-4403

DISABILITY ACCOMMODATIONS ......................................... 817-531-7565

FACILITIES AND MAINTENANCE ....................................... 817-531-4454

HOUSING/RESIDENCE LIFE ............................................ 817-413-5000
Elizabeth Armstrong Hall ......................................................... 817-531-4459
Stella Russell Hall .................................................................... 817-531-4460
West Village ............................................................................. 817-413-5002

INFORMATION
Insurance (Health Services/Nurse) ............................................ 817-531-4948
On-Campus Numbers (TxWes Main Line) ................................. 817-531-4444

INTERNATIONAL PROGRAMS
International Programs and Study Abroad ............................... 817-531-5868

MEDICAL/HEALTH SERVICES (NURSE) .............................. 817-531-4948

POSTAL SERVICES/MAIL ROOM ..................................... 817-531-4409

OFFICE OF THE PRESIDENT .............................................. 817-531-4401

OFFICE OF THE PROVOST ............................................... 817-531-4405

PUBLICATIONS
The Rambler (Newspaper) ......................................................... 817-531-7552
Aries (Dr. Beth Battles, Faculty Advisor) ................................. 817-531-4906

ATHLETICS
Athletic Director ....................................................................... 817-531-4874
Athletic Trainer ........................................................................ 817-531-7590
Baseball .................................................................................... 817-531-7547
Cheer and Dance ...................................................................... 817-531-4240
Golf ........................................................................................ 817-531-5843
Men’s Basketball ...................................................................... 817-531-4224
Soccer ...................................................................................... 817-531-7556
Softball ..................................................................................... 817-531-4852
Sports Information Director ..................................................... 817-531-4855
Volleyball .................................................................................. 817-531-4850
Women’s Basketball ................................................................... 817-531-6599

STUDENT LIFE
Dean of Students ....................................................................... 817-531-4872
Lost and Found .......................................................................... 817-531-4872
Student Activities .................................................................... 817-531-6522
Student Organizations .............................................................. 817-531-4872
Student Services ...................................................................... 817-531-4872

TELEPHONE DIRECTORY

TESTING
Director of Testing and Counseling ........................................ 817-531-7565
Dear Texas Wesleyan Community,

It is my pleasure to welcome you (or welcome your return) to the Texas Wesleyan University campus and to your Ram Family. This upcoming year will be filled with excitement, positive energy, growth and celebration. As your Dean of Students, I am honored to be here with you as we create opportunities and make the most of our time together.

We share an abundance of diversity on our campus in the form of nationality, religion, family, background, language, perspective and many more. These differences should be explored and celebrated; I encourage each of you to do exactly that. In order to effectively support every student in his/her unique journey of personal development and intellectual progression, the entire Student Life team is dedicated to providing a safe, secure and healthy environment that supports students in developing their full potential.

What you get out of your college experience depends entirely upon what you choose to give. I encourage and challenge you to actively participate by seeking out opportunities to connect and engage both in and out of the classroom with fellow students, faculty and staff. As the Dean of Students, I am ready and excited to assist you in identifying involvement opportunities as well as helping you create the positive experience you desire while at Texas Wesleyan.

I look forward to meeting each of you, and I am excited to see what this year brings.

RAMS UP!

Dennis Hall
Dean of Students

Fellow Rams,

On behalf of the Student Government Association, I would like to extend a warm welcome to all first-year and transfer students. I would also like to welcome all of the returning students, faculty and staff who help this institution flourish. I look forward to working with each and every one of you. This upcoming school year will be one that you will never forget! As many of you know, the University has undergone major renovations around campus, making this an even better environment to learn and grow. You’re in for some special memories as you tackle classroom discussions, join organizations, attend campus events, and get closer to obtaining your degree!

I encourage all students to get involved. There is no better way of getting the most out of your time here at Texas Wesleyan than to participate and make positive changes on this campus. Now is the time to find what your interests are and act on them. The term of “Leaders of Tomorrow” has long passed. The new motto “Leaders of Today” should echo throughout this student body. Being involved can open doors and new opportunities you didn’t even think were possible.

As your Student Government Association, we are your voice. We represent you and we are dedicated to bridging the communication gap between the administration and students. Our ultimate goal is to enhance your experience here at Texas Wesleyan. Your SGA wants to leave the campus environment better than we found it. You can locate the SGA chambers on the first floor of the SUB. We encourage you to attend our weekly business meetings. We can also be contacted at sgatxwes@gmail.com. Please do not hesitate to approach any SGA members including myself for any questions, comments or concerns. We love getting feedback! I look forward to seeing everyone around campus!

Sincerely,

Abbey M. Borhee
94th Student Government President
Students who enroll at Texas Wesleyan University are recognized as adults pursuing an education and are obliged to voluntarily take upon themselves certain responsibilities and obligations that are compatible with the University's function as an academic institution. Each student is expected to be fully acquainted with and abide by the published policies, rules and regulations of the University. The institution specifically has the authority to maintain a secure environment, to detain and/or question students for information gathering and investigatory purposes and to react to specific concerns for safety or welfare by inspecting its premises, including campus housing occupied by students.

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

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

I. PURPOSE OF THE CODE OF STUDENT CONDUCT

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

DEFINITIONS

1. **Code of Student Conduct ("the Code")**: Standards of conduct and procedures established to provide a full and fair opportunity for review of alleged student misconduct.
2. **Complainant**: An individual who files a complaint with the Dean of Students alleging a violation of the Code.
3. **Conduct History**: Documentation of a student's conduct sanctions.
4. **Conduct Process**: The procedures provided in the Code from the initial complaint through final resolution to determine if a student has engaged in misconduct, and whether conduct sanctions should be imposed.
5. **Consent**: Words or actions that show an active knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by ignoring or acting without regard to the objectives of another, or by taking advantage of the incapacitation of another, where the student knows or reasonably should have known of such incapacity. Use of alcohol or drugs may impair an individual's capacity to freely consent and may render an individual incapable of giving consent. Consent is absent when the activity in question exceeds the scope of consent given previously.
6. **Dating Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/complainant, and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
7. **Dean of Students**: The person designated by the University as responsible for administering the student conduct process in accordance with the Code of Student Conduct, maintaining student conduct records, and assisting students to resolve conflicts with one another.

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

9. **Faculty Member**: Any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

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

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

12. **Plagiarism**: The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.

13. **Policy**: The written regulations for the University as found in, but not limited to, the Code of Student Conduct, Residence Life Handbook, the University webpage, and Graduate/Undergraduate Catalogs.

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

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

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

17. **Sexual Exploitation**: Taking nonconsensual or abusive sexual advantage of another for one’s own benefit, or to benefit or advantage anyone other than the person being exploited, including, but not limited to, nonconsensual video or audiotaping of sexual activity or undetected viewing of another’s sexual activity.

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

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

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

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

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

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

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

25. **University**: Texas Wesleyan University.

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

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

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

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

**II. AUTHORITY FOR STUDENT CONDUCT ADMINISTRATION**

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

**III. OBSERVANCE OF LAW**

The University expects that each student, regardless of their place of residence, will not only observe all federal, state and local laws, but also will observe all University rules and policies relating to student conduct. Any student who violates any laws, rules or policies is subject to the Code and conduct process, up to and including dismissal from the University. In addition, the student may be subject to criminal and civil action through governmental judicial systems as a result of these violations.

**IV. CHANGES IN THE CODE**

The Board of Trustees has the authority to modify or change the Code of Student Conduct at any time without prior written notice. In addition, appropriate University officials may modify the Code at any time in order to promote safety on campus. Such changes will be distributed to the University community, including students, in a timely manner.

**V. UNIVERSITY COMMUNICATION**

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

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

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

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

VII. CATEGORIES OF MISCONDUCT

The violations listed below are not all-encompassing. The Dean of Students and other University officials are given discretion in addressing student incidents that are not described or listed.

A. CATEGORY ONE VIOLATIONS

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

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

Category One violations include, but are not limited to:

1. Minor disturbances of the peace.
2. Violation of minor Residence Life policies. (Refer to the Residence Life section of the Student Handbook for specific policies.)
3. Violation of parking/safety regulations.
4. Engaging or threatening to engage in behavior that would cause minor damage to University or personal property.
5. Failure to comply with reasonable directives of University officials, faculty, or staff members acting in the performance of their duties.
6. Smoking outside of the designated smoking areas.
7. Failure to present official University ID card upon request by University authorities.

B. CATEGORY TWO VIOLATIONS

Sanctions assigned to Category Two violations, as part of the conduct process, may include, but are not limited to:

• Level One Conduct Probation for an assigned period of time.
• Level Two Conduct Probation for an assigned period of time. Placement on Level Two Conduct Probation prohibits students from holding an elective office on campus or representing the University on or off campus in an official capacity.
• Loss of Privilege
• Fine and/or Restitution

C. CATEGORY THREE VIOLATIONS

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

• Discretionary Assignments
• Participation in Educational Programming
• Referral to On-Campus Counseling or Assessment
• Removal from University Housing
• Suspension or Dismissal

Category Two violations include, but are not limited to:

1. Repeated violations of Category One violations.
2. Furnishing false or misleading information to any University office or official.
3. Forgery, alteration or misuse of any University document, record or instrument of identification.
4. Tampering with the election of any University-recognized student organization.
5. Unauthorized entry, attempted entry or use of University buildings, property, facilities, equipment, supplies or resources.
6. Attempted or actual theft of personal property of a member of the University community or of a campus visitor. This includes theft of University services.
7. Knowingly accessing a computer, computer network, computer system or telephone system beyond the standard assigned and/or accepted permissions.
8. Unauthorized possession, duplication or use of University keys.
9. Interfering with or disrupting any University event, business activity or educational purpose.
10. Indecent, inappropriate, lewd or obscene behavior or language.
11. Use, possession or storage on campus of swords, knives over six inches, airsoft guns, air rifles or other facsimile weapons.

Please refer to page 37 for further explanation of the University Weapon Policy.

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

Please refer to page 16 for further explanation of the University Alcohol Policy.

13. Violation of federal, state, civil or criminal laws or city ordinances, regardless of whether the act occurred on or off campus.
14. Conspiring, planning or attempting to achieve any of the above acts.

Please refer to page 37 for further explanation of the University Weapon Policy.

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

Please refer to page 16 for further explanation of the University Alcohol Policy.

13. Violation of federal, state, civil or criminal laws or city ordinances, regardless of whether the act occurred on or off campus.
14. Conspiring, planning or attempting to achieve any of the above acts.

Please refer to page 37 for further explanation of the University Weapon Policy.

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

Please refer to page 16 for further explanation of the University Alcohol Policy.

13. Violation of federal, state, civil or criminal laws or city ordinances, regardless of whether the act occurred on or off campus.
14. Conspiring, planning or attempting to achieve any of the above acts.
Referral to On-Campus Counseling or Assessment
Removal from University Housing
Suspension or Dismissal
Denial of readmission without approval of Dean of Students or his or her designee.
Expulsion. Students expelled must leave the campus within 24 hours or earlier, if the disciplinary authority directs.

Category Three violations include, but are not limited to:
1. Repeated violations of Category One violations.
2. Physical and verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person.
3. Sexual assault or other nonconsensual sexual activity.

Please refer to page 22 for further explanation of the University Sexual Assault Policy.
4. Causing physical or emotional harm to any member of the University community.
5. Creating a hostile environment by engaging in hate speech, sexual or verbal harassment, stalking, cyber harassment and/or bullying.

Please refer to page 17 for further explanation of the University Bullying Policy.
6. Use, possession, or storage on campus of ammunition, firearms, guns, fireworks, corrosive or explosive chemicals, or other objects that are dangerous, flammable or that could cause damage by fire or explosion to persons or property.

Please refer to page 37 for further explanation of the University Weapon Policy.
7. Students found under the influence of, in possession of, manufacturing of, or distribution of illegal drugs, controlled substances and/or drug paraphernalia. Paraphernalia includes, but is not limited to, grinders, pipes, hookahs, rolling papers and other items associated with drug use and transactions.

Please refer to page 22 for further explanation of the University Drug Policy.
8. Violation of federal, state, civil or criminal laws or city ordinances, regardless of whether the act occurred on or off campus.
9. Conspiring, planning or attempting to achieve any of the above acts.

D. ACADEMIC INTEGRITY

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

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

I. PHILOSOPHY AND PURPOSE

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

II. STRUCTURE

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

The following will be included in official notices:
1. A notification that an incident has been reported to the Dean of Students.
2. A notification to set a meeting with the Dean of Students or his/her designee.

A. PRELIMINARY MEETING

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

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

Cases involving assault, sexual assault and illegal drugs will be heard solely through the administrative track due to sensitive information and possible criminal implications.

Waiver of Hearing Due to Acceptance of Responsibility

A student may waive the right to a hearing if he/she admits to the alleged violation and accepts the proposed sanctions.

Mistake of Identity

If at the preliminary meeting it is reasonably determined that there was a mistake in identity, the matter is closed. The student will receive a letter indicating that there was no violation and all records of this event will be removed from the student’s file.
B. FAILURE TO APPEAR
Failure to respond by the established date or failure to attend the preliminary meeting is an additional violation and it will be added to the current allegations. Also, the student will forfeit his/her right to a conduct meeting and the Dean of Students shall assume that the student committed the alleged acts of misconduct and issue appropriate conduct sanctions.

C. FORMAL HEARING TRACKS
1. Administrative Track (Administrative Conference)
   Students selecting this administrative track will have an administrative panel hear his/her case. A member from Student Life will present the case to the hearing board.

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

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

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

Decisions within the conduct process made by the Dean of Students may be appealed to the Vice President of Enrollment and Student Services.

The student must, within three class days from the date of receipt of the written determination statement, complete and submit to the Office of the Dean of Students a written request for appeal. Requests for appeal will not be granted solely on the fact that the student disagrees with the determination.

Appeals will be limited to review for the following reasons:
1. New valid evidence.
2. A validated claim of irregularities or error.
3. Error in applying the Code of Student Conduct.
4. A validated claim of unfairness.

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

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

1. Within two working days from the date the notice is received, the Administrator will review the appeal notice and may decide to meet with the student to further discuss his or her grounds for appeal.
2. If a meeting is granted, the Administrator will meet solely with the student. An advisor may be permitted in a nonspeaking role.
3. If based on the written notice of appeal, the Administrator determines there is not substantial cause for appeal, (s)he may choose to provide a written summary of the decision to the student. A copy will be kept for Student Life documentation purposes.
4. If the Administrator decides to meet with the student, (s)he will consider the appeal and uphold, reverse or otherwise modify the previous decision. The appeal decision may not be appealed as students are provided one single appeal. Students will be notified in writing the decision.

Decisions of the conduct process authority, after exhaustion of the appeal process, can be referred to the President for enforcement. No appeals may be made to the President without going through the entire process; however, the President has the authority to overrule any decision rendered through the conduct system in his/her sole judgment.

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

Dean of Students, Texas Wesleyan University
Brown-Lupton Student Center, Suite 131
817-531-4872
deanofstudents@txwes.edu

ACADEMIC INTEGRITY

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

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

ALCOHOL AND BEHAVIOR POLICY

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

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

Basic Requirements for All Events Serving Alcohol:

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

All off-campus student events that are sponsored by the University and serve alcohol must have proper authorization. An Alcohol Permit Form must be completed and approved by the Vice President for Enrollment and Student Services. For approval, the following federal guidelines must be met:

1. A variety of nonalcoholic beverages will be conveniently and readily available.
2. Adequate food (non-salty preferred) must be provided.
3. A carding and labeling procedure must be enforced.
4. Alternate transportation arrangements must be available.
5. A designated person must be responsible for compliance, monitoring of the event, and enforcing University, local, state and federal policies or laws.
6. All alcoholic beverages must be kept in a secure area.
7. An off-duty Fort Worth Police Officer is mandatory for student and third-party events. The cost is assumed by the event sponsor.

Student organizations that violate these policies may be subject to the following sanctions:

1. The loss of off-campus alcoholic privileges for up to one year.
2. The loss of campus reservation privileges for up to three months.
3. The student organization or group may be fined $100.
4. The organization or group’s president may be fined $150.

At its sole discretion, the University may disapprove the use of alcohol at any event for any reason.

ALCOHOL AND BEHAVIOR

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

ALCOHOL AND DRUG COUNSELING

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

ANTI-BULLYING POLICY

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

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

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 officials.
CAMPUS CONDUCT HOTLINE

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

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

Call the Campus Conduct Hotline at 866-943-5787.

Report activity or behavior that is harmful or unethical, such as:
1. Fraud or crime
2. Sexual harassment
3. Discrimination
4. Safety issues
5. Security and internet policy abuse
6. Code of Conduct violations
7. Workplace hostility
8. Unethical grading practices
9. Fraudulent financial or business practices
10. Any other questionable behavior

COMPLAINTS

Texas Wesleyan University recognizes the value of information provided by students about the performance of the University in providing the services and meeting the goals which our mission describes. It is University policy to invite feedback, and, whenever possible, to use that feedback to continue to improve the services and functions of the University.

Ideally, students will be able to resolve any problems by dealing directly with the individual (such as a faculty or staff member) or office (such as a student service or administrative office) involved. Students should also read the current Texas Wesleyan University Catalog and Student Handbook to become familiar with University policies.

These policies include, but are not limited to:
1. Academic integrity
2. Grade appeal
3. Harassment and discrimination
4. Student access to records

If a student is unable to reach a satisfactory resolution and wishes to pursue the matter further, or if a student wishes to register a formal complaint, a written complaint may be addressed to the Office of the Provost, following the process outlined here.

Written complaints should contain the following information:
1. The complainant’s name and contact information;
2. A clear description of the problem or complaint;
3. Appropriate supporting documentation that is directly related to the complaint;
4. A description of any subsequent actions taken by the complainant or the University; and
5. A description of the desired outcome.

All written complaints received and copies of any responses will be kept on file in the Office of the Provost. Complaints which are unsigned or are not received in written format (e.g. complaints received by phone or in person) will not be considered.

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

GRADE COMPLAINTS

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

NONACADEMIC COMPLAINTS

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

TEXAS HIGHER EDUCATION COORDINATING BOARD (THECB)

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

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES

Texas Wesleyan University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master’s and doctoral level degrees. The Commission is to be contacted only if there is evidence that appears to support an institution’s significant noncompliance with a requirement or standard. All other inquiries or complaints should be directed as outlined above. The Complaint Policy of the Commission on Colleges is available at: www.sacscoc.org/pdf/081705/complaintpolicy.pdf.

The Commission may be contacted at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, and at www.sacscoc.org.

CAMPUS HOTLINE

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

POLICY

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

PROCEDURES TO OBTAIN ACADEMIC ACCOMMODATIONS

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

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

The student will be informed of the Director’s determination within 15 calendar days. If the determination confirms the existence of a disability requiring an academic adjustment, the student may meet with the Director to explore possible adjustments.

A letter describing the adjustment 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, his or her 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 he or she:
1. Has a mental or physical impairment, which substantially limits one or more of such person’s major life activities;
2. Has a record of such impairment; or
3. 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.

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

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.

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.

**DRUG POLICY**

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

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

**GOOD SAMARITAN AND MEDICAL AMNESTY POLICIES**

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

Students who seek emergency assistance for themselves (Medical Amnesty) or another person (Good Samaritan) due to an emergency situation may not be subject to the Texas Wesleyan conduct process. An emergency situation may be defined as involving a threat or danger to the health or safety of any individual including alcohol poisoning, drug overdose, sexual assault (victim) or physical abuse (victim). Students may be required to go through an educational process.

Only the student who had a medical emergency and the individual(s) who call emergency medical assistance and remain with the student until help arrives will fall under the Good Samaritan and Medical Amnesty Policy. (This policy does not preclude conduct action regarding other violations of the Code of Student Conduct, such as causing or threatening physical harm, sexual assault, damage to property, harassment, hazing, etc.)

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

**HARASSMENT, DISCRIMINATION & TITLE IX**

Harassment and discrimination, including sexual/gender harassment and discrimination, are illegal under federal and state statutes, including but not limited to, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Texas Commission on Human Rights Act, and is prohibited at Texas Wesleyan University (the “University”).

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

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

**FACULTY/STAFF-STUDENT RELATIONSHIP**

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

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

**DEFINITIONS OF SEXUAL HARASSMENT**

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

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

**OTHER FORMS OF HARASSMENT**

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

**DEFINITION OF DISCRIMINATION**

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

**SANCTIONS**

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

**TIMING OF COMPLAINT**

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

**CONFIDENTIALITY OF PROCEEDINGS AND RECORDS**

All persons involved in the investigation, adjudication or resolution of complaints shall preserve the confidentiality of information relating to such investigation, adjudication or resolution, to the extent possible. Such confidential information shall only be disclosed on a need-to-know basis to those in the University or their designees and legal representatives (including outside counsel) authorized to participate in the investigation, adjudication or resolution, or to those outside the University, as required by court order or otherwise required by law.

The University cannot guarantee confidentiality.

**PROCEEDINGS**

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

**COMPLAINT PROCEDURES IN GENERAL**

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

Complaints should be delivered in writing to the appropriate person as specified in this policy. However, verbal complaints may be accepted. Complaints must provide the name of the person alleged to have harassed or discriminated against the complainant, specific details of the alleged conduct or act, a list of witnesses (if any), a desired remedy, and any other pertinent details.

The complaint procedure described herein shall be available to any faculty member, staff member, student, vendor or guest who believes that he or she has been harassed or discriminated against by a faculty member, staff member, student, vendor or guest in the context of the accused individual’s performance of University-related functions.

**TITLE IX OVERVIEW**

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

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

**TITLE IX SCOPE**

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

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

All faculty, staff or student complaints of sex discrimination, including sexual harassment or violence, must be reported immediately to the Title IX coordinator by calling 817-531-4286, or to any assistant coordinator immediately. The Title IX coordinator will take action within a reasonable period of time to effectively correct the situation, prevent a recurrence and remedy any effects of any unlawful harassment. Title IX complaints may also be reported to the OCR.

The Title IX Coordinator is responsible for providing a prompt and equitable resolution of all Title IX complaints including conducting a reliable and impartial investigation or coordinating such an investigation through his/her appointment of Title IX assistant coordinators or others at the senior staff level.

**RETAILIATION AGAINST ANY INDIVIDUAL WHO FILES A COMPLAINT OR PARTICIPATES IN A HARASSMENT INQUIRY IS STRICTLY PROHIBITED.**

**Title IX Coordinator:**
- Vice President for Enrollment and Student Services 817-531-4214

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

**COMPLAINT PROCEDURES INVOLVING A FACULTY MEMBER (NON-TITLE IX RELATED)**

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

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

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

**INFORMAL RESOLUTION**

Upon completion of the investigation and depending upon its severity, the administrators are authorized to
although not required, that the complainant follow the "chain of command." For example, staff employees 
may report a supervisor, the department head, Dean, Divisional Vice President or the Provost. It is recommended, 
however, that the complainant seek assistance from the Associate Vice President for Administration and Human Resources, Director of Human Resources, 
Persons who have complaints alleging harassment (other than sexual harassment) or discrimination with the revocation of tenure and termination policies and procedures for faculty members. The faculty 
administration reserves the right to change the determination within seven (7) calendar days of the date of the notice of dismissal, to the Provost. If no appeal is filed within the fifteen (15) calendar days, the matter is automatically closed. If a determination of no harassment or discrimination is 
appealed, the Provost shall make a written recommendation to the President within seven (7) calendar 
days. The President shall notify all parties of his or her decision in writing within seven (7) calendar days 
after receipt of the Provost’s recommendation. The President’s decision is final.

DETERMINATION OF HARASSMENT OR DISCRIMINATION

If the administrators determine that 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 notice of dismissal, to the Provost. If no appeal is filed within the fifteen (15) calendar days, the matter is automatically closed. If a determination of harassment or discrimination is 
appealed, the Provost shall make a written recommendation to the President within seven (7) calendar 
days. The President shall notify all parties of his or her decision in writing within seven (7) calendar days 
after receipt of the Provost’s recommendation. The President’s decision is final.

DETERMINATION OF NO HARASSMENT OR DISCRIMINATION

If the administrators determine that harassment or discrimination has occurred, they shall promptly notify the parties and witnesses of the existence of harassment or discrimination. 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 days, the matter is automatically closed. If a determination of harassment or discrimination is 
appealed, the Provost shall make a written recommendation to the President within seven (7) calendar 
days. The President shall notify all parties of his or her decision in writing within seven (7) calendar days 
after receipt of the Provost’s recommendation. The President’s decision is final.

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

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

LODGING OF COMPLAINT INVOLVING A STAFF EMPLOYEE, GUEST OR VENDOR

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

INVESTIGATION

Upon receipt of a complaint of harassment or discrimination against a staff employee, guest or vendor, 
the Office of Human Resources shall investigate the complaint itself or assign it to two (2) administrators, 
each of whom must be either a Vice President, Associate Vice President or someone who directly reports to a Vice President, Associate Vice President and who is employed at least at the director level.

The Office of Human Resources or the assigned administrators shall investigate the complaint, interview 
the parties and witnesses involved and gather all pertinent information. The investigation shall be completed within thirty (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, 
the Provost in writing within fifteen (15) calendar days. If no appeal is filed within the fifteen (15) calendar days, the matter is automatically closed. If a determination of harassment or discrimination has occurred, shall review the 
information as a whole in the totality of the circumstances and in the context in which the alleged incident 
or incidents occurred. The determination shall be made from the facts on a case-by-case basis.

DETERMINATION

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

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

APPEALS

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

EMPLOYMENT-AT-WILL

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

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

**INVESTIGATION**

Upon receipt of a complaint of harassment or discrimination against a student, the Vice President of Enrollment and Student Services or the Dean of Students, if designated by the Vice President, shall investigate or assign the complaint to two (2) administrators, each of whom must be either a Vice President, Associate Vice President or someone who directly reports to a Vice President or Associate Vice President and who is employed at least at the director level. The Office of Human Resources shall serve in an advisory capacity for complaints involving students.

The above-mentioned staff or the assigned administrators shall investigate the complaint, interview the parties and witnesses involved and gather all pertinent information. The investigation shall be completed within thirty (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.

**DETERMINATION**

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

1. Determine that the claim of harassment or discrimination was not substantiated and provide prompt written notice of such determination to the student and the complainant; or
2. Determine that the claim of harassment or discrimination was substantiated and issue appropriate disciplinary action against the student with notification to the complainant that appropriate action is being taken against the student, without providing details of the nature of such action. If the disciplinary action against the student is expulsion, the President must first be notified and approve the expulsion.

**APPEALS**

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

**NOTICE**

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

---

**PARKING AND REGISTRATION**

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

**VEHICLE REGISTRATION**

Vehicles parked on University property shall be registered with Campus Security, and no exceptions will be made. Each vehicle shall have one valid Texas Wesleyan University parking permit sticker affixed to the bottom left of the rear window. Permits may be obtained at the library circulation desk. Permits are valid through the end of the spring semester and expire on May 31 of each year.

Students who drive rental cars or parent’s cars temporarily on campus shall be required to have a
Fines will range from $30 to $75 per violation. Fines will be put on student accounts if the ticket is not paid or appealed within 10 days of the date on the ticket. Security will run plates on any car without a parking permit in order to determine the owner of the car. An additional $10 will be assessed to cover the costs. For further information, please refer to Campus Security at 817-531-4251 or the campus parking brochure which can be obtained at the Facilities Operation Office.

**APPEALS**

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

**PETS AND STRAY ANIMALS**

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 817-392-1234. If the situation requires immediate attention, please call Campus Security at 4911.

**RECORDS**

The U.S. Department of Education reiterates that FERPA (Family Educational Rights and Privacy Act) rights transfer to a student when he or she enters a postsecondary institution. Texas Wesleyan University supports this statement in regard to access to individual student academic records and will not provide record access to parents without signature of the student. A specific form (located on the website) is available for this purpose. FERPA does allow institutions to disclose information to appropriate officials in a health or safety emergency, including parents if the emergency involves their child. Texas Wesleyan reserves the right to notify appropriate officials and parents in any situation determined to be an emergency.

For the full Student Records policy, please refer to the Course Catalog. To contact the Registrar’s Office, call 817-531-4414.

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

**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**

**Classroom**

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

2. 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.

3. 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.

4. 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.

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

6. 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.

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

8. Students have a right to expect courteous and timely responses from all staff of the University.

9. 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.

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

11. 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.

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

**Freedom of Inquiry and Expression**

1. As citizens, students shall be free to examine and discuss all questions of interest to them and to express opinions either orally or written, publicly 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.

2. Students have a right to freedom of expression during the civil exchange of views. Views which differ from those of the instructor or the University shall not jeopardize the student’s academic evaluation.

**Student Publications**

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

2. 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.

3. 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.

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

**Disciplinary Proceedings**

1. 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.

2. 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.

3. 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.

4. 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.

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

6. 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**

1. 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.

2. A student has the ultimate responsibility to take those steps necessary to earn a degree in a program of his/her choosing.
3. 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.

4. 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.

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

6. A student is responsible for practicing good University citizenship. This includes employing/practicing civility at all times and 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.

7. 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.

8. 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 principle by Faculty Council on April 9, 1997. Was sent to joint committee of Student Government, Faculty Council, and a student participant.

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.

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.

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. In determining the content of the publications, editors should:

1. 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.

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).

TOBACCO-FREE CAMPUS POLICY

PURPOSE

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

BACKGROUND AND RATIONALE

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

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

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

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

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

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

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

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

EDUCATION AND AWARENESS
The implementation of this policy is augmented by an education and awareness campaign that may
include, but not be limited to:
1. Notification to prospective students and staff/faculty hires;
2. Informational meetings, postings, and e-mail notifications;
3. Publication in staff/faculty human resources manuals, student guides and handbooks, and
   appropriate websites;
4. Educational campaigns employing classmates and colleagues;
5. Ongoing smoking cessation programs;
6. Establish a culture of compliance through peer oversight.

COMMUNICATION OF POLICY
Signs bearing the message “tobacco-free campus” will be posed at each of Texas Wesleyan University
vehicular and pedestrian entrances (as applicable), and each building will display a decal that states
“tobacco-free facility.” However, tobacco-free zones apply on the grounds around all Texas Wesleyan
University, whether or not signs are posted. No ashtrays or smoking shelters will be provided on the
campuses of Texas Wesleyan University.

TOBACCO USE CESSATION PROGRAMS
The University is committed to supporting all students and employees who wish to stop using tobacco
products. Assistance to students, faculty and staff to overcome addiction to tobacco products is available
through Human Resources and Student Health Services. Referrals to cessation services are encouraged.

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

RELEVANT TEXAS WESLEYAN UNIVERSITY POLICIES, PROCEDURES AND FORMS
Texas Wesleyan University Student Handbook, Code of Student Conduct and Discipline VII.

WHO SHOULD KNOW
Students, faculty, staff, and visitors on Texas Wesleyan University’s main campus, and all other satellite
locations.

TEXAS WESLEYAN UNIVERSITY OFFICER(S) RESPONSIBLE FOR POLICY
Security, the Director of Human Resources, and the Vice President of Enrollment and Student Services.

DATES APPROVED OR AMENDED
Effective August 20, 2014.

WEAPONS POLICY
Students shall not carry or store a weapon on University property. Weapons include, but are not limited
to, BB/pellet guns, paint guns, air guns, airsoft guns, tasers, knives with blades over six inches, swords
(including decorative), imitation or facsimile weapons, fireworks, explosive devises, martial arts weapons
and includes those weapons for which the employee or student may possess a license (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.
CAMPUS SECURITY

Texas Wesleyan University
817-531-4911

MISSION STATEMENT
The Campus Safety and Security Department works to ensure the safety and security, and to protect the property of students, staff, faculty, visitors and the University. The department is community service-oriented and believes in prompting safety and security through education. We are committed to a partnership with the campus community, and to providing quality security related services, as well as good results to the University and its constituents.

OPERATIONS
Campus Security is outsourced and reports to the Director of Campus Security. Campus Security is located at 3220 Avenue A, Fort Worth, Texas.

Campus Security officers are on duty 24 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:

- If emergency police service is required, 911 should be called, prior to notifying Campus Security.
- If nonemergency police service is required, contact Fort Worth Police: 817-335-4222.
- Campus Security: 4911 or 817-531-4911 (answered 24 hours per day).

Security officers are unarmed and do not have the power to arrest. However, the Fort Worth Police Department supports University security personnel and activities, and maintains a frequent presence on campus. Violations of University policies are referred to the appropriate administrative office.

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.

TEXAS WESLEYAN EMERGENCY ALERTS SYSTEM
Texas Wesleyan will provide accurate and timely information to the historic and Burleson campus communities during emergencies via the emergency alerts system.

The purpose of the alerts system is to notify faculty, staff and students of emergency situations on campus, including, but not limited to, campus closings due to weather, building evacuations and other emergency situations.

In the case of a severe weather emergency, building evacuations or other emergency, the University will utilize emergency alerts to students, faculty and staff of the nature of the emergency and any steps the recipient should take to safeguard his or her personal welfare.

Notifications can be sent to home phones, cell phones, work phones, text and/or email. Students can sign up to receive mobile emergency alerts at txwes.edu/alerts. Students can also change their contact information or opt out of emergency alerts at ramlink.txwes.edu.

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

CAMPUS CRIME STATISTICS
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092 (f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. We encourage the campus community to review our crime stats on page 46, online at txwes.edu/security, or contact the security office at 817-531-4251.

SECURITY SERVICES
SECURITY ESCORT
For individuals who are handicapped or temporarily disabled due to an injury, security can provide transportation to and from buildings on campus.

If you would like to be escorted from a building to your vehicle, call 817-531-4911. Give your name, the building, and the entrance in which you will meet the officer. Allow 5-10 minutes from the time you call to the time security arrives.

FLAT TIRES
Due to liability concerns, security does not change tires. Security will air up a tire if the tire will hold air, and encourage the owner to drive their vehicle directly to a repair facility to have the tire repaired or replaced. Call 817-531-4911 and give your name, the make, model and color of your vehicle, and the parking lot in which your vehicle is located. You will need to be at your vehicle when security arrives and sign a liability waiver before security can assist you.

DEAD BATTERY JUMP
Security will assist faculty, staff and students by jumping dead batteries. Call 817-531-4911 and give your name, make, model and color of your vehicle, and the parking lot in which your vehicle is located. You will need to be at your vehicle when security arrives and sign a liability waiver before security can assist you.

PARKING PERMITS
All students, both commuter and resident, who have vehicles on campus must have a parking permit. There are no exceptions to this requirement. Permits are at no cost to students, faculty and staff.

All parking permits are free.

Vehicles without permit stickers will be ticketed. Repeat violators may be impounded or towed at the owner’s own expense.

To get a permit for your vehicle, go to the circulation desk in the EJW Library. You will need to know your license plate number and have your driver’s license with you in order to receive a permit. Anyone operating more than one vehicle on campus must register each vehicle separately. If you are driving a parent's vehicle, you will need a permit for that vehicle as well.
CRIME PREVENTION TIPS

RESIDENCE HALLS
- Keep your residence hall room door locked whether the room is unoccupied or occupied.
- Do not open your residence hall room door unless you can identify the person seeking entrance.
- Report suspicious persons or activities in your resident hall to the RA on duty, the hall director, or to Campus Security.
- Never prop open exterior doors to resident halls or allow unescorted visitors into the hall.
- If your residence hall room key is lost or stolen, report the loss immediately to the residence hall staff.
  Never leave your keys lying around in your room when you are not in the room.
- Do not keep large amounts of cash in your room.

FACULTY AND STAFF
- Lock classroom doors and labs after class sessions.
- Always lock your door when leaving your office.
- Never leave your valuables such as purse, wallet, and keys lying on your desk.
- When working late, call security to inform them that you are leaving the building.
- Never leave keys in doors.

AUTOMOBILES
- Keep your automobile locked at all times. Keep doors locked when traveling alone.
- Do not park your automobile in secluded or dimly lit areas.
- Do not keep valuables or electronics in plain sight in your automobile.
- When walking to your automobile at night, have your keys readily in hand.
- Always check the back seat before getting into your automobile.
- Check your automobile daily.

PERSONAL PROPERTY
- Protect the safety of your personal property and valuables. Don’t allow your property or valuables to be unattended at any time.
- Make a list of your valuables including make, model and serial number.
- Permanently mark your personal property and valuables with electric engravers. Contact Campus Security for more information on how to borrow an engraver.

IMPORTANT NUMBERS
Campus Security (24-hour line) ................................................................. 817-531-4911
Campus Security Office ................................................................. 817-531-4251
Fort Worth Police Department ................................................................. 817-335-4222

STATE SERVICES
Victim Services Division ................................................................. 1-800-848-4284
Crime Victim’s Compensation ................................................................. 1-800-983-9933
MHMR Consumer Services/Rights ................................................................. 1-800-252-8154
Missing Persons Clearinghouse ................................................................. 1-800-346-3243
Poison Control Center ................................................................. 1-800-222-1222
Sexual Assault Prevention/Crisis ................................................................. 1-512-474-7190
Texas Crime Stoppers ................................................................. 1-800-252-8477
## 2014 CRIME STATISTICS

<table>
<thead>
<tr>
<th>TYPE OF ARREST</th>
<th>On NonPublic*Res</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapons Violation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISCIPLINARY REFERRALS</th>
<th>On NonPublic*Res</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapons Possession</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2014

- **On Non Public Res**: 7
- **Total**: 9

### 2013

- **On Non Public Res**: 6
- **Total**: 9

### 2012

- **On Non Public Res**: 7
- **Total**: 9

*Per Clery reporting requirements residential facilities (*Res) is a subcategory of on campus facilities. Offenses, crimes, and statistics counted in the “Res” category are also counted in the “On” category, but are not double counted in the early total.

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

### ANNUAL SECURITY AND FIRE REPORT

**Campus Security**
Texas Wesleyan University
817-531-4911
January 1, 2014, through December 31, 2014

Texas Wesleyan University is required by the Jeanne Clery Act to disclose Campus Security policies and crime statistics.

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

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

Campus Security policy statements and crime statistics can be found on the security website at: txwes.edu/security

On October 1, 2015, the policy statements for 2014 will be available at: txwes.edu/security

The crime statistics for 2012, 2013, and 2014 are listed on the previous page.

### FIRE SAFETY SYSTEMS

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

1. **West Village** – There is a pressurized sprinkler system throughout the complex that is activated by heat or smoke. The fire system is monitored by Central Alert. Fire extinguishers are present and inspected annually.
2. **Stella Russell Hall** – Individual, stand-alone smoke detectors are present in each room. Fire extinguishers are present and inspected annually.
3. **Elizabeth Means Armstrong Hall** – Individual, stand-alone smoke detectors are present in each room. Fire extinguishers are present and inspected annually.

### FIRE DRILLS

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

### PORTABLE ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAME

Residence hall wiring cannot accommodate an excessive number of electrical appliances; therefore, students are allowed a maximum of five major appliances in each room. Odor-producing paraphernalia requiring the use of open flames (such as candles and incense) are fire safety hazards and are prohibited.

Tobacco use, including smoking, is not permitted in the residence halls or on the Texas Wesleyan University campus at any time.

### RESIDENCE HALL EVACUATION PROCEDURES

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

**FIRE SAFETY EDUCATION AND TRAINING PROGRAMS**

Campus Security provides training each semester for University housing staff, housing directors, and security officers. Fire drills are implemented each semester and, after each drill, all staff and officers meet to have a debriefing to discuss areas of improvement concerning drills.

New employees shall be trained by the Assistant Dean for Residence Life regarding the Emergency Action Plan as part of their new employee orientation. Each employee will be provided a copy of the plan at that time.

**FIRE REPORTING CONTACT LIST**

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

1. Security Manager
2. Maintenance Manager
3. Director of Facilities Operations
4. Associate Vice President – Facilities & HR
5. Residence Life Director
6. Dean of Students
7. 911 Emergency Line – Fort Worth Fire and Police

**FUTURE IMPROVEMENT**

There is nothing to report at this time.
<table>
<thead>
<tr>
<th></th>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>9</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>16</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>23</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>30</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**3**

**4**

**5**

**11**

**12**

**18**

**19**

**25**

**26**

**13**

**14**

**15**

**20**

**21**

**22**

**27**

**28**

**29**

First Day of Class

Convocation at 12:15 p.m.

President’s Picnic at 4:30 p.m.

JULY 2015

**1**

**2**

**3**

**4**

**5**

**6**

**7**

**8**

**9**

**10**

**11**

**12**

**13**

**14**

**15**

**16**

**17**

**18**

**19**

**20**

**21**

**22**

**23**

**24**

**25**

**26**

**27**

**28**

**29**

**30**

**31**

SEPTEMBER 2015

**1**

**2**

**3**

**4**

**5**

**6**

**7**

**8**

**9**

**10**

**11**

**12**

**13**

**14**

**15**

**16**

**17**

**18**

**19**

**20**

**21**

**22**

**23**

**24**

**25**

**26**

**27**

**28**

**29**

**30**

**31**

President’s Picnic at 4:30 p.m.

Last day to register or add a class for Fall 2015

NOTES

READY TO KICK OFF THE 125TH YEAR?
JOIN THE CELEBRATION AT THE PRESIDENT’S PICNIC ON THE 27TH.
Show your school spirit by wearing blue and yellow. RAMS UP!
Show your school spirit by wearing blue and yellow. RAMS UP!
Show your school spirit by wearing blue and yellow. RAMS UP!

WESLEYAN WEDNESDAY // 12

THURSDAY // 13

FRIDAY // 14

SATURDAY // 15

SUNDAY // 16
First Day of Class

Show your school spirit by wearing blue and yellow. RAMS UP!

First Day of Class

Last day to register or add a class for Fall 2015
### AUGUST 2015

<table>
<thead>
<tr>
<th>MONDAY // 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>--------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TUESDAY // 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convocation at 12:15 p.m. in Martin Hall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WESLEYAN WEDNESDAY // 26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show your school spirit by wearing blue and yellow. RAMS UP!</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THURSDAY // 27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celebrate the kick off of the 125th year at the President’s Picnic at 4:30 p.m. in the Sid Richardson Gym</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FRIDAY // 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>--------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SATURDAY // 29</th>
</tr>
</thead>
<tbody>
<tr>
<td>--------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUNDAY // 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>--------------</td>
</tr>
</tbody>
</table>
Texas Wesleyan was founded in 1890, and in September of 1891 the first classes were held in Ann Waggoner Hall with 111 students.
Show your school spirit by wearing blue and yellow.
RAMS UP!

Show your school spirit by wearing blue and yellow.
RAMS UP!
Show your school spirit by wearing blue and yellow. RAMS UP!

▼ Labor Day
(University Closed)

Show your school spirit by wearing blue and yellow. RAMS UP!
Show your school spirit by wearing blue and yellow. RAMS UP!
First Day of Autumn

Show your school spirit by wearing blue and yellow. RAMS UP!

WESLEYAN WEDNESDAY // 23

Show your school spirit by wearing blue and yellow. RAMS UP!

First Day of Autumn
### September 2015

<table>
<thead>
<tr>
<th>Monday // 28</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday // 29</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weslayan Wednesday // 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show your school spirit by wearing blue and yellow. RAMS UP!</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday // 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Friday // 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Saturday // 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sunday // 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
TEXAS WESLEYAN IS HOME TO MANY GHOST STORIES. THE MOST FAMOUS SPECTER IS GEORGIA, MARKED BY THE LONE GREEN SEAT AMONG THE BLUE ONES IN MARTIN HALL.

Columbus Day

Senior through sophomore advising week

First-year student advising week

Fall Break Day (University Closed)

Halloween
<table>
<thead>
<tr>
<th>Day</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY // 5</td>
<td></td>
</tr>
<tr>
<td>TUESDAY // 6</td>
<td></td>
</tr>
<tr>
<td>WEDNESDAY // 7</td>
<td>Show your school spirit by wearing blue and yellow. RAMS UP!</td>
</tr>
<tr>
<td>THURSDAY // 8</td>
<td></td>
</tr>
<tr>
<td>FRIDAY // 9</td>
<td>Fall Break Day (University Closed)</td>
</tr>
<tr>
<td>SATURDAY // 10</td>
<td></td>
</tr>
<tr>
<td>SUNDAY // 11</td>
<td></td>
</tr>
</tbody>
</table>
Columbus Day

Show your school spirit by wearing blue and yellow. RAMS UP!

RAMS UP!
Senior through sophomore advising week

Show your school spirit by wearing blue and yellow. RAMS UP!

Show your school spirit by wearing blue and yellow. RAMS UP!

Show your school spirit by wearing blue and yellow. RAMS UP!

Show your school spirit by wearing blue and yellow. RAMS UP!
**First-year advising week**

**Show your school spirit by wearing blue and yellow. RAMS UP!**

**Halloween**
### November 2015

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **November 8**: First-year advising week
- **November 9**: Online registration for Spring and May 2016 opens
- **November 15**: Veterans Day
- **November 16**: Last day to drop a class for Fall 2015
- **November 22**: Thanksgiving Holiday (University Closes at 12 p.m.)
- **November 29**: Thanksgiving Day (University Closed)
- **November 30**: Thanksgiving Holiday (University Closed)

---

**Notes**

- **Veterans Day**
- **Last day to drop a class for Fall 2015**
- **Online registration for Spring and May 2016 opens**
- **Thanksgiving Holiday (University Closed)**
- **Thanksgiving Holiday (University Closed)**

---

**The Motto of Texas Wesleyan is “Scientia Pietasque Vitalis,” which translates to “Knowledge Piety Life.”**
First-year advising week

Online registration for Spring and May 2016 opens

Show your school spirit by wearing blue and yellow. RAMS UP!
### Veterans Day

Show your school spirit by wearing blue and yellow.

**RAMS UP!**

### Wesleyan Wednesday // 11

Show your school spirit by wearing blue and yellow.

**RAMS UP!**

Veterans Day
NOVEMBER 2015

**MONDAY // 16**

**TUESDAY // 17**

Last day to drop a class for Fall 2015

**WESLEYAN WEDNESDAY // 18**

Show your school spirit by wearing blue and yellow. RAMS UP!

**THURSDAY // 19**

**FRIDAY // 20**

**SATURDAY // 21**

**SUNDAY // 22**

Show your school spirit by wearing blue and yellow. RAMS UP!
### WESLEYAN WEDNESDAY // 25

Show your school spirit by wearing blue and yellow. **RAMS UP!**

- Thanksgiving Holiday (University Closed)

### FRIDAY // 27

- Thanksgiving Holiday (University Closed)

### SATURDAY // 28

- 

### SUNDAY // 29

- 

### NOVEMBER 2015

<table>
<thead>
<tr>
<th>MONDAY // 23</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TUESDAY // 24</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEDNESDAY // 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show your school spirit by wearing blue and yellow. <strong>RAMS UP!</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THURSDAY // 26</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FRIDAY // 27</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SATURDAY // 28</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SUNDAY // 29</th>
</tr>
</thead>
</table>
### DECEMBER 2015

**ROBING HAS BEEN A LONG-STANDING TRADITION AT TEXAS WESLEYAN SINCE 1927.**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6  
7  
8  
9  

- Online registration for Spring and May 2016 closes
- Final Exams
- Late registration for Spring 2016
- Late registration for Spring 2016

10  
11  
12  

- Late registration for Spring 2016
- Robing & Hooding Ceremonies
- Commencement

13  
14  
15  
16  

- Christmas Break (University Closed)
- First Day of Winter (University Closed)
- (University Closed)

17  
18  
19  

- (University Closed)
- (University Closed)
- Christmas Day (University Closed)

20  
21  
22  
23  

24  
25  
26  

27  
28  
29  
30  

31  

- Last Day of Classes
- Dead Day
- Final Exams
- Final Exams

**NOTES**

- Online registration for Spring and May 2016 closes
- Late registration for Spring 2016
- Late registration for Spring 2016

**DECEMBER 2015**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1  
2  
3  
4  
5  

6  
7  
8  
9  

10  
11  
12  

13  
14  
15  
16  

17  
18  
19  

20  
21  
22  
23  

24  
25  
26  
27  

28  
29  
30  
31  

- Christmas Break (University Closed)
- First Day of Winter (University Closed)
- (University Closed)

**JANUARY 2016**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1  
2  
3  
4  
5  

6  
7  
8  
9  

10  
11  
12  

13  
14  
15  
16  

17  
18  
19  

20  
21  
22  
23  

24  
25  
26  
27  

28  
29  
30  
31  

- Dead Day
- (University Closed)
- (University Closed)
- (University Closed)
- (University Closed)

**NOVEMBER 2015**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1  
2  
3  
4  
5  

6  
7  
8  
9  

10  
11  
12  

13  
14  
15  
16  

17  
18  
19  

20  
21  
22  
23  

24  
25  
26  
27  

28  
29  
30  
29  

- Last Day of Classes
- Dead Day
- Final Exams
- Final Exams
- Final Exams
- Final Exams
- Final Exams
- Final Exams
- Final Exams

**NOTES**

- Online registration for Spring and May 2016 closes
- Late registration for Spring 2016
- Late registration for Spring 2016
- Late registration for Spring 2016
- Late registration for Spring 2016
- Late registration for Spring 2016

**JANUARY 2016**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1  
2  
3  
4  
5  

6  
7  
8  
9  

10  
11  
12  

13  
14  
15  
16  

17  
18  
19  

20  
21  
22  
23  

24  
25  
26  
27  

28  
29  
30  
31  

- Dead Day
- (University Closed)
- (University Closed)
- (University Closed)
- (University Closed)
- (University Closed)
- (University Closed)
- (University Closed)
- (University Closed)
- (University Closed)

**NOTES**

- Online registration for Spring and May 2016 closes
- Late registration for Spring 2016
- Late registration for Spring 2016
- Late registration for Spring 2016
- Late registration for Spring 2016
- Late registration for Spring 2016

**JANUARY 2016**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1  
2  
3  
4  
5  

6  
7  
8  
9  

10  
11  
12  

13  
14  
15  
16  

17  
18  
19  

20  
21  
22  
23  

24  
25  
26  
27  

28  
29  
30  
31  

- Dead Day
- (University Closed)
- (University Closed)
- (University Closed)
- (University Closed)
- (University Closed)
- (University Closed)
- (University Closed)
- (University Closed)
- (University Closed)
Last Day of Classes

Show your school spirit by wearing blue and yellow.
RAMS UP!

Dead Day

Final Exams

Online registration for Spring and May 2016 closes
Show your school spirit by wearing blue and yellow. RAMS UP!
Late registration for Spring 2016

Commencement
Show your school spirit by wearing blue and yellow. RAMS UP!

WESLEYAN WEDNESDAY // 16
<table>
<thead>
<tr>
<th>Monday // 21</th>
</tr>
</thead>
</table>
| Christmas Break  
(University Closed) |

<table>
<thead>
<tr>
<th>Tuesday // 22</th>
</tr>
</thead>
</table>
| Christmas Break  
(University Closed)  
First Day of Winter |

<table>
<thead>
<tr>
<th>Wednesday // 23</th>
</tr>
</thead>
</table>
| Show your school spirit by wearing blue and yellow.  
RAMS UP!  
Christmas Break  
(University Closed) |

<table>
<thead>
<tr>
<th>Thursday // 24</th>
</tr>
</thead>
</table>
| Christmas Break  
(University Closed) |

<table>
<thead>
<tr>
<th>Friday // 25</th>
</tr>
</thead>
</table>
| Christmas Day  
(University Closed) |

<table>
<thead>
<tr>
<th>Saturday // 26</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sunday // 27</th>
</tr>
</thead>
</table>
DECEMBER 2015

**MONDAY // 28**

- Christmas Break (University Closed)

**TUESDAY // 29**

- Christmas Break (University Closed)

**WESLEYAN WEDNESDAY // 30**

- Show your school spirit by wearing blue and yellow. RAMS UP!
- Christmas Break (University Closed)

**THURSDAY // 31**

- Christmas Break (University Closed)

**FRIDAY // 1**

- New Year's Day (University Closed)

**SATURDAY // 2**

**SUNDAY // 3**
<table>
<thead>
<tr>
<th>JANUARY 2016</th>
<th>DECEMBER 2015</th>
<th>FEBRUARY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
</tbody>
</table>

- **New Year’s Day** (University Closed)
- **First Day of Classes**
- **Martin Luther King Day** (University Closed)
- **Last day to register or add a class to Spring 2016**

**NOTES**

THE ONEAL-SELLS ADMINISTRATION BUILDING IS DESIGNATED AS A HISTORIC TEXAS LANDMARK, ORIGINALLY BUILT IN 1902 AND HOSTING A RED NEON SIGN IN 1938.
Show your school spirit by wearing blue and yellow. RAMS UP!
First Day of Classes

Last day to register or add a class to Spring 2016

Show your school spirit by wearing blue and yellow.
RAMS UP!

First Day of Classes
<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
</table>
| MONDAY // 18 | ▶ Martin Luther King Day  
(University Closed) |
| TUESDAY // 19 |                                                                      |
| WEDNESDAY // 20 | ▶ Wesleyan  
Show your school spirit by wearing blue and yellow.  
RAMS UP! |
| THURSDAY // 21 |                                                                      |
| FRIDAY // 22   |                                                                      |
| SATURDAY // 23 |                                                                      |
| SUNDAY // 24   |                                                                      |
### MONDAY // 25

- 
- 
- 
- 
- 
- 
- 
- 
-  
- 
- 

### TUESDAY // 26

- 
- 
- 
- 
- 
- 
- 
- 
-  
- 
- 

### WESLEYAN WEDNESDAY // 27

Show your school spirit by wearing blue and yellow. RAMS UP!

- 
- 
- 
- 
- 
- 
- 
- 
-  
- 
- 

### THURSDAY // 28

- 
- 
- 
- 
- 
- 
- 
- 
-  
- 
- 

### FRIDAY // 29

- 
- 
- 
- 
- 
- 
- 
- 
-  
- 
- 

### SATURDAY // 30

- 
- 
- 
- 
- 
- 
- 
- 
-  
- 
- 

### SUNDAY // 31

- 
- 
- 
- 
- 
- 
- 
- 
-  
- 
- 

#### JANUARY 2016

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>
THE LAST YEAR TEXAS WESLEYAN HAD A FOOTBALL TEAM WAS IN 1941.
### FEBRUARY 2016

<table>
<thead>
<tr>
<th>MONDAY // 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TUESDAY // 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Show your school spirit by wearing blue and yellow.
RAMS UP!

<table>
<thead>
<tr>
<th>WEDNESDAY // 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wesleyan</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Saturday</td>
</tr>
<tr>
<td>Sunday</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THURSDAY // 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FRIDAY // 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SATURDAY // 6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUNDAY // 7</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Show your school spirit by wearing blue and yellow. RAMS UP!
**FEBRUARY 2016**

<table>
<thead>
<tr>
<th>MONDAY // 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidents Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TUESDAY // 16</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>WEDNESDAY // 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show your school spirit by wearing blue and yellow. RAMS UP!</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THURSDAY // 18</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FRIDAY // 19</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SATURDAY // 20</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SUNDAY // 21</th>
</tr>
</thead>
</table>
Show your school spirit by wearing blue and yellow. RAMS UP!
TEXAS WESLEYAN WAS ORIGINALLY FOUNDED AS POLYTECHNIC COLLEGE. THE NAME WAS CHANGED TO TEXAS WESLEYAN COLLEGE IN 1934 AND ADAPTED AS A UNIVERSITY IN 1989.

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

- **Spring Break Week** (University Closed)
- First Day of Spring
- Senior through sophomore advising week
- Easter
- First-year student advising week

- **Good Friday** (University Closed)
- Easter Break Day (University Closed)

---

**NOTES**

TEXAS WESLEYAN WAS ORIGINALLY FOUNDED AS POLYTECHNIC COLLEGE. THE NAME WAS CHANGED TO TEXAS WESLEYAN COLLEGE IN 1934 AND ADAPTED AS A UNIVERSITY IN 1989.
Show your school spirit by wearing blue and yellow. RAMS UP!
Show your school spirit by wearing blue and yellow. RAMS UP!
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY // 14</td>
<td>Spring Break (University Closed)</td>
</tr>
<tr>
<td>TUESDAY // 15</td>
<td>Spring Break (University Closed)</td>
</tr>
<tr>
<td>WEDNESDAY // 16</td>
<td>Show your school spirit by wearing blue and yellow. RAMS UP!</td>
</tr>
<tr>
<td></td>
<td>Spring Break (University Closed)</td>
</tr>
<tr>
<td>THURSDAY // 17</td>
<td>Spring Break (University Closed)</td>
</tr>
<tr>
<td></td>
<td>Spring Break (University Closed)</td>
</tr>
<tr>
<td>FRIDAY // 18</td>
<td>Spring Break (University Closed)</td>
</tr>
<tr>
<td></td>
<td>Spring Break (University Closed)</td>
</tr>
<tr>
<td>SATURDAY // 19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Day of Spring</td>
</tr>
<tr>
<td>SUNDAY // 20</td>
<td></td>
</tr>
</tbody>
</table>
MARCH 2016

MONDAY // 21

Senior through sophomore advising week

TUESDAY // 22

WEDNESDAY // 23

Show your school spirit by wearing blue and yellow. RAMS UP!

THURSDAY // 24

Easter Break Day
(University Closed)

FRIDAY // 25

Good Friday
(University Closed)

SATURDAY // 26

SUNDAY // 27

Show your school spirit by wearing blue and yellow. RAMS UP!
First-year student advising week

Show your school spirit by wearing blue and yellow. RAMS UP!

MARCH 2016

MONDAY // 28

THURSDAY // 31

TUESDAY // 29

FRIDAY // 1

WESLEYAN WEDNESDAY // 30

SATURDAY // 2

SUNDAY // 3
THE BAKER BUILDING WAS ONCE THE SITE OF A NOTORIOUS BANK ROBBERY.

- First-year student advising week on April 3
- Last day to drop a class for Spring 2016 on April 10

Online registration opens for Fall 2016 on April 14

- Online registration opens for Fall 2016 on April 14
- Last day to drop a class for Spring 2016 on April 10
First-year student advising week

Show your school spirit by wearing blue and yellow. RAMS UP!

Online registration opens for Fall 2016
Last day to drop a class for Spring 2016

Show your school spirit by wearing blue and yellow. RAMS UP!
<table>
<thead>
<tr>
<th>MONDAY // 18</th>
<th>THURSDAY // 21</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TUESDAY // 19</th>
<th>FRIDAY // 22</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WESLEYAN WEDNESDAY // 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show your school spirit by wearing blue and yellow. RAMS UP!</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SATURDAY // 23</th>
<th>SUNDAY // 24</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>MONDAY // 25</td>
<td></td>
</tr>
<tr>
<td>TUESDAY // 26</td>
<td></td>
</tr>
<tr>
<td>WESLEYAN WEDNESDAY // 27</td>
<td>Show your school spirit by wearing blue and yellow. RAMS UP!</td>
</tr>
<tr>
<td>THURSDAY // 28</td>
<td></td>
</tr>
<tr>
<td>FRIDAY // 29</td>
<td></td>
</tr>
<tr>
<td>SATURDAY // 30</td>
<td></td>
</tr>
<tr>
<td>SUNDAY // 1</td>
<td></td>
</tr>
</tbody>
</table>
**MAY 2016**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
</tr>
</tbody>
</table>

- **10**: Last Day of Classes
- **11**: Dead Day
- **8**: Final Exams
- **12**: Robing & Hooding Ceremonies
- **13**: Commencement
- **14**: Final Exams

**NOTES**

TEXAS WESLEYAN IS HOME TO MANY NOTABLE GRADUATES, INCLUDING A U.S. CONGRESSWOMAN, MAJOR LEAGUE BASEBALL PLAYERS AND A WWE WRESTLER.
Last Day of Classes

Show your school spirit by wearing blue and yellow. RAMS UP!

Dead Day
### May 9
- Final Exams

### May 10
- Final Exams

### May 11
- **Wesleyan Wednesday // 11**
  - Show your school spirit by wearing blue and yellow, RAMS UP!

### May 12

### May 13
- Robing & Hooding Ceremonies

### May 14
- Commencement

### May 15
- Commencement
Show your school spirit by wearing blue and yellow.
RAMS UP!
Show your school spirit by wearing blue and yellow.
RAMS UP!

Show your school spirit by wearing blue and yellow.
RAMS UP!

Show your school spirit by wearing blue and yellow.
RAMS UP!

Show your school spirit by wearing blue and yellow.
RAMS UP!
MONDAY // 30

► Memorial Day
(University Closed)

TUESDAY // 31

WESLEYAN WEDNESDAY // 1

Show your school spirit by wearing blue and yellow.
RAMS UP!

THURSDAY // 2

FRIDAY // 3

SATURDAY // 4

SUNDAY // 5
1. Baker-Martin House: Undergraduate Admissions
2. Lou’s Place
4. Eunice and James L. West Library
5. Brown-Lupton Campus Center: Undergraduate Admissions, Counseling Services, International Programs
6. SA/BA
7. Campus Mall
8. Art Annex
9. Boyd House
10. Law Sone Fine Arts Center/Theatre
11. Armstrong-Maben Business Center
12. Ella C. McFadden Science Center
13. Science Lecture Theatre
14. Ed and Rae Schollmaier Science and Technology Center
15. Ann Waggoner Fine Arts Building
16. Nicholas Martin Hall
17. Baker Building
18. Bookstore
19. Art North
20. Art Annex
21. Boyd House
22. Law Sone Fine Arts Center/Theatre
23. SA/BA
24. Sid W. Richardson Center
25. Campus Mall
26. Jack and Jo Willa Morton Fitness Center
27. Polytechnic United Methodist Church: Chaplain’s Office/Bobby Bragan Fellowship Hall
28. Nurse Anesthesia
29. James C. Armstrong & Elizabeth Means Armstrong Hall
30. Dora Roberts Dining Hall
31. West Village Student Apartments
32. Stella Russell Hall
33. West Village Student Apartments
34. Security
35. Facilities Center
36. Facilities Storage

INFORMATION: 817-531-4444
SECURITY: 817-531-4911

BUILDINGS
1. Baker-Martin House: Undergraduate Admissions
2. Lou’s Place
3. Oneal-Sells Administration Building: Financial Aid/V.A. Administrative Office
4. Eunice and James L. West Library
5. Brown-Lupton Campus Center: Undergraduate Admissions, Counseling Services, International Programs
6. SA/BA
7. Campus Mall
8. Art Annex
9. Boyd House
10. Law Sone Fine Arts Center/Theatre
11. Armstrong-Maben Business Center
12. Ella C. McFadden Science Center
13. Science Lecture Theatre
14. Ed and Rae Schollmaier Science and Technology Center
15. Ann Waggoner Fine Arts Building
16. Nicholas Martin Hall
17. Baker Building
18. Bookstore
19. Art North
20. Art Annex
21. Boyd House
22. Law Sone Fine Arts Center/Theatre
23. SA/BA
24. Sid W. Richardson Center
25. Campus Mall
26. Jack and Jo Willa Morton Fitness Center
27. Polytechnic United Methodist Church: Chaplain’s Office/Bobby Bragan Fellowship Hall
28. Nurse Anesthesia
29. James C. Armstrong & Elizabeth Means Armstrong Hall
30. Dora Roberts Dining Hall
31. West Village Student Apartments
32. Stella Russell Hall
33. West Village Student Apartments
34. Security
35. Facilities Center
36. Facilities Storage