



WILLIAM WOODS
UNIVERSITY

2023-2024

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WILLIAM WOODS UNIVERSITY

2023-2024

STUDENT HANDBOOK

INTRODUCTION

This student handbook applies to all students enrolled at William Woods University regardless of mode of instruction. It does not constitute the whole of university policies concerning students. The University's catalog, website and other official publications also include important policy information. Students are responsible for becoming aware of the contents of these publications. The University reserves the right to change any provision or requirement when it will serve the University or its students to do so.

All policies, regulations, procedures, and fees in this student handbook are subject to change at the discretion of William Woods University. The Student Handbook is reviewed and revised annually by the Office of Student Life. This handbook and planner are provided by the William Woods University Student Assembly.

University Mission Statement

William Woods University promotes a student-centered learning environment valuing inclusion, creativity, and intellectual inquiry. Focused on professions-oriented education, we prepare learners for success.

Vision Statement

The vision of William Woods University is to be recognized as a progressive and growing leader in higher education, fiscally healthy, and achieving quality in all aspects of institutional life, while cultivating highly respected, innovative, unique programs.

History

1990 marked a significant milestone: the election of our first female president, Dr. Jahnae H. Barnett. Dr. Barnett's charter was to secure a 21st-century future for William Woods.

Within two years we began offering a wide variety of graduate-level degree programs, geared toward the working adult. We went coed. And we changed the name from William Woods College to William Woods University. With generous support from alumni, foundations and other benefactors, our campus, our programs, and our student body began to look like the William Woods University you see today.

Today, our undergraduates and graduates study on campus, off-campus and online. We have earned dozens of athletic titles. We have instituted fraternities to complement our sororities. We've expanded our campus and facilities to meet modern learning needs for technology, science, the arts, sports and student life. We've added an overseas study program called "Woods Around the World," as well as international service opportunities, to further our mission of broadening the minds of our students beyond classroom learning. Our innovative LEAD grant program, begun in 2000, brings the philosophy of extracurricular learning home, encouraging students to reach beyond their comfort zones and experience cultural, intellectual and other events they wouldn't otherwise encounter.

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CAMPUS RESOURCES

Important Numbers and Links

Campus Safety 573-592-HELP (4357)

Health and Counseling Services 573-592-4222

Title IX Non-Discrimination Statement: www.williamwoods.edu/titleix

Annual Security Report, Crime Statistics, and Policy Disclosure: www.williamwoods.edu/safetyreport

ATM

An ATM is located in the McNutt Campus Center.

Box Office

The box office, located in Dulany Auditorium, serves as a ticket distribution area for performing arts productions. The office is staffed Monday through Friday, from 1:00 p.m. to 4:00 p.m., two weeks prior to the first night of each production. Tickets may also be purchased online at showtix4u.com.

Career Services

Career Services provides assistance in developing career strategies and offers resources (such as career action plans, résumé development and review, mock interviews, job offer negotiations, etc.) through career development programming and individual career counseling. Resources are available to assist in job and internship searches, career and interest exploration, and participation in leadership experiences.

Cashier's Window

The cashier's window, located in the Academic Building, is open from 9:00 a.m. to 3:30 p.m., Monday through Friday. A cashier is available to distribute student paychecks, cash checks and accept payments on student accounts. Identification is required for all check cashing and a maximum amount of \$200 can be obtained daily. The cashier's window will not cash William Woods University payroll checks or student account refund checks for amounts more than \$200. All William Woods payroll and student account refund checks, regardless of the amount, may be cashed with proper identification, free of charge, at Central Bank in Fulton.

Center for Ethics and Global Studies (CEGS)

CEGS exists to prepare students for citizenship in the world community. The Center sponsors domestic and international programs through Woods Around the World and sponsors student volunteering through Project 123. Additionally, CEGS hosts speakers and programs aimed at broadening global understanding and ethical reflection.

Commuter Lounge

Located on the lower level of the Burton Building, the commuter lounge provides a space to gather, study, rest and eat. Computers and access to printing, a television, a vending machine and other resources are available.

Diversity and Inclusion

The Office of Diversity and Inclusion, located in 201 McNutt Campus Center, enhances the intellectual and personal growth of students, faculty and staff by providing an environment fostering multicultural appreciation, inclusion and equity. Creating an awareness of multicultural affairs, developing diverse and inclusive programs to educate members of the University community, and ensuring a campus climate that is supportive of diverse populations are goals of the office. Students are invited to visit the Diversity and Inclusion webpage to learn more about cultural programming and opportunities to connect with people across cultures.

Faith and Service

William Woods University was founded by the Christian Church (Disciples of Christ) in 1870. Many years later, the school continues to recognize the importance of faith and service in giving direction and encouragement to the lives of its students. The Office of Faith and Service supports the spiritual needs and interests of its students by working with campus ministries, hosting guest speakers to campus, offering faith-based programming and

providing various opportunities for service and reflection. Additionally, students will find a number of local places of worship.

Fitness and Recreation

The gymnasium and multipurpose building are available for a variety of activities. The Weider Fitness Center is in the lower level of the Smith-Allen-Swearingen complex. Other recreational facilities include a sand volleyball court and tennis courts. Open hours for these facilities are posted each semester. Email Weider Fitness Center at weider@williamwoods.edu, check the William Woods University Weider Fitness Center Facebook page, Instagram @wwu_weider, or download the REC*IT and REC*IT Fitness apps. To reserve any of the facilities, contact the Athletic Department at 573-592-1642.

Dining Service

William Woods University contracts with an outside company to provide food service. Students on a meal plan must provide a valid student identification card for admittance to meals. All residential students must be on a meal plan and automatically receive 19 meals per week. A 14 meal per week plan is also available. In addition, a 10-meal-per-week plan is available to residents of Stone-Campbell Apartments only. Meal plans may be changed online in OwlNet until the end of the first full week of classes each semester. Commuter students may purchase meals on a cash basis at Tucker Dining Hall and the Owl's Nest, or commuter meal plans may be purchased through the Office of Student Life. Individuals with class conflicts or special dietary requirements are encouraged to contact the food service director to make special arrangements. Students may voice input related to food service to the Office of Student Life or directly to the food service management (foodservice@williamwoods.edu).

Dulany Library

Dulany Library is open during the academic year and is located at the center of the William Woods University campus. The library contains a wide variety of materials, including almost 90,000 books and more than 10,000 DVDs and other non-print materials. The circulation period for most materials is 30 days. The library owns or subscribes to a variety of digital resources including over 250,000 e-books; almost 80,000 journals, most with full-text; and 28,000 videos with the ability to stream to remote sites. Other digital resources include newspaper indexes; dictionaries; atlases; encyclopedias; legal reference databases; etc.

William Woods is a charter member of MOBIUS, a statewide consortium of primarily academic libraries. MOBIUS provides William Woods faculty and students with online access and borrowing privileges to twenty-six million items in Missouri's academic libraries as well as providing detailed information about the library materials housed on the William Woods campus. Books from other academic libraries in Missouri may be borrowed by William Woods students directly via the internet and most are delivered to the William Woods campus within 48 hours. With a current William Woods student ID, students have on-site borrowing privileges at other college libraries in Missouri, including Ellis Library at the University of Missouri-Columbia. Materials not available through the William Woods library or MOBIUS may be requested free through interlibrary loan; a form is available on the library's website.

The library also houses 30 computers available for student use and Wi-Fi is available throughout the library building. Study rooms with collaboration tables are available in the lower library.

Fraternity and Sorority Life

William Woods University is home to four (inter)national sororities and three (inter)national fraternities. The fraternity/sorority community has many things to offer current and prospective members, including scholarship, leadership, brotherhood/sisterhood and community service. The Center for Student Involvement provides oversight, support and resources.

Help Desk

The Help Desk is located in the University Information Technologies building on the corner of Ewing and 14th Streets. Staff is available to answer telephone and computer questions Monday-Friday 8:00 a.m. to 4:30 p.m. The

Help Desk can be contacted by phone at 573-592-4224, email helpdesk@williamwoods.edu, or walk in for immediate service. After business hours, a ticket is automatically created after a voicemail is left.

Logo Store

The University Logo Store is located in the McNutt Campus Center. Regular hours are 10:00 a.m.-4:00 p.m., Monday-Friday. Student textbooks are only available for purchase online.

Lost and Found

A lost and found service is provided in the Information Center in the McNutt Campus Center. Found articles should be brought to the center during regular office hours (8:30 a.m.-5:00 p.m.) and lost items should be reported to 573-592-1655. Articles not claimed within a two-month period are considered abandoned property and will be disposed of by the University.

Mail Center

The University mail center is a full-service mail facility located in the McNutt Campus Center. All mail and packages are received and distributed through the mail center and are available for pick-up by 2:00 p.m. daily. Hours of service are Monday - Friday from 9:00 a.m. - 4:00 p.m. The mail center is closed for all major holidays and any day the University is closed. Intra-campus correspondence may be sent without postage through the mail center. Campus mailings exceeding 10 pieces should be put in alphabetical order.

Office of Student Accessibility Resources

William Woods University (WWU) is committed to granting reasonable accommodations to its rules, policies, or services when such accommodations may be necessary to afford students with disabilities an equal access to opportunity. **Disability:** Students must have a documented or visible impairment as defined by Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) 1990, and the ADA Amendments Act of 2008. Students must self-disclose the disability or disabilities to request academic or nonacademic accommodations, and disclosure of a disability is always voluntary. **Reasonable Accommodation:** Reasonable accommodations are modifications or adjustments to academic tasks by providing an alternative way to accomplish the course requirements, and by eliminating or reducing disability-related barriers. Reasonable accommodations provide accessibility to the campus environment, enabling students with disabilities to have an equal opportunity to participate without discrimination. **Student Accommodation Request:** Students can submit an online request to the office of Student Disability Services (SDS) by accessing the OwlNet Disability webpage or by contacting SDS through email, mail, fax, phone or an office visit to Woods Academic Building Room 109. After SDS receives the request, the student is interviewed by SDS staff and documentation is requested. When student documentation is submitted, the student receives a written response of approval/denial of accommodations granted. All student information is confidential.

Registrar

The Registrar's office manages student records and academic information. This office provides services to students requesting official and unofficial transcripts, verification of good standing and transfer equivalences. The Registrar's office is responsible for managing registration efforts and providing course information and students schedules. It also coordinates registration of William Woods students taking courses at Westminster College and at Mid Missouri Associated Colleges and Universities.

Residential Life

Residential Life is committed to providing a quality living and learning environment for students. Each residence hall is staffed with a Community Advisor/Chapter Assistant (CA). Along with the CA's, the Director of Residential Life, the Office Coordinator and the Area Coordinators (located in the McNutt Campus Center) are available to help students transition to the campus community and assist with all issues and questions relating to on-campus living.

Safety and Security

Campus safety and security are matters of significant importance on the William Woods University campus. Personnel patrol the campus and provide a variety of protective and service-related functions. Campus Safety officers work to provide a safe and orderly environment on campus. An after-hours safe walk service is available to students who would like assistance to or from cars and buildings on campus after dark. Personnel can be contacted through the campus “HELP” number, 573-592-4357. Emergency telephones with direct links to Campus Safety and 911 are located throughout campus. Students are encouraged to sign up for Woods Alert in OwlNet or the University website. William Woods information, including emergency information, campus closings/cancellations and important announcements, will be sent through Woods Alert, a multi-platform mass messaging system.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, information concerning campus safety programs, recommended personal safety practices, the authority of campus safety, campus crime statistics, and campus disciplinary procedures can be found online at <http://www.williamwoods.edu/safety>.

Student Engagement

The Office of Student Engagement supports student organizations and leadership initiatives through programming and resources. There are approximately 40 active, recognized student organizations on campus and all students have the opportunity to become involved. Students involved in a student organization or in a campus leadership position will strengthen their leadership ability and enhance their co-curricular experience. Meeting space, computers, printer, poster printers, laminator, and other basic supplies are available for use by all students in the CSI, located in the lower level of the Burton Building.

Student Financial Services

The Office of Student Financial Services will assist students with a variety of services related to their aid and student billing accounts to ensure financial success and degree continuation through graduation. SFS is located in the Academic Building, 1st floor, and open Monday - Friday, 8:00 a.m. to 4:30 p.m. SFS contact information: (573) 592 1793 and FinancialAid@WilliamWoods.edu

Student Wellness

The Office of Student Wellness oversees Woods Wellness, intramural sports, and other activities supporting the well-being of William Woods University students.

Woods Wellness

Woods Wellness is in the Stone Campbell Apartments on 12th Street. Our staff places the physical and mental wellbeing of our students as a top priority. Confidentiality, both within and outside the University, is a primary professional obligation of our clinical staff. The nurse practitioner is licensed to diagnose and treat illnesses, prescribe medications, care for short-term illnesses and support individuals with long-term health concerns. Professional and confidential counseling services are available by licensed providers. Students are welcomed into an accepting environment where they can share their thoughts and feelings, explore issues of concern, as well as gain awareness and insight. These services are available to all full-time traditional students. HIPPA policies apply.

UNIVERSITY POLICIES AND PROCEDURES

All policies, regulations, procedures, and fees in this student handbook are subject to change at the discretion of William Woods University. Updates and changes made midyear will be officially communicated via William Woods University email.

William Woods University enforces all local, state, and federal laws. William Woods University reserves the right to enforce violation of university polices, Code of Conduct, and local, state, and federal laws that occur off campus.

Academics

The academic policies and procedures of the University are administered by the Provost. For information on regulations pertaining to academic affairs, students should consult the current University catalog, their advisor, the Registrar, the Associate Dean of Academic Services, or the Director of Academic Advising.

Alcohol and Drug Policies

In compliance with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), William Woods University has policies regarding the use of alcohol and drugs. William Woods prohibits the unlawful possession, use, manufacture, distribution and sale of alcohol and illegal and prescription drugs by William Woods students and employees on University owned or managed property and/or at University sponsored or supervised activities. The University requires individuals to obey all local, state and federal laws.

Standards of Conduct involving alcohol and drugs

Possession of paraphernalia associated with the use, possession or manufacture of illegal drugs, or associated with the rapid consumption of alcohol, is prohibited. Appearing on campus under the influence of alcohol or drugs, such that an individual may endanger himself or other persons, damage property, or disrupt the living and learning environment of others, is also prohibited. Students, regardless of age, displaying any negative behavior associated with consumption of alcohol, including, but not limited to vomiting, unsteady on his/her feet, slurring his/her words, etc., will be considered in violation of the University Alcohol policy. Drinking games of any kind, played on campus with or without alcohol are a violation of the University Alcohol Policy. Kegs of any kind are not permitted on campus unless authorized for a function catered by Fresh Ideas and/or another authorized vendor. Specific policies regarding alcohol in on campus housing and at University events are outlined in this handbook.

Parental Notification regarding alcohol and drug use

Congressional revisions to The Family Educational Rights and Privacy Act (FERPA) in 1998 permits schools to notify parents of students who are under the age of 21 if such students have been found in violation of University policies regarding alcohol and other drugs. The Vice President of Student Life, Campus Standards Board or University Judicial Council may use this policy to intercede in situations where alcohol or drug abuse has led to situations that threaten the health or safety of individual students or has contributed to a significant deterioration of the living and learning environment. Examples of incidences in which parents could be notified include, but are not limited to, a recurring pattern of alcohol-related violations and harmful behavior that is a result of alcohol and drug use.

Biennial Review

A biennial review of the alcohol policy is conducted during even numbered years. The review is conducted to determine the effectiveness of the alcohol and drug program, evaluate disciplinary procedures and to review any requests regarding changes to the policy. A summary report, which includes any recommendations for improvement, will be submitted to the President of the University. A copy may be requested from the Office of Student Life.

Residence Halls

For students 21 year of age or older, alcohol will be allowed in the privacy of rooms only, and parties will not be permitted. All alcohol containers must be in non-transparent bags when being transported in or out of the halls. All trash must be taken to the dumpsters by the residents. Kegs, items promoting the rapid consumption of alcohol, and common source container drinks, such as punch, are prohibited. Residents who are not of legal age are not allowed to possess empty alcohol containers in their residence hall rooms.

Stone Campbell Apartments

Apartment residents and their guests who are 21 years of age or older who choose to possess or consume alcoholic beverages may do so in the following places and/or circumstances: only inside the individual apartment and with the door closed; all alcohol containers, empty or full, must be in non-transparent bags when being transported in or out of the apartments; alcoholic beverages carried or transported in containers that are open will be confiscated

and destroyed; all residents are prohibited from manufacturing or selling alcohol and may not furnish or distribute alcohol to minors; kegs, items promoting the rapid consumption of alcohol, or common sources of alcohol are not allowed; parties with alcohol are not allowed. While alcohol is permitted in apartments with residents of legal age, residents who are not 21 years of age may not possess or consume alcohol. Residents who are not of legal age are not allowed to possess empty alcohol containers in their bedrooms as a preponderance of evidence would conclude that the underage individual was consuming alcohol and will be held responsible. Alcohol is not permitted outside of the individual apartments including breezeways, stairwells, parking lots, patios, grounds surrounding any University building, or any other common/public areas.

Alcohol/Drug Possession

“Possession” on the University campus includes: existence of alcohol and/or illegal drugs on the person or a person’s property when on the University campus, and/or existence of alcohol and/or illegal drugs in a room or other locations on the University campus when such room or other location is the responsibility of a student or employee.

Social Events Involving Alcohol

During designated social events, individuals 21 years of age or older may be allowed to possess or consume alcohol. Public intoxication is prohibited. The following procedures must be followed when planning an event where alcohol will be served:

On-Campus Events Serving Alcohol

1. On-campus events sponsored by Student Organizations and serving alcohol must use Fresh Ideas or a Third-Party Vendor. Organizers of the event must provide proof of insurance and liquor license of third-party vendor.
2. Student Organizations are responsible for the payment of the third-party vendor fee, which is approximately \$350.
3. Events serving alcohol must be registered with the Office of Student Life 10 business days in advance of the event. The organization sponsoring the event must coordinate with William Woods University Campus Safety to provide security for the event. The advance registration allows time to secure Campus Safety for the event and for the third-party vendor to obtain a liquor license from the State of Missouri.
4. Events must have one well-lit entrance, controlled and monitored by Campus Safety and sober monitors.
5. The locations available for these events are limited to Aldridge and Woody’s. All requests for event locations must be submitted through the Events portal on the Quicklaunch page. Confirmation of event location must be received before the event will be approved by the Office of Student Life.
6. Events with alcohol on nights before class must stop serving alcohol at 8:00 pm. Events with alcohol on Fridays and Saturdays must stop serving alcohol at 1:00 am. There will be a limit of one on-campus social event with alcohol per night.
7. Sober Monitors and Campus Safety will check to see if those seeking entry are included on the guest list including guests who are under the age of 21. All individuals 21 years or older attending a social event with alcohol on campus must provide a government issued ID and obtain a wristband at the entrance. Attendees under 21 must also show identification and be marked to identify minor status before being granted access to the event.
8. Sober monitors must be stationed throughout the event area—1 monitor for every 20 attendees. It is required that sober monitors be aware of whether guests have been checked in, monitor entrances/exits, and, where appropriate, follow general risk management of all policies associated with the organization’s standards and campus policies.
9. Non-alcoholic beverages and food must be provided during the event.
10. If an attendee leaves the event, they will not be granted reentry.

Off-Campus Events Serving Alcohol

- Student organizations sponsoring the event(s) must register the event(s) with the Office of Student Life 10 business days prior to the event.

- Social events where alcohol is present require a third-party vendor to check ID's, provide alcohol, serve alcoholic beverages. The sponsoring organization must serve food and provide a non-alcoholic beverage option at the event. A transportation plan must be submitted and approved by the Office of Student Life.
- Two sober monitors must be present at the event. Depending upon the size of the event, additional sober monitors may be required at the request of the Center for Student Involvement. Monitors are not allowed to drink at the event. If the monitor does drink during the event, he/she will be referred for appropriate community standards action.

Advertising and alcohol

Advertising for on- or off-campus events should focus on the event and not on the consumption of alcohol. Campus organizations hosting an event with alcohol may include only the words "cash bar" or "third-party vendor" on their advertisements. Drink specials are not allowed on advertisements.

Disciplinary Sanctions Pertaining to Alcohol & Drug Violations:

Violations of the alcohol and drug policy will be referred for Community Standards adjudication. Violation of the alcohol and drug policy may result in disciplinary action up to and including removal from campus living and/or dismissal from the University.

Alcohol and Drug Campus Resources

Woods Wellness Center has information regarding area resources that are available to students for drug and alcohol counseling, treatment, and/or rehabilitation. Alcohol and drug awareness educational programs and alcohol-free social events are provided on campus.

Medical Amnesty Policy

William Woods University recognizes that there are times when students may face medical emergencies involving excessive drinking and/or drug use. In these situations, students are advised to call for assistance when concerned for their own health or welfare, or that of another student. Seeking medical assistance for oneself or a fellow student demonstrates responsible student behavior. To encourage students to seek prompt and appropriate attention for alcohol or drug intoxication, William Woods University has instituted a medical amnesty policy.

When evaluating an alcohol violation, the University will consider whether a student sought medical attention for oneself or another student in need. Those students who assist in obtaining medical attention for individuals who are intoxicated will likely not be referred to the campus judicial process for violations of the Alcohol and Drug Policies if they are intoxicated. Students utilizing the medical amnesty policy will be required to meet with a member of the Student Life staff who may issue educational requirements such as alcohol and/or drug education, assessment and/or counseling. If a student utilizes the medical amnesty policy repeatedly, further community standards actions may be taken.

Bonfire Procedures

Bonfires may be held in designated areas along Junior Lake only. Students wishing to host a bonfire must have the approval of the Office of Student Life at least 3 business days prior to the event. This advance registration ensures that students have located a proper source of wood to burn and have a plan for a responsible gathering. Fires must be started with diesel fuel or charcoal fluid only. Gasoline is prohibited when starting a bonfire. Only firewood may be used. Fires must be extinguished with water at the end of the event. Bonfires must end by 11:00 p.m. William Woods University's Department of Campus Safety must inspect the site each time a bonfire is scheduled.

Complaints

William Woods University students can resolve complaints formally or informally. In most instances, complaints can be resolved through an informal process beginning with talking to the individual and his/her supervisor or the person with oversight of that area. Basic steps include discussing the matter with the staff,

faculty, or department in which the issue originated. If the issue is not resolved, the next contact will be the supervisor, department chair, or appropriate director.

If still unresolved, students may contact the appropriate Dean or designee. In most cases, the following individuals have been designated as the student contact for complaints: The Vice President of Student Life and the Provost. Unresolved complaints pertaining to concerns in the Business Office or Student Financial Services should be directed to the Chief Financial Officer.

Formal complaints should be written and include information regarding how the student has attempted to resolve the concern through the informal procedures, contact information, a brief description of the circumstances including who has been involved, and the current status of the complaint.

Once received, the appropriate administrator or designee will meet with the student to review the concern and document the complaint. In most cases, the issue can be addressed through dialogue and mutual consent. If this process does not provide for satisfactory resolution, a grievance committee will be formed and the matter will be forwarded to said committee. This committee will meet with the student to review the grievance. Following that meeting, the committee will meet privately and make a decision to resolve the matter. The student filing the complaint will be informed of the decision in writing within seven (7) class days of the meeting. Decisions of the grievance committee are final.

The grievance committee will be formed as needed and will be composed of a total of three (3) representatives from the University Judicial Council (UJC). The senior member of the UJC will select the members and call the meeting. The meeting will not be considered a judicial hearing and thus will not follow the judicial procedures.

In addition, students have the opportunity to file complaints with the Missouri Department of Higher Education and the Higher Learning Commission: William Woods University is accredited by the Higher Learning Commission https://www.williamwoods.edu/about/accreditation_and_recognition/index.html. For information regarding an accreditation complaint, please consult the Higher Learning Commission website at <https://www.hlcommission.org/Student-Resources/complaints.html>. Their contact information is as follows: The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413; Phone: 800-621-7440/312-263-0456; Fax: 312-263-7462; info@hlcommission.org.

The Missouri Department of Higher Education (MDHE) serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at <https://dhewd.mo.gov/documents/POLICYONCOMPLAINRESOLUTION-reviseddraft.pdf>. This webpage contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

Computer Usage

The purpose of University policies regarding computer and network usage is to protect all individuals affiliated with William Woods University. Inappropriate use exposes the University to risks, including virus attacks, compromise of network systems and services, and possible legal liability. Access to the information technology environment at William Woods is a privilege and must be treated as such by all users.

Users who violate any acceptable use policy will be subject to disciplinary action, up to and including loss of privileges and/or expulsion, and may be at risk for civil or criminal prosecution. All violations will be handled in accordance with William Woods policies and procedures.

Acceptable Use Policy

William Woods information technology resources, including electronic communications on and off the William Woods campus and the computers attached to this network, are for the use of persons currently affiliated with William Woods, including faculty, staff and students. Information technology resources are provided by the

University to further the mission of lifelong education. Use of these resources should be consistent with this mission and this policy.

Central to appropriate and responsible use is the stipulation that computing resources shall be used in a manner consistent with the instructional, public service, research, and administrative objectives of the University. Use should also be consistent with the specific objectives of the project or task for which such use was authorized. All uses inconsistent with these objectives are considered to be inappropriate use and may jeopardize further access to services.

Unacceptable uses include, but are not limited to, the following:

- Using the resources for any purpose that violates federal or state laws.
- Using the resources for commercial purposes, sales and/or advertising.
- Using excessive data storage or network bandwidth in such activities as propagating of “chain letters” or “broadcasting” inappropriate messages to lists or individuals or generally transferring unusually large or numerous files or messages.
- Sending or storing for retrieval patently harassing, intimidating, or abusive material.
- Misrepresenting identity or affiliation in the use of information technology resources.
- Using someone else’s identity and password for access to information technology resources or using the network to make unauthorized entry to other computational, information or communications devices or resources.
- Attempting to evade, disable or “crack” password or other security provisions of systems on the network.
- Reproducing and/or distributing copyrighted materials without appropriate authorization.
- Copying or modifying files belonging to others or to the University without authorization including altering data, introducing or propagating viruses or worms, or simply damaging files.
- Interfering with or disrupting another information technology user’s work as well as the proper function of information processing and network services or equipment.
- Intercepting or altering network packets.

Advisory regarding on-line postings

Students are reminded that pictures and information posted on the internet via programs such as Twitter and Facebook are public information. Pictures or information from these sources that describe or document behavior which is brought to the attention of the University and which reasonably suggests that behavior violating University policy has taken place, on campus or at a University-sponsored function off-campus, is subject to further investigation, verification by the University, and referral for Community Standards adjudication.

Email Policy

William Woods utilizes owls.williamwoods.edu email as its primary source for communicating relevant and important information to its students. Students are responsible for setting up and checking this email account on a regular basis. Failure to properly set up email accounts, and check them on a regular basis, does not absolve students from adhering to the information that is communicated via email.

Network Use Policy: Any networked devices or services that degrade the quality of service on the network will result in termination of network service to that device until correction occurs.

Password Policy: Passwords are an important aspect of computer security. All William Woods University network users are responsible for taking the appropriate steps to select and secure passwords.

Discrimination, Harassment, and Sexual Misconduct

It is the policy of William Woods University that sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, and related retaliation are not acceptable and are prohibited conduct at the University. The University is committed to maintaining a learning environment for its students, faculty, and staff that is free from sexual harassment, sexual misconduct, domestic violence, dating violence, stalking, and related retaliation.

Further, the University shall take reasonable steps to prevent and respond to this conduct where such conduct impacts, or has the potential to impact, the educational and residential or employment environment of members of the William Woods community.

To view a full copy of these policies, which include definitions of sexual harassment, sexual assault, consent, domestic violence, dating violence, stalking, sexual violence, complainant, respondent, and retaliation; procedures for reporting violations by students, faculty or staff; information on confidential and non-confidential reporting; rights of both complainant and respondent; investigations; judicial processes; discipline/consequences; support services and other resources, please visit the University website at <http://www.williamwoods.edu/titleix> or stop by the Office of Student Life or the Human Resources Office and ask for a printed copy.

The Title IX coordinator is the administrator designated to oversee the University's compliance with responsibilities relevant to Title IX. Reports of violations of the policy can be made directly to the Title IX Coordinator by submitting a report electronically on the reporting form <https://www.williamwoods.edu/eforms/titleix/report.aspx>, found on the Title IX website.

Emergency Procedures for Fire and Weather Emergencies

Fire Safety

Fire drills are scheduled regularly by Campus Safety and Security. Complete fire safety information can be found on the William Woods University website. Students should follow this procedure:

- Immediately turn on lights. (If odor of gas is detected, do not turn lights off or on.)
- Close all windows.
- Put on shoes.
- Get a bath towel. If time permits, wet it. (Place over nose; it will block smoke inhalation.)
- Leave room quickly. Unlock and close all doors.
- Leave building quickly and silently as directed to specific locations where staff will check the roll.
- Return to the building when directed to do so by the residential life staff.

Fire extinguishers are located in each building. The residence hall staff is responsible for orienting students to fire safety procedures, locations, and proper use of emergency equipment. Extinguishers may be used to put out small blazes. There are fire alarm systems in every building and residence hall, and students should familiarize themselves with the location of these alarms in case an emergency necessitates their use.

In case of fire, students should sound the alarm and notify a member of the residence hall staff immediately. If the situation warrants, the student should call the Fulton Fire Department (911) to report the fire without delay. In a classroom situation, the faculty member should sound the alarm and call the Fulton Fire Department (911) without delay. The classroom building will be evacuated. Information reported to 911 should include the name of the person reporting the fire, the name of the building, and the location of the fire. Individuals relaying a false alarm or starting fires will be subject to prosecution. More information on fire safety policies, procedures, violations and sanctions is available in the Office of Residential Life and on the website under Campus Safety.

Weather Emergencies

Tornadoes are the most common weather emergency, but other natural disasters are possible. A tornado watch means conditions (high winds) are favorable for a tornado. A tornado warning means a tornado has been sighted. Students should be aware of all routes to the basements of campus facilities.

In the event of a tornado warning, emergency sirens in the City of Fulton will sound. When the warning is given, proceed without delay to a sound structure, preferably the basement of the building. Seek shelter along inside halls, away from windows. Avoid auditoriums or other portions of buildings that do not have well-supported roofs. Individuals who cannot get into a building should lie flat in the nearest depression, ditch or ravine. If movement is necessary, it should be at right angles to the tornado's path, which is usually moving from the southwest. If time permits, and if available, students should take a pillow or similar item to cover their head.

Residence hall staff should serve as monitors to ensure that all students are out of the primary danger areas, which are those floors above ground level. Additional information regarding emergency procedure can be found on the website under Campus Safety.

In the event of a tornado warning, persons in the Equestrian Center should proceed, time permitting, to the basement of the Academic Building or the Library. If time does not permit, the following procedure should be taken: Proceed to the inner offices at the main arena. Individuals in the Western Barn and Dressage Barn should proceed to the tack room and individuals in the classroom should proceed to the inner hallway to the north of the classroom.

Equestrian Safety

William Woods University horses are for academic use only. Only students enrolled in riding or equine practicum courses are authorized to ride and handle William Woods horses and an instructor or a University approved supervisor must be present at all times. This helps protect the safety of individuals and allows the horses time for uninterrupted rest. Students found violating this policy will be held accountable through University Community Standards procedures.

Event and Facility Registration

All events held on campus and/or hosted by students or student organizations must be registered as follows:

1. All requests for event locations must be submitted through the Events portal on the Quicklaunch page. Facility reservations must be submitted a minimum of 5 business in advance.
2. An On-Campus Social Event form must be completed with the Director of Student Engagement for all on-campus social events.

Family educational rights and privacy act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including campus safety personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the

Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

In an emergency, FERPA permits school officials to disclose without student consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such time appropriate information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. This exception is limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's education records. In addition, schools may disclose to parents if a health or safety emergency involves their son or daughter.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University may disclose education records, including disciplinary records, without consent to officials of another school in which a student seeks or intends to enroll

The University may release non-directory education records to the student's parent under the following conditions:

- Written consent from the student
- Documentation provided that shows the student is a dependent for tax purposes
- The University may also inform parents of a student under the age of 21, if the student has violated any policies regarding the use/possession of alcohol or a controlled substance. More information regarding this policy can be found in the University's alcohol policy found in this student handbook.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

Fundraising

Any club, organization, or individual student wanting to solicit cash or donations of any kind from external businesses, organizations, alumni, parents or individuals must have prior approval from the University Advancement Office.

Hazing

William Woods University prohibits hazing of any kind. Hazing is defined as any actions taken or situation created to produce mental, emotional or physical discomfort or harm for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in an organization. A person's willingness to participate in an act of hazing does not justify, exempt or excuse the act. Violations of the hazing policy will be referred to the University Community Standards process. Participation in hazing activities may result in disciplinary action up to and including suspension, dismissal, and/or termination of an individual, team or organization.

An individual or organization commits a hazing violation under this policy if an individual or any combination of members, leadership, new members, prospective members, guests, volunteers, alumni or advisors: (a) engages in hazing; (b) solicits, encourages, directs, aids, or attempts to aid another engaging in hazing; (c) condones or recklessly allows hazing and/or does not take reasonable steps to prevent hazing.

Examples of hazing are included below. These examples are intended to be illustrative and not all-inclusive:

- Physical injury
- Kidnapping, imprisonment, or personal servitude
- Intentionally causing or inducing mental or emotional stress

- Degradation, humiliation, or compromising of moral values
- Forced consumption of any substance
- Placing an individual's health or safety at risk
- Impairment of physical liberties, which include specific restrictions or interference with academic endeavors
- Pressuring or coercing any person to participate in activities that are inconsistent with the University's community standards or policies or applicable law

Hazing is prohibited by Missouri law, and could result in the criminal prosecution of any individual involved in an activity defined as hazing. The State of Missouri Anti-Hazing Law:

§ 578.365. Hazing -- consent not a defense -- penalties [Effective January 1, 2017]

1. A person commits the offense of hazing if he or she knowingly participates in or causes a willful act, occurring on or off the campus of a public or private college or university, directed against a student or a prospective member of an organization operating under the sanction of a public or private college or university, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Acts of hazing include:
 - (1) Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or forced smoking or chewing of tobacco products;
 - (2) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or
 - (3) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.
2. Public or private colleges or universities in this state shall adopt a written policy prohibiting hazing by any organization operating under the sanction of the institution.
3. Nothing in this section shall be interpreted as creating a new private cause of action against any educational institution.
4. Consent is not a defense to hazing. Section 565.010 does not apply to hazing cases or to homicide cases arising out of hazing activity.
5. The offense of hazing is a class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a class D felony.

Identification Cards

Students are required to carry their University Student Identification Card (ID) with them at all times. ID's are required for access to certain residence halls, to check out library materials, to access a University meal plan, are required for LEAD participation, and may be requested at certain campus functions or when using certain facilities. Students are required to show their ID when asked by University personnel. ID cards are available in the Office of Student Life during office hours. The replacement fee for lost ID cards is \$15 and will be charged to the student's account. Worn or damaged ID cards will be replaced at no charge.

Immunization policy

All full-time students (residential and commuter) are required to submit a record of two Measles, Mumps, Rubella (MMR) vaccines to William Woods University (WWU) Woods Wellness. All residential students are also required to submit proof of one Meningococcal Conjugate vaccine (Meningitis) MCV4 or MPSV4 (Menactra, Menveo or Menomune), which cover meningitis serogroups A,C,W,&Y, in addition to the two MMR vaccines. Failure to provide all required immunizations may result in a student's inability to register for classes. The University follows guidelines set by the Center for Disease Control (CDC), American College Health Association and State of Missouri.

Involuntary Withdraw

The involuntary withdrawal policy serves to outline the conditions by which William Woods University may intervene and withdraw a student from classes based on a student's health and/or behavior. Involuntary Withdraws are only utilized in exigent circumstances.

The Vice President for Student Life or designee, in consultation with the Director of the Office of Student Accessibility Resources and/or Chief Student Experience Officer, reserves the right to take appropriate action to protect the health, safety, and well-being of an individual and/or the University community in cases where a student exhibits the behaviors described below:

1. Student demonstrates an inability to satisfy personal needs including but not limited to nourishment, shelter, personal safety, well-being, and activities of daily living such that there is reasonable possibility that their physical and mental health is in jeopardy and/or poses jeopardy to others in the University community.
2. Student demonstrates behavior consistent with mental health distress and refuses to seek medical, therapeutic, and/or psychiatric care to the extent to which the Office of Student Life is satisfied with the student's condition and ability to function within the University community.
3. Student demonstrates behavior or threatens behavior that poses immediate risk or danger to themselves or others.

Should a student exhibit any of these behaviors the Vice President for Student Life or designee will meet with the student. During this meeting the student will be made aware of the concerns and provided a detailed action plan, based on consultation with appropriate faculty, staff and administrators, for addressing the concerns. The student will be provided a reasonable amount of time to implement the action plan to the satisfaction of the Vice President for Student Life. Should the student not complete the action plan in the time specified, they will be referred to the University Community Standards Board and charged with an alleged violation of the Failure to Comply policy. The student is then held accountable through the Community Standards Process. All Community Standards Processes and procedures will then apply.

The Vice President for Student Life or designee may place the student on Temporary Suspension until a University Community Standards Board Hearing when a student exhibits behaviors that may be an immediate threat to the student or the University community.

Lake Usage

A picnic area and dock are located at Junior Lake. Students may fish in Junior and Senior Lakes Swimming is always prohibited in both lakes. Boating is restricted to university owned pedal boats, paddle boards and kayaks. Walking, skating, etc. on ice-covered lakes is prohibited. Alcohol is prohibited in the lake areas unless an event is registered according to the policies detailed in the William Woods University Student Handbook.

Pets

Pets, other than fish, Dwarf and African Clawed Frogs, freshwater shrimp, aquatic snails, and aquatic turtles in aquariums no larger than 10 gallons in size (one per room) are not allowed in the residence halls at any time. Visiting animals must be kept outside and leashed. Any dog or other domestic animal on university grounds must be in the control of its owner. Under no circumstances should animals be allowed to run loose or be tied to buildings, trees, bicycle racks, or other objects. Animals are also not to remain in vehicles for an extended amount of time.

The only exception to this policy is Emotional Support or Service Animals registered with and approved by the Office of Student Accessibility Resources.

Posting Policy

Flyers, posters, and other promotional materials can be displayed on designated bulletin boards. Materials may not be displayed on glass, doors, windows, walls, etc. These items will be removed. All flyers must have a contact person or sponsoring organization listed. Flyers must be removed when the advertised dates have passed.

Privacy Expectations

Taking photos or making audio or video recordings without permission in ANY context in which the person has a reasonable expectation of privacy is prohibited. Such physical areas on campus include, but are not limited to, on-campus housing, private offices, restrooms, changing rooms, labs, classrooms, and conference rooms. In such areas, permission must be granted by all persons being photographed or recorded.

In a situation in which it is not acceptable to take a picture or recording, it is also not acceptable to publish it. Transmission on the Internet constitutes publication. Additionally, remember that all images transmitted are subject to all applicable policies and laws, including copyright, just like any other digital document.

The use of electronic devices to transmit or record images or conversations without explicit permission and acknowledgement of all parties is prohibited.

Registration Holds

Registration holds are placed on student accounts for multiple reasons. The most common hold is due to outstanding balances. If a student owes a balance, it must be paid in order to register for the next semester's classes. This includes all charges to the student's account, such as parking tickets, Health Services fees, ID replacement, add/drop fees, etc. However, students may also have holds from advising, immunization records, Title IX training, etc. Students should check OwlNet before attempting to register. If there is a hold on the student's account, the student will not be able to register for classes until all holds are resolved.

Residency Policy

Full-time students are required to reside on campus unless they meet the requirements for non-resident status. Refer to Residence Life policies for detailed information.

Smoking Policy

Smoking is prohibited in all buildings owned, operated, or leased by William Woods University. Smoking is also prohibited immediately outside the buildings, e.g., areas such as porches, stairs, decks, etc. Because research has not shown that electronic cigarettes are safe for bystanders, this policy also prohibits the use of electronic cigarettes (e-cigarettes and other types of vaporizers) where smoking is not allowed.

Solicitation

The University prohibits solicitation of its personnel or distribution of literature by outsiders. Door-to-door soliciting by outside groups is prohibited in the residence halls. Door-to-door soliciting in the residence halls by student groups is prohibited without the prior, written approval of the Vice President for Student Life or, in the absence of the Vice President, Director of Residence Life and Community Standards.

Student Organizations

All recognized student organizations must follow all policies and procedures in the Student Organization Handbook and the William Woods University Student Handbook. A copy of the Student Organization Handbook is available online or can be requested from the Director of Student Engagement. An organization seeking University recognition should first contact the Director of Student Engagement and obtain proper materials for applying for official recognition. Details regarding this process are outlined in the Student Organization Handbook.

Vehicle Registration and Parking

All students may have and drive a properly licensed vehicle while attending William Woods University. Students must read, understand and agree to the general regulations before they can register a vehicle and be issued a permit. General regulations are, in part, as follows:

1. Vehicles brought to campus at the beginning of any term must be officially registered within the first week of that term. The online registration form is located under the Student Life tab in OwlNet. The registration fee is \$125 per year. The paid registration fee does not ensure a specified parking

location, but rather registers the vehicle for a student's use while at the University. The official registration permit must be affixed to the vehicle. Replacement and second vehicle permits are issued for \$5 from the University Information Center located in the McNutt Campus Center.

2. Vehicles brought on campus during the course of the term must be registered online within a 24-hour period. A fine will be assessed when a student fails to register a vehicle. Motor vehicle insurance must be maintained on the vehicle. The University cannot assume any liability for a student's vehicle.
3. William Woods University will remove from campus, at the expense of the owner, any vehicle deemed abandoned.
4. When requested, students must identify themselves to safety officers and must stop their vehicles if safety personnel signal them to stop.
5. Student vehicles are to be parked within any white-lined parking space. Driving/parking on the grass is prohibited. Driving on the Nettleship Sculpture or pedestrian walkway in front of Dulany Auditorium and the Gladys Woods Kemper Center for the Arts may result in fines or restitution for damages.
6. Temporary parking permits (one per semester; two-week maximum) are available from the University Information Center at no cost.
7. Missouri State law requires all operators and passengers of motorcycles and mopeds to wear helmets while the vehicle is in use.
8. Any student issued a ticket has the right to appeal. An appeal does not automatically result in a voided ticket. Ticket appeal forms are available at the Cashier's Window or can be found on the William Woods website under Financial Aid. The appeal process must begin within 48 hours after receiving the ticket.
9. The overall speed limit on campus is 20 miles per hour. Those exceeding the speed limit or driving in an improper manner are subject to fine or loss of driving privileges.
10. Students may keep bicycles on campus. The University assumes no responsibility for theft or vandalism.

Weapons / Explosives

For the protection of all individuals, firearms, weapons, concealed weapons, projectile devices or explosives of any type (including fireworks) are not permitted on the William Woods University campus or on any property owned or operated by the University. This policy does not apply to law enforcement officers. Pocket knives with a maximum blade of 3 inches and mace for personal protection are allowed.

Wellness Withdrawal

Should a student experience a medical emergency, significantly diminished mental health, or other exigent circumstances that impact their ability to complete a semester, the student may apply for a Wellness Withdrawal. Wellness Withdrawals are only available after the normal withdrawal period. The Vice President of Student Life, with consultation from other appropriate University staff, makes all decisions regarding Wellness Withdrawals. Students seeking a Wellness Withdrawal should contact the Office of Student Life for details regarding the application process. If a Wellness Withdrawal is granted, the student will receive all "W"s for the semester.

Withdrawal

Students who wish to withdraw from William Woods University must complete the formal withdrawal process by completing the form online via OwlNet. Students may withdraw from the University during the first 11 weeks of the semester; exact dates are shown in the online academic calendar. All other withdrawal policies and procedures are detailed in the Academic Catalog.

WWU Withdrawal and/or Residential Housing Status Change Calculation

A student who withdraws during the refund period will receive a refund to their student account according to the following policy. All refunds will be calculated from the date of the application for withdrawal. Non-attendance of

class does not constitute official withdrawal. This refund policy applies to both full- and part-time students. Refund of traditional tuition is according to the following schedule:

1. On or before the last day of the 1st business week of the semester – 100%
2. On or before the last day of the 2nd business week of the semester – 75%
3. On or before the last day of the 3rd business week of the semester – 50%
4. On or before the last day of the 4th business week of the semester – 25%
5. After the 4th business week of the semester – No Refund

Fees such as the technology fee, activity fee, health services fee, and course fees are non-refundable after the first business week of the academic semester. Refund of room and board is on a pro-rated basis on a 16-week semester if withdrawal occurs within the refund period.

Institutional financial aid will be adjusted accordingly. (Ex: If a student withdraws during the first business week of the academic semester and 100% of the tuition is removed from the student account, then 100% of the institutional financial aid will be removed as well).

Tuition charges for full-time students who drop to part-time status during the institutional refund period, but do not withdraw, will be prorated. Proration will be based on the current full-time tuition charge and divided by 15 hours of study. This will determine a per credit hour rate charge. Full-time institutional aid will be canceled if a student drops to part-time during the refund period. Federal aid will be adjusted accordingly. Tuition for students who drop to part-time status after the refund period will not be prorated.

COMMUNITY STANDARDS

University Jurisdiction

William Woods University students are subject to all local, county, state and federal laws, as well as the University Community Standards and University Policies, and may be held accountable through the Community Standards Process resulting in appropriate sanctions, up to and including dismissal from the University. This also extends to conduct off campus that is brought to the attention of the University.

The Community Standards Process is not a criminal proceeding and functions independently. The Community Standards Process may consider, but is not bound by, any action taken in regard to the same violation by city, state, or federal courts. There is no legal basis for any claim of double jeopardy within the William Woods University Community Standards Process.

All records related to campus incidents, student behavior, or any alleged violations of Community Standards and/or University policies are kept in the Office of Student Life.

Community Standards

Community Standards are policies all members of the William Woods University community are expected to follow. The following actions are prohibited:

1. **Alcohol and Other Drugs:** The use or possession of alcohol or other drugs in violation of applicable city, state, or federal laws or University policies as detailed in this handbook.
2. **Academic Policies:** In some cases, students will be referred to the Community Standards process for violations of academic policies and/or behavior in the classroom, regardless of mode of instruction.
3. **Arson and Fire:** Setting fires, initiating false fire alarms, tampering with fire safety or firefighting equipment, or failure to adhere to fire evacuation procedures or other fire safety policies outlined in this handbook.
4. **Conduct Responsibility:** Being present while or aware of an alleged violation occurring and declining to notify a University official and/or not taking steps to prevent the violation.

5. **Cyber behavior:** Any behavior occurring online the otherwise violates applicable university community standards.
6. **Disorderly Conduct:** Any behavior, including but not limited to, disrespectful, disruptive, or offensive actions, or conduct unbecoming of a William Woods University student, that interferes with the educational or work environment of any other community member.
7. **Failure to Comply:** Failure to comply with directives of University staff acting in the performance of their duties, reply to an official University notice, or complete sanctions imposed through the Community Standards Process.
8. **Fraud:** Falsification of information on University records or providing false or misleading information to University officials.
9. **Hazing:** Any activity expected of a student joining a group, organization, or team (or to maintain full status) that humiliates, degrades or risks emotional and/or physical harm, regardless of the student's willingness to participate. Full hazing policy available elsewhere in the Student Handbook.
10. **Residence Life Policies:** Violations of Residence Life policies or the Housing Agreement.
11. **Restricted & Secured Areas:** Entering/exiting/tampering with any University building, event, or restricted area, except in accordance with established procedures.
12. **Theft:** Intentionally or fraudulently taking property belonging to another person or entity without permission or consent.
13. **University Policies:** Violations of other University policies as outlined in this handbook but not otherwise explicitly stated within the Community Standards.
14. **Vandalism:** Destruction of, defacement of, or tampering with University property or the property of others.
15. **Violence:** The use, threat, or perceived threat, of physical force or violence toward any person.
16. **Weapons:** Possession or use of firearms, ammunition, or other weapons on campus. Other weapons are defined as any instrument of combat or any object carried for the purpose of inflicting or threatening bodily harm, including realistic replicas of weapons or said objects.

Students who allegedly violate Community Standards will be held accountable through the Community Standards Process.

University Community Standards Process

The overarching philosophy of the Community Standards Process is to educate students while at the same time holding them accountable to policies and standards of the University. Students who allegedly violate policies or standards of the University may be held accountable through the Community Standards Process.

The Community Standards Process has three adjudicating bodies which could be assigned to hold a student accountable for actions which allegedly violate policies or standards of the University. The assigned adjudicating body will depend on the severity and circumstance of the alleged violation. Detailed information about a Community Standards Conference, Community Standards Board Hearing, and a University Standards Board Hearing follows below.

Community Standards Conference

Community Standards Conferences are conducted by a hearing officer. The hearing officer will review an alleged violation of policy and/or standards of the University and determine whether the student is responsible or not responsible for an alleged violation and assigns sanctions when appropriate for a responsible finding.

Community Standards Board

The Community Standards Board is composed of a minimum of five and a maximum of seven students who have been appointed by the Vice President for Student Life based upon the recommendation of the Director of Residence Life and Community Standards. The board will review an alleged violation of policy and/or standards of the University and determine whether the student is responsible or not responsible for an alleged violation and assigns sanctions when appropriate for a responsible finding. The Director of Residence Life &

Community Standards will serve as the advisor to the Campus Standards Board and be present during the hearing. At least three members, but no more than five members, of the board must be present for a hearing to take place unless all parties agree that two is sufficient. Hearings are conducted in private and are not open to the public.

University Standards Board

The University Standards Board is composed of members of the University faculty and staff. The Director of Residence Life and Community Standards or designee serves as an advisor and attends all meetings to provide input concerning procedural matters. Cases are referred to the University Standards Board by the Director of Residence Life and Community Standards or designee. The University Standards Board is convened when an alleged violation of William Woods University Community Standards has the potential to result in a sanction of suspension or dismissal. The University Standards Board also hears alleged violations of the William Woods University Title IX policy involving students. At least three members, but no more than five members, of the board must be present for a hearing to take place unless all parties agree that two is sufficient. Hearings are conducted in private and are not open to the public.

Fraternity and Sorority Member alleged violations

William Woods University supports the internal processes that fraternities and sororities implement within their chapters. However, internal chapter processes do not replace the William Woods University Community Standards process. Fraternity and sorority members in alleged violation of university standards and policies will be held accountable within the university standards processes.

Adjudication Procedures

The following steps detail the procedure for handling alleged violations of policies and/or standards of the University:

- I. An incident report is written and submitted to the Office of Student Life and/or to the Office of Safety and Security. Incident reports may be submitted by any member of the University community.
- II. The Director of Residence Life & Community Standards will determine if sufficient information is available to proceed.
- III. The student in alleged violation of a Community Standard will be notified within ten class days (Monday-Friday classes) of the alleged violation of Community Standard/s and will be required to respond in one of the following manners:
 - a. The student will be notified through William Woods University email and required to respond via email or phone within a maximum of five class days. In some instances, a more immediate response may be outlined and expected.
 - b. Students who fail to respond to an initial notice of an alleged violation of Community Standards may be charged with Failure to Comply depending on the alleged violation and the response outlined in the student's initial letter. At the discretion of the Director of Residence Life & Community Standards or the Vice President for Student Life, a decision may be made about the alleged violation in the student's absence or the case may be referred for further review.
 - c. The student will be notified in the initial notice whether the student may choose the hearing form or if the student is required to appear before the University Community Standards Board.
 - i. Community Standards Conference, Community Standards Board, or Taking Responsibility: For many alleged policy violations a student may choose to take responsibility for an alleged policy violation, appear before a Hearing Officer, or appear before the Community Standards Board.
 - ii. Community Standards Conference: If choosing to appear before a hearing officer, the student is expected to contact the Office of Student Life within the deadline given in the initial notice to request a conference and follow instructions given to schedule a conference with the hearing officer. Contact information for the hearing officer will be provided to the student.

- iii. Community Standards Board: If choosing to appear before the Community Standards Board, the student is expected to attend the hearing at the date, time, and location mutually agreed upon between the student and Director of Residence Life & Community Standards and/or his/her designee.
 - iv. Taking Responsibility: If choosing to take responsibility for the alleged policy violation, the student is expected to contact the Office of Student Life within the deadline given in the initial letter. Contact information will be provided in the student's initial notice. Please note, students failing to reply by the deadline given in the initial notice may be deemed responsible. If the student takes responsibility or is found responsible after not responding by the deadline, the student will receive a follow up email outlining assigned sanctions and deadlines for the sanctions. If the student does not complete the sanctions by the designated deadline, he/she will be charged with Failure to Comply.
 - v. The two hearing processes will follow a similar structural format. If a student chooses a hearing, the hearing office or Student Community Standards Board will assign sanctions deemed appropriate or the student may be found not responsible and no sanctions would be assigned.
- d. University Standards Board: In some instances of a severe or reoccurring alleged Community Standards violation/s, a student may be required to appear before the University Standards Board. The date, time, and location of the hearing will be stated in the student's hearing notice.

IV. Hearing Processes

Due Process

Students have certain due process rights throughout the Community Standards adjudication process.

1. A copy of the report of the alleged violation for review. Students may request a copy from the Office of Student Life any time prior to their scheduled hearing.
2. The student will be given the time and place of the hearing at least 72 hours in advance of the hearing. In cases in which a student has been placed on Temporary Suspension pending a hearing, the 72 hour advanced notice is waived in an effort to expedite the hearing and return the student to class and campus commitments as quickly as possible, pending the outcome of the hearing.
3. The right to have an advisor present at the hearing. The advisor may be any member of the University community who is not involved in the alleged violation. An attorney is not permitted to serve as an advisor unless the student is alleged to have violated Title IX policies. In cases of alleged violation of Title IX policies, the student must notify the Office of Student Life at least 48 hours before the scheduled hearing that an attorney will be present for the hearing. An advisor is only permitted for University Standards Board hearings. If an advisor accompanies a student to the hearing, the hearing board will not address the advisor, nor will the advisor be allowed to address the hearing board. The advisor is a support for the student and may freely speak with the student at any time, but the board will only address the student throughout the hearing.
4. The right to a hearing before an impartial individual or panel.
5. The right to be held accountable according to procedures established by William Woods University.
6. The right to be present throughout the presentation of evidence, to know the identity of the witnesses, to present evidence and witnesses, and to question witnesses unless deemed a violation of the witness's rights in specific cases.
7. The right to access an accurate record of the testimony given at the hearing for purposes directly relating to any resulting appeals.
8. The right to a confidential hearing.
9. During University Standards Board hearings only, the right to present up to three character witnesses to testify before sanctions are assigned.

10. The student will receive notification of the outcome of the hearing at the end of the hearing. Students will receive an email delineating the outcome and sanctions within ten class days of the hearing.

Title IX Policy Violations

Procedures for hearing incidents of an alleged violation of Title IX policies vary slightly from other alleged violations. Unless explicitly stated in this section, all other Community Standards policies and procedures apply.

1. Both the accused student and the student bringing the complaint (collectively, the “parties”) shall receive notification of violations, as well as the time and place of the hearing, via William Woods email. Both parties may attend the hearing.
2. Due to the investigation requirements for alleged Title IX violations, timelines stated elsewhere in the Community Standards process do not apply. Hearings will be scheduled as soon as is reasonably possible pending the completion of a Title IX investigation.

Community Standards Sanctions

Students who are found responsible for violations of policies and/or standards of the University are subject to a variety of sanctions depending on circumstances of the violation. As with the overall Community Standards Process, sanctions are meant to be educational. Punitive or monetary sanctions are given in some circumstances to cover costs incurred from a violation (e.g. the cost for repairing or replacing damaged University property). The hearing boards and hearing officers determine applicable sanctions for findings of responsibility in policy and/or standards violations.

Community Standards Warning

A Community Standards Warning is a written reprimand and also states that if University policy is subsequently violated, more serious action will be taken. A copy of the reprimand remains in the student's file in the Office of Student Life as long as the student is enrolled at William Woods University. Standards boards and hearing officers may also assign additional specific sanctions. Examples of common sanctions include but are not limited to: engaging in some specific form of community service, writing a paper on an assigned topic, participating in an alcohol education session, planning and implementing educational programs, participating in specific campus activities, or participating in a counseling relationship for a set period of time.

Community Standards Probation

A student found responsible of a more serious violation of policies and/or University standards may be placed on Community Standards Probation. The length of probation may range from three months to one calendar year. During probation the student, while remaining regularly enrolled, must prove qualified to return to good standing. The student's return to good standing is normally automatic provided there has been no further violations of Community Standards. If the student is found responsible for other Community Standards violation/s while on Community Standards Probation, further action may be taken, including but not limited to removal from University housing, Community Standards Deferred Suspension, Suspension or Dismissal. Should violation/s occur following the completion of Community Standards Probation, the student's prior status on Community Standards Probation will be considered.

Deferred Suspension

A student found responsible of a more severe Community Standards violation he/she may be placed on Deferred Suspension. Deferred Suspension is used in cases when a student is found to be responsible for a violation that may typically result in suspension or dismissal. The length of Deferred Suspension may range from the remainder of the current semester to one calendar year. During Deferred Suspension, the student, while remaining regularly enrolled, must return to good standing. Academic advisors will be notified when a student has been placed on Deferred Suspension. At the end of the deferred suspension period, the student's case will be reviewed by University Community Standards Board. Based on information presented at this hearing, the board

may choose to continue Deferred Suspension, place the student on Community Standards Probation with additional educational sanctions or place the student on Suspension.

Suspension

Suspension is a separation from the University for a student found responsible of a severe and/or multiple Community Standards violation/s and/or repeated violations. When a student is suspended from the University, the student will leave the University with a specified date and/or condition for re-admittance. The minimum period of suspension is the remainder of the current academic year. The student, on their re-admittance, must meet with the Vice President for Student Life to determine his/her standing with the University. Students returning after a Suspension may be placed on Deferred Suspension or Community Standards Probation status, as well as additional follow-up hearings with the University Standards Board. A second suspension of the student is considered grounds for dismissal from the University.

Conditions of suspension include:

1. Unless otherwise instructed, the student must move off campus within 24 hours from the time of the hearing.
2. The student will immediately be removed from all classes.
3. The student may not return to campus until the suspension has concluded.
4. A copy of the letter of suspension is placed in the student's file and remains a part of his/her permanent file in the Office of Student Life.
5. No refund on tuition, housing, or meal plans will be given.

Temporary Suspension

Cases in which it is deemed necessary by the Vice President for Student Life, in consultation with the Chief Student Experience Officer and/or the President, a student who poses a threat to person, property or academic environment, or when a student's physical or mental condition requires services beyond the normal and reasonable scope of University capabilities, the Vice President for Student Life may impose immediate temporary suspension pending a University Standards Board hearing or appropriate resolution of the student's condition. The terms of the temporary suspension will be stated in writing and may involve either complete or partial suspension. After a temporary suspension has been issued, a University Standards Board hearing will be conducted within seven class days.

Involuntary Withdrawal

Involuntary Withdrawal is used instead of Suspension in cases when a student's Community Standard violation is the result of behaviors listed in the University's Involuntary Withdrawal Policy. All other Community Standards Processes and Procedures apply.

Dismissal from the University

In cases of severe and/or multiple violation/s of Community Standards, dismissal from the University is necessary. No specified date or condition of re-admittance is given. No refund is given. All documentation of the dismissal will be part of the student's record.

Removal from On-Campus Housing

A student who is found responsible of a serious Community Standards violation and/or repeated violations may be required to move to another residence hall or be removed from campus housing. A student who is required to change rooms will be assigned to a new location and given a date by which the move must be completed.

A student who is removed from William Woods University housing must move off campus and check out of their living space within 48 hours. There are no refunds for housing or meal plan costs in cases of removal from on campus housing.

The Vice President for Student Life and the Director of Residence Life & Community Standards reserve the right to immediately remove any student from his/her on campus living space whose conduct indicates that his/her continued presence may be disruptive to the on campus living community.

Alcohol and Drug Violation Sanctions

Possible sanctions for alcohol or drug policy violations are listed below. The level of sanction imposed is at the discretion of the hearing officer or hearing board, based on the incident.

Alcohol and Drugs

In the Presence of Alcohol - minors or anyone in a building designated as alcohol free

1st Violation: educational initiative, reflection paper, and/or written warning

2nd Violation: Will be treated in same manner as 1st violation for Use/Possession/Contributing

3rd Violation: Will be treated in same manner as 2nd violation for Use/Possession/Contributing

Use/Possession/Contributing - use or possession of alcohol by minors, by anyone in a building or area designated as alcohol free, or providing/purchasing alcohol for a minor

1st Violation: disciplinary probation, community service, parental notification, counselor intervention, alcohol education class, educational initiative, and/or reflection paper

2nd Violation: deferred suspension, community service, parental notification, counselor intervention, alcohol education class, educational initiative, and/or reflection paper

3rd Violation: suspension (from housing and/or University), parental notification, counselor intervention, alcohol assessment, educational initiative, and/or reflection paper

4th Violation: suspension from housing and/or University, upon return to campus housing and/or University, counselor intervention, alcohol assessment, educational initiative, and/or reflection paper

Drugs

1st Violation: Community Standards Probation or Deferred suspension, community service, counselor assessment, parental notification, educational initiative, and/or reflection paper

2nd Violation: Suspension, parental notification, drug assessment, community service, counselor assessment, parental notification, educational initiative, and/or reflection paper

Enforcement of Sanctions

Only the Vice President for Student Life, Chief Student Experience Officer, or President of the University, has the authority or right to change a sanction imposed by the Community Standards Process. The Office of Student Life will enforce the sanction. Only the Vice President for Student Life or the Director of Residential Life & Community Standards may postpone the effective dates of sanctions. Postponements must be granted in writing and noted in the student's file.

All sanctions are effective immediately. Sanctions of suspension or dismissal will not be in effect, if an appeal is filed, until after the appeal has been heard. A student may be subject to temporary suspension pending the outcome of any appeal. If the appeal is denied, the suspension or dismissal will be effective immediately.

Appeal Process

Any student, who believes an error has been made in the adjudication of his/her case, may appeal. Appeals must be made, in writing, to the Office of Student Life within three (3) business days of the student's hearing.

Decisions imposed by an individual hearing officer or the Community Standards Board may be appealed to the Vice President for Student Life. The Vice President for Student Life may refer the case back to an individual hearing officer for a Community Standards Conference, Community Standards Board or re-hear the case as a hearing officer. Decisions of the Vice President for Student Life are final.

Decisions imposed by the University Standards Board may be appealed to the University Standards Appeals Committee. This committee is composed of one student, one faculty member, and one administrator. The committee will determine the validity of the appeal and, when appropriate, refer the case to the Vice President for Student Life for rehearing. Appeals must be made in writing within three business days of the hearing. Students must submit a letter, outlining the grounds for appeal, presenting evidence, and attach pertinent documents supporting the appeal. Students may not appeal simply because they do not agree with the decision of the hearing officer or hearing boards.

Appeals must be based on one or both of the following grounds:

1. Violation of due process as outlined in the William Woods University Student Handbook.
2. Prejudicial error which resulted in the student being denied a fair hearing. Prejudicial error is defined as an error throughout the course of a hearing that affects the outcome of the hearing.

Appeals of suspension and dismissal will go directly to the President of the University. Any other decision or sanction by the University Standards Board will be directed to the University Appeals Committee. Decisions of the University Standards Appeals Committee are final.

Additional information regarding Community Standards may be obtained from the Office of Student Life.

RESIDENCE LIFE POLICIES

Residency Requirements

Full-time students at William Woods University are required to reside on campus unless they meet the requirements for living off-campus or the University has terminated their housing agreement. Residents requesting approval for commuter status or off-campus living must complete the Residential Status Change Form in OwlNet. The Director of Residence Life and Community Standards will review off-campus housing request.

Residents must meet one of the following four categories to qualify for commuter status:

1. Residents who reside with parent(s)/guardian(s) and live within 60-miles of the campus. [Said address must be established as the sole, legal and permanent residence of the parent(s)/guardian(s).]
2. Residents who are 23 years of age on the first day of the semester classes.
3. Residents who are married or have children.
4. Residents who are fifth-year seniors and have 90 credit hours.

Residents who do not meet the requirement for commuter status may submit a formal appeal for an exception to the on-campus living requirements.

1. Residents are permitted one appeal per academic year.
2. All appeals must be in writing, attached to the Appeal for Off-Campus Living Exception form, and submitted to the Vice President of Student Life via studentlife@williamwoods.edu.
3. All appeals must set out specific and detailed reasons for the appeal. There must be a compelling reason to waive the on-campus housing requirement.
4. The Vice President of Student Life will notify the students of the decision within ten (10) business days of receipt of the appeal.
5. The decision of the Vice President of Student Life is final and no other appeals will be considered or reviewed for the same academic year.

All notifications and decisions will be sent to the student's William Woods University student email.

Residential students are required to be enrolled full-time. Residents enrolled full-time but needing to change to part-time can request permission to remain in a campus residence hall. Residents should meet with the Vice President of Student Life to make such a request.

Residence Hall Closings

All residence halls and apartments close at 10:00 a.m. the day after the last scheduled exam at the end of each semester. Graduating residents will be allowed to stay until after the commencement exercises. Checkout time for graduating residents is 3:00 p.m. Non-graduating residents must vacate the halls 24 hours after their last final or 10:00 a.m. on Saturday; whichever comes first. Late checkouts will result in \$40 the first hour and \$25 for each additional hour.

Break Accommodations

Housing is available on a limited basis throughout break periods. Residents needing to stay over the break period must register 24 hours prior to the start of the break period. The office of Residence Life and Community Standards will send out notifications to residents when they are able to register for break housing.

Room Consolidation

William Woods University reserves the right to consolidate residence rooms so that rooms may be occupied at their full capacity. No consolidation is required of vacancies that occur in a room after the sixth week of class in a semester. When a vacancy occurs in a room, the existing assigned resident may be given the option of paying the single room upcharge of \$1250 if overall housing occupancy allows for vacancy.

Space Changes

Three weeks after the beginning of the fall semester and one week after the beginning of the spring semester, residents are allowed to make room changes approved by the Director of Residential Life. After completing the necessary forms, the move must be completed within three days.

Meal Plan

All residents must be on a meal plan. Residents automatically receive 19 meals per week. Any change to the meal plan must be made by the end of the first week of class of each semester by completing the Meal Plan Change Form on OwlNet.

Furnishings

All furniture must remain in the room. Removal or swapping of university provided furniture is prohibited. Furniture placed in hallways or in common or storage areas is prohibited.

Repairs and Maintenance

Campus Maintenance is responsible for maintaining living units, grounds, and common areas. Basic Service for heat, lighting, and water will be maintained on a priority basis. Other necessary repairs will be completed as availability of staff or parts permits. Routine maintenance problems should be reported to the Community Advisor/Chapter Assistant. Custodial staff cleans the common living areas on a regular basis; however, residents are expected to keep these areas clean and relatively free of litter. The custodial staff will clean communal bathrooms regularly. Residents clean suite baths.

Fire Safety

Candles, incense, fireworks, or any other open flame devices are not permitted in the residence halls. Possession of any such item or device in student residence facilities will result in appropriate student disciplinary measures. Possessing, using, or storing in a resident room firearm, explosives, fireworks, weapons, hazardous chemicals, gasoline driven vehicles or parts thereof, devices using an open electric heating element, including but not limited to hot plates, immersion heaters or flames is prohibited.

Keys

A room key will be issued to each resident at check-in. Lost keys should be reported to the hall staff immediately. There is a \$10 fee for a replacement key.

Residence Hall Permitted and Prohibited Items

Small refrigerators (maximum of 5 cubic feet, limit one per student) and micro-fridge type appliances (combination refrigerator, freezer and microwave oven) are permitted in residence hall rooms. Heat generating products, such as clothes iron with temperature settings, low watt hair dryers and curling/straightening irons, Scentsy-type electric candle warmers, Keurig-type single serve coffee makers, electric teapots/kettles with automatic shut off, heating pads with temperature settings and electric blankets with temperature settings, are also permitted in residence hall rooms. Decorative lights (i.e. Fairy lights) must be battery powered or LED and suspended with © Command style strip mounts. Self-adhesive strip lights are prohibited (i.e. Tik Tok lights) as they cause damage to walls.

Extension cords with multiple outlets, portable space heaters, room air-conditioners, Halogen lights in any form, incandescent and non-LED decorative lights, lava lamps and any food preparation, preservation, and heat generating appliances that are not listed are prohibited in the residence hall rooms. Thus, contraband appliances include, but are not limited to microwaves, coffee machines, crock-pots, toasters, or toaster ovens. Residents may not move or disconnect University installed appliances.

Visitation Hours

Opposite gender guests (residents or non-students) in residence halls are limited to the campus visitation hours of 9 a.m. – 2 a.m. Residents may not be in the opposite gender campus housing after the above outlined hours. Violations will be referred to the Community Standards process.

Responsibility for Guests

The resident is responsible for their guest's behavior and guests are responsible for following the regulations of the university. It is the resident's responsibility to ensure guests understand University procedures and hall policies, including visitation hours. Unaccompanied or unauthorized visitors found on campus are subject to arrest for trespassing. Overnight guests are limited to three days visitation each month.

Noise

Noise courtesy hours are in effect at all times. Residents are expected to show consideration at all times for those studying or sleeping in the residence halls, and are expected to be reasonably quiet within and around the halls. Quiet hours must be observed from 9:00 p.m. until 8:00 a.m. During quiet hours, noise that can be heard significantly beyond two doors down a hallway may be considered in violation. During final exam weeks, quiet hours are 24 hours a day. The 24 hours-a-day quiet hours will be observed from 1:00 a.m. the Friday before finals start through 3:00 p.m. on the last day of finals.

Persistent noise problems may result in referral to the Community Standards Process.

Trash Removal

Trash containers are provided outside each hall. Residents are required to remove personal trash from their residence hall room and deposit it in the proper receptacle.

Windows

Residents may have their room windows open. Climbing in or out of a window and/or throwing objects out of a window is prohibited and will result in referral to the Community Standards Process.

LEAD AWARD PROGRAM

The William Woods University LEAD Award Program encourages you to take part in cultural, intellectual and global activities outside the classroom, while also assisting in academic progression. For students enrolling in Fall 2023 and after will be awarded \$2,000 every year of your undergraduate career and receive a free online summer general education course your freshman, sophomore, and junior years.

LEAD Point Requirements

Student Status	Fall	Spring	Total
Residential Students	Minimum 20 points	Minimum 25 points	45
Residential Students starting mid-year (Jan.)		Minimum 25 points	
Commuter Students	Minimum 12 points	Minimum 16 points	28
Commuter Students starting mid-year (Jan.)		Minimum 16 points	

On average, students should earn at least four LEAD points per month. Students who do not receive four LEAD points in a month, will receive a warning email. This warning email is to notify the student that they are not on track to earn enough LEAD points for the semester and risk losing their LEAD points for the upcoming semester. To stay on track, students should earn a minimum of four points in each of the following months: September, October, November, January, February, March, and April. Students can utilize OwlNet to track their LEAD points to ensure they are on track to meet the LEAD point requirements.

Athletic events are limited to 8 LEAD points per academic year. Asynchronous (events completed on your own time) online events are limited to 8 LEAD points per academic year.

Lead Policies

1. Students must have their LEAD barcode with them and get the barcode scanned at LEAD events in order to receive LEAD credit for attending the event. Some events require that students sign in and/or out in lieu of being scanned, however, students must still have their LEAD barcode with them at these events in order to receive LEAD credit.
2. Students are expected to earn their points honestly. Dishonesty in accumulating LEAD points will result in the loss of the LEAD award; however, these students may participate in LEAD reinstatement.
3. Students in good standing may complete a LEAD Senior Waiver online in OwlNet during the semester in which they will graduate:
 - December graduates may submit the LEAD Senior Waiver during the fall semester (senior waiver semester)
 - April/August graduates may submit the LEAD Senior Waiver during the spring semester (senior waiver semester).
 - When requesting the LEAD Senior Waiver, the student acknowledges that:
 - They are in good standing and eligible to receive the LEAD award during the senior waiver semester.
 - They will not be required to obtain LEAD points during the senior waiver semester.
 - That the senior waiver semester will be the last semester they will receive the LEAD award.
 - They will no longer be eligible for the LEAD award at any time in the future.
4. Students may appeal the loss of their LEAD award by submitting the appeal in writing to the Vice President of Student Life for submission to the LEAD Committee.

LEAD Reinstatement Policy

Students who fail to meet LEAD requirements have the opportunity to reinstate their award. To do so, they must complete the following requirements during the semester in which they intend to reinstate the award:

- Complete the LEAD Reinstatement Agreement form on the William Woods website or go to the Office of Student Life and indicate their intention to participate in LEAD Reinstatement. Notification of participation in and/or successful completion of LEAD Reinstatement must be made prior to the start of the next semester.
- The student must obtain the following number of LEAD points during the reinstatement semester:
 - Residential Students: 25 points (4-point monthly minimum during the required months; no warning month).
 - Commuter Students: 16 points (4-point monthly minimum during the required months; no warning month).
 - Students will not receive the monetary incentive during this semester but must meet all requirements to reinstate the LEAD award the following semester.
- Once all LEAD Reinstatement requirements have been met, inform the Office of Student Life and request that the award be reinstated for the next semester.
- Students will be eligible for the LEAD award for all subsequent semesters in which they meet the requirements.

UNIVERSITY TECHNOLOGY

Wireless

Wireless is available on our campus through ResNet and William Woods Wireless. ResNet (unsecured) is available in residential halls with no authentication required. Classroom and public buildings use William Woods Wireless (secured), using your Quicklaunch account to authenticate.

QUICKLAUNCH information

Go to www.williamwoods.edu>> *New and Current Students* >> *WWU Quicklaunch*. Log in with your Quicklaunch account and choose the academic portal you need.

<p>Course Schedule – (To find courses that are currently not in session, click the drop down menu next to Show and select from Future, Past, or Current. Course information is displayed according to year and term.) Final and Midterm Grades- (Select from Midterm or Final) Advisor Information-<i>Owlnet</i> >> <i>Academics</i> link on the right side of the page. Transcripts – Print an unofficial transcript Course History GPA Projection</p>	<p>Register Online- Make sure you have completed your advising appointment, do not have holds on your account, and know how to login before registration. Register as soon as possible once your time slot opens as classes can fill up quickly. <i>Quicklaunch</i>>> <i>My Courses</i>>><i>Registration/Advising</i> link on the right side of the page >> <i>Course Schedule</i> >> <i>Basic Course Search</i>>> Choose the term (i.e. Spring 2018). Detail your search by filtering for a specific course that you know you will want. (i.e. ART, and then click Search). Once you find the course, click <i>Add Courses</i>. Note that some courses may display a requisite and/or note. A requisite is an academic requirement in order to register for a course. A note is more information regarding the course. If you attempt to add a course where you do not meet requirements, you will receive an error message. Contact the Registrar’s Office if you feel you have received this message in error.</p>
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Labs and Printing

There are two open computing labs on campus, the Library Reference Lab and the McNutt Lab. McNutt provides 24/7 access, and the Library Reference Lab is open until 11:00 p.m. Sunday-Thursday and closes at 5:00 p.m. on Friday and Saturday (during the school year). All prints are duplexed by default. A color printer is located in the

Library Reference Lab, and the McNutt lab is equipped with a black and white printer. Students should log off the computer when finished to avoid someone else logging into their account.

Network Storage

For campus computing from a Windows lab computer, student files will save to Documents, Desktop, and H drive. These files will follow every Windows lab computer used on campus. Many students store documents on their personal laptops or flash drive, but you may also save files under the One Drive cloud storage within Office 365. Keep in mind that if a computer crashes or a flash drive gets lost, so does the document. Saving files to one of our campus lab Windows computers or cloud storage provides safe storage because it is kept on a server that is regularly backed up. Files saved to One Drive will be stored indefinitely. Students may access One Drive through their William Woods Owls email. Students who wish to access files from the residence halls will need to install the VMWare Client or go to <http://www.horizon.williamwoods.edu/> and select **VMWare Horizon HTML Access**. Instructions are found on Quicklaunch >> Help Desk.

STUDENT ASSEMBLY

The administration of William Woods University believes that learning and growth occur both in the classroom and outside the classroom; that mature citizenship develops as the student learns social responsibility; and that daily experiences in the classroom, in the residence halls, in the dining hall, in day-to-day courtesies, in association with faculty and other students, and in active participation in student government are the ingredients for the development of a truly educated person.

Enrollment as a student at William Woods implies acceptance of administration-directed means for achieving the desired goals of student development. It does not imply the “natural right” of students to determine such means. However, since capacity for self-direction is one of the traits of the truly educated person, the administration encourages the maximum degree of student government consistent with the overall goals of the institution and, therefore, recognizes the Student Assembly as a governing body that acts for the students in matters involving the students’ interests. The Student Assembly will work with the administration, staff and faculty to build and preserve a learning community for William Woods students. General responsibility rests on the University administration to provide for the development of a truly educated person. Fulfillment of this responsibility is delegated both to staff members and to students.

The Student Assembly is given responsibilities that include:

- The writing and submitting to the President of the University a constitution and/or by-laws for the operation of the Assembly. This information is subject to review by the President, student assembly leadership, and the Vice President of Student Life. Any amendments proposed by the Assembly in the interim are subject to the approval of the President.
- The operation of certain non-academic student activities, as defined in the by-laws.
- The right to submit for approval changes in regulations for residence and non-academic living.

University authorities serve the Student Assembly in an advisory capacity. The University administration agrees to support the powers granted to the Student Assembly so long as these powers are in accordance with the policies and philosophy of the institution. The administration reserves the right to accept, reject, or alter any decision made by the Student Assembly.

The President reserves the right to withdraw any or all of these powers to the Assembly at any time. If questions arise concerning the jurisdiction of the Student Assembly, they shall be referred to the Vice President of Student Life. The members of the Student Assembly promise to cooperate with the President and the University in maintaining a high standard of university living.

Student Assembly By-Laws

The Student Assembly serves as a voice of the students at William Woods University (WWU). A student-run body, in which all full-time students have full membership, the Assembly's purpose is to provide an open forum where students may voice concerns, share ideas and form linkages within the campus community.

Article I STUDENT ASSEMBLY

A. Membership and Rights

1. All full-time WWU students participating in the campus undergraduate program are members (part-time students are welcome to attend meetings).
2. All members have voting rights.
3. Recognized student organizations receiving funding from the Student Finance Committee must attend one (1) Student Assembly meeting per semester to report on organization activities.
4. Decisions of the Student Assembly shall be binding if the motion receives a majority vote of the students present.

B. Meetings

1. The Student Assembly shall meet once a month.
2. The Assembly chair shall preside over the meeting.
3. The Assembly shall meet on a particular day of the month, such as the fourth Tuesday of each month; the chair shall set the date.
4. The chair will initiate Robert's Rules of Order as necessary.

C. Student Assembly Chair

1. The chair shall preside over Student Assembly meetings without the right of vote or motion; the chair is a facilitator for the action of the Student Assembly.
2. The chair assists with coordinating the efforts of the committees of the Assembly.
3. The chair shall be elected in November and serve until the next November.

D. Recording Secretary

1. Attends all Student Assembly meetings and keeps detailed minutes of Student Assembly meetings.
2. Provides printed agenda for Assembly meetings as determined by the chair.
3. The Recording Secretary will be nominated and elected at the November meeting.

ARTICLE II STANDING COMMITTEES AND BOARDS OF THE STUDENT ASSEMBLY

A. By-laws Committee (2-3 Members)

1. Review the by-laws and update as necessary.
2. Oversee election process.
3. This committee will fill vacancies using nominations from the floor at Student Assembly meetings.
4. A chair for the committee shall be selected from within the group at its first meeting.

B. Finance Committee (3-5 Members)

1. Review guidelines for allocation of funds and travel funds program.
2. Allocate funds to student organizations.
3. Responsible for approving fund-raising requests from student organizations and reviewing criteria.
4. This committee will fill vacancies using nominations from the floor at Student Assembly meetings.
5. A chair for the committee may be selected from within the group at their first meeting.

C. Campus Activities Board (CAB)

1. Plans and coordinates social activities on campus.
2. Reviews proposals and can provide funding for social events requested by student organizations.
3. CAB meetings are open to any William Woods University student.
4. Leadership will be elected from within the group according to the CAB constitution.

D. Campus Standards Board (CSB) (3-10 Members)

1. Hears violations of policies and standards of the University as referred by the Dean of Student Life.
2. The CSB will fill vacant positions through an application process which will be handled by the CSB. The chair of the Student Assembly will also participate in the selection process.
3. The chair for the committee shall be selected from within the group at its first meeting after formal training or members may serve as chair on a rotating basis at each hearing.

ARTICLE III STUDENT ASSEMBLY OFFICER SELECTION

A. Election of Student Assembly Chair:

1. Ballots
 - a. The By-laws committee oversees the election process.
 - b. Ballots will be designed and distributed by the By-laws committee.
2. Election of Student Assembly Chair
 - a. The Assembly Chair shall be elected at the November Assembly and serve until the following November Assembly.
 - b. All Assembly members may run for Assembly Chair with the following exceptions:
 - i. First semester William Woods University students.
 - ii. Members who will not be able to fulfill the November-November term.
3. In October, the By-laws committee will begin collecting names of students who wish to be put on the ballot.
 - a. Candidates may request their name be put on the ballot at the October Assembly.
 - b. Candidates not able to attend the meeting may place their name on the ballot through written request to the By-laws committee chair.
 - c. Names received within seven days of the October meeting will be placed on the ballot.
4. Candidates reserve the right to campaign in the interim between the October and November Assembly.
5. At the November Assembly each Chair candidate will be awarded an opportunity to address the Assembly; a five-minute maximum will be imposed.
6. Should the chair or secretary position become vacant during the designated term, the vacancy will be filled at the next Student Assembly meeting; however, the vacant position must be announced at least seven (7) days prior to the meeting.
7. Voting will take place by secret ballot following the candidate addresses.

B. Vote Tabulation and Position Transfer

1. Following adjournment of the November Assembly, all candidates and current position-holders will remain at the meeting hall awaiting results.
2. The By-laws committee will assume responsibility for tabulation of ballots.
 - a. Votes will be counted immediately following the Assembly in a special meeting of the committee; winners will be identified the day of the vote.
 - b. Committee members who are on the ballot will not aid in counting votes.
 - c. The committee chair will validate the count and immediately announce results.
 - d. Only one recount of voting results will be conducted, and only if the vote is challenged by a party on the ballot.
3. The winner will be defined as the candidate who receives the most votes.
4. When results are announced to the candidates, the By-laws committee chair will give candidates the opportunity to challenge the vote.
5. When a clear winner is identified and announced, transfer of the position will be immediate.
6. The By-laws committee will be responsible for destroying the ballots after the final count.
7. The By-laws committee will be responsible for posting announcement of the results.

C. Runoff Provision

1. In the event a vote is tied for any position, the By-laws committee will coordinate a special meeting of the Assembly for the sole purpose of a runoff election among the tied parties.
2. Notice of the runoff election will be posted and the election held no more than one week after the initial vote.
3. Votes will be tabulated as provided in section 'B.'
4. Runoffs will repeat until decisive.

ARTICLE IV POWER TO AMEND THE BY-LAWS

The Student Assembly reserves the right to amend the by-laws as necessary.