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WILLIAM WOODS  
UNIVERSITY

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2026-2027

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# WILLIAM WOODS UNIVERSITY

2026-2027

## STUDENT HANDBOOK

The William Woods University Student Handbook was edited in the Office of Student Affairs. This student handbook applies to students enrolled in the traditional, semester, Fulton campus program. 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 the university. This handbook and planner are provided by the William Woods University Office of Student Affairs.

### 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.

## TABLE OF CONTENTS

University Mission Statement.....	2	Emergency Procedures for	
Vision Statement.....	2	Fire and Weather Emergencies.....	14
History.....	2	Fire Safety.....	14
Campus Resources.....	5	Weather Emergencies.....	15
ATM.....	5	Equestrian Safety.....	15
Box Office.....	5	Event and Facility Registration.....	15
Career Services.....	5	Family Educational Rights and Privacy Act.....	15
Commuter Lounge.....	5	Fundraising.....	16
Diversity, Equity, Inclusion, and Belonging (Deib).....	5	Hazing.....	16
Faith and Service.....	5	Missouri Anti-Hazing Law.....	17
Fitness and Recreation.....	5	Reporting Hazing.....	18
Dining Service.....	5	Investigating and Adjudicating Incidents of Hazing...	18
Dulany Library.....	5	Identification Cards.....	18
Fraternity and Sorority Life.....	6	Immunization Policy.....	18
Help Desk.....	6	Involuntary Withdraw.....	18
Mail Center.....	6	Lake Usage.....	19
Office of Student Accessibility Resources.....	7	Pets.....	19
Registrar.....	7	Posting Policy.....	19
Residential Life.....	7	Privacy Expectations.....	19
Campus Safety.....	7	Registration Holds.....	19
Student Engagement.....	8	Residency Policy.....	20
Student Financial Services.....	8	Smoking/Vaping.....	20
Cashier's Window.....	8	Solicitation.....	20
Woods Wellness.....	8	Student Organizations.....	20
University Policies and Procedures.....	9	Vehicle Registration and Parking.....	20
Academics.....	9	Motorized Scooter & Hoverboard Policy.....	21
Student Conduct.....	9	Firearms, Weapons,	
Inherent Authority.....	9	Fireworks and Explosives Policy.....	21
Abuse of College Student Conduct Procedures.....	9	Wellness Withdrawal.....	22
Confidentiality.....	10	Withdrawal.....	22
Civil Authorities.....	10	Community Code & Standards.....	23
Criminal Convictions and		Principles for Life in Community.....	23
Criminal Background Check Policy.....	10	Respect for Persons.....	23
Disciplinary Action While		Building Community.....	23
Criminal Charges Are Pending.....	10	Peace and Justice.....	23
Alcohol and Drug Policies.....	10	Moderation.....	24
Parental Notification Regarding		Areas of Special Concern.....	24
Alcohol and Drug Use.....	10	Expression of Individuality.....	24
Biennial Review.....	11	University Jurisdiction.....	24
Residence Halls.....	11	Community Standards.....	24
Stone Campbell Apartments.....	11	Student Conduct & Community Standards Process.....	25
Alcohol/Drug Possession.....	11	Definitions of Student Accountability Sanctions.....	26
Social Events Involving Alcohol.....	11	Appeals.....	27
On-Campus Events Serving Alcohol.....	11	Alcohol, Cannabis & Controlled Substances.....	27
Off-Campus Events Serving Alcohol.....	12	Sanctions for Alcohol And/Or	
Advertising and Alcohol.....	12	Cannabis Use Policy Violations.....	28
Disciplinary Sanctions Pertaining to		Title IX : Sexual Harassment Policy.....	30
Alcohol & Drug Violations.....	12	Title IX.....	31
Alcohol and Drug Campus Resources.....	12	Options for Reporting Sexual Harassment.....	32
Good Samaritan/Medical Amnesty Policy.....	12	Registered Sex Offender Policy.....	33
Bonfire Procedures.....	12	Residence Life Policies.....	33
Complaints.....	13	Residency Requirement.....	33
Computer Usage.....	13	Commuter Status Eligibility.....	33
Acceptable Use Policy.....	13	Appeal Process.....	33
Advisory Regarding On-Line Postings.....	14	Enrollment Requirement.....	33
Email Policy.....	14	Deadlines to Submit Applications and	
		Documentation Via OwlNet.....	33

Housing Exemption Committee .....	34	University Technology.....	36
Residence Hall Closings.....	34	Wireless .....	36
Break Accommodations.....	34	Quicklaunch Information.....	36
Room Consolidation.....	34	Labs and Printing.....	36
Space Changes.....	34	Network Storage .....	36
Meal Plan.....	34	Lead Policy .....	37
Furnishings .....	34	Lead Award Program.....	37
Repairs and Maintenance.....	34	Lead Point Requirements.....	37
Fire Safety.....	34	Lead Policies.....	37
Keys .....	35	Senior Waiver .....	37
Residence Hall Permitted and Prohibited Items .....	35	Lead Reinstatement Policy .....	38
Visitation Hours.....	35	Student Assembly .....	38
Responsibility for Guests.....	35	Article I Student Assembly.....	38
Noise .....	35	Article II Standing Committees and Boards of the	
Trash Removal.....	35	Student Assembly .....	39
Windows .....	35	Article III Student Assembly Officer Selection.....	39
		Article IV Power to Amend the By-Laws .....	40

## CAMPUS RESOURCES

### **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. Tickets may be purchased online at [showtix4u.com](http://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.

### **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, Equity, Inclusion, and Belonging (DEIB)**

At William Woods University, the Office of Diversity, Equity, Inclusion, and Belonging (DEIB) is committed to fostering a campus culture where every individual feels seen, heard, valued, and respected. Through intentional programming, educational opportunities, and community engagement, the DEIB at William Woods University works to cultivate an environment that champions equity and promotes meaningful cross-cultural understanding.

### **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](mailto:weider@williamwoods.edu), to reserve any of the facilities, contact the Athletic Department at 573-592-164

### **Dining Service**

William Woods University contracts with a third party contractor 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 Affairs or directly to the food service management ([foodservice@williamwoods.edu](mailto:foodservice@williamwoods.edu)).

### **Dulany Library**

Dulany Library is William Woods University's hub for research, study, and academic support. Whether you're working on a class assignment, looking for a quiet place to focus, or just wanting a fun book to read, the library offers a broad range of services and collections to support your success.

#### Research & Discovery

The library's primary search tool, Woods OneSearch, gives you access to thousands of academic articles, books, and other resources in one easy search. You can also search the WWU Catalog for physical items on the shelves (books & DVDs), browse the Databases A-to-Z list for subject-specific research databases, or use WorldCat and the MOBIUS Catalog to locate materials held at other libraries. If you need help at any point, you can chat with a librarian directly from the library website.

## Digital Resources

WWU students have access to a large collection of online resources, including:

- JSTOR — over 12 million journal articles, books, and primary sources across 75 disciplines
- The New York Times and The Atlantic — available with your WWU credentials
- Kanopy — streaming video for documentaries, films, and educational content
- Libby— eBooks and audiobooks available to borrow anytime

## Borrowing & Services

Students can borrow physical books and other materials, request items from partner libraries, and suggest titles for the library to purchase. The library also offers printing, copying, and scanning services, as well as equipment and technology lending. Off-campus access to library resources is available through the library's remote login system.

## Library Spaces

Dulany Library provides a variety of spaces to suit different study needs, including a bookable study room. Room reservations can be made directly through the library website.

Hours (Fall/Spring Semester) Monday–Thursday: 8:00 am – 10:00 pm Friday: 8:00 am – 7:00 pm Saturday: 9:00 am – 5:00 pm Sunday: 2:00 pm – 10:00 pm

Hours may vary during breaks and university holidays. Check the library website for closures and extended hours: [library.williamwoods.edu](http://library.williamwoods.edu)

## **Fraternity and Sorority Life**

William Woods University is home to three (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 Office of Student Engagement 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 are 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](mailto:helpdesk@williamwoods.edu), or walk in for immediate service. After business hours, a ticket is automatically created after a voicemail is left and answered next business day.

## 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.

## **Mail Center**

The University Campus Mail Center is a full-service mail facility located in the McNutt Campus Center. Our services are well equipped to assist with mail-related needs over several points of the process, from securing the best postage rate possible to directing incoming USPS, UPS, FedEx, and inter-campus mail. Hours of operation are Monday – Friday 9:00 a.m. – 4:00 p.m. except for major holidays and other campus closures. The in-house mail team handles the university's incoming and outgoing mail daily. The mail route cycles twice each day:

- Morning: Begins at 10:00 a.m.
- Afternoon: Begins at 1:00 p.m.

Incoming parcels and packages with barcodes have tracking information associated with them. When packages are received at the Mail Center, each parcel recipient receives an email when the package has arrived at the university and is available for pickup.

Have an idea for a mass mailer, or needing to ship a parcel? The in-house mail team also handles the university's outgoing mail, parcels, and packages.

Have an idea for a mass mailer? Please reach out to the Mail Center manager for assistance. Campus mailings exceeding 10 pieces should ensure to separate any international mail.

## **Office of Student Accessibility Resources**

William Woods University (WVU) 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 accommodation, 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 Accessibility Resources (OSAR) by accessing the OwlNet Student Accessibility webpage or by contacting OSAR through email, phone, or an office visit to the Student Success Center 101B. After OSAR receives the request, the student is required to meet with OSAR staff, and documentation is requested. When student documentation is submitted, the student receives an email 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 Residential Advisor (RA). Along with the RA's, Vice President of Student Affairs, Student Affairs Executive Assistant and the Area Coordinators (offices located in the McNutt Campus Center) are available to help students transition to the living at the Fulton, MO main campus and assist with all questions and concerns relating to residential life.

## **Campus Safety**

The University takes reasonable actions to secure all University buildings and all property on the grounds and in the buildings against vandalism, theft, and fire. Students are responsible for protecting and securing their own property as well as their roommates'/suite mates' personal property and University property.

The University is not responsible for the security of personal property or its loss due to a personal or natural disaster and will not reimburse students for such losses. Students are encouraged to seek insurance coverage on their personal property. Campus Safety Officers conduct vehicle and foot patrols throughout campus on a 24/7 basis. Their primary responsibilities include, but not limited to, maintaining a safe and secure campus, responding to incidents, providing assistance to our campus community, and participating in the enforcement of university policies and regulations.

Emergency Alerts: The Livesafe App is a text message/email-based alert system available to students, faculty, staff, parents, visitors and alumni. This is a free service; however, charges for text messages may apply based on your cellular phone carrier and plan. Examples of emergencies may include but are not limited to severe weather alerts, imminent safety threats, or campus closure. To sign up for Livesafe, please visit the sign-up page on our website or download from both IOS and Android app stores. To report a crime or fire or to summon police or an ambulance in an emergency, DIAL 911. This should be followed by a call to Campus Safety 573-592-0404, and a campus incident report will be filed immediately following its occurrence.

Clery Act Policy: Annual Disclosure of Crime Statistics, the Clery Act requires colleges and universities receiving federal funding to report campus crime data, support victims of violence, and publicly outline the policies and procedures put into place to improve campus safety. The Violence Against Women Act (VAWA) amendments to the Clery Act expand the rights afforded to campus survivors of sexual assault, dating/domestic violence, and stalking. The Annual Security Report (ASR) is disseminated to employees and students annually on October 1st. The ASR includes statistics of campus crime for the preceding three (3) calendar years, policy statements, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, dating/domestic violence, and stalking. Campus Safety collects statistics from the Fulton Police Department, Office of Student Life, the Woods Wellness Center, and any other campus safety authority as defined under the Jeanne Clery Disclosure of Campus Safety Policies and Campus Crime Statistics Act. Crime statistics may be obtained at the Office of Student Life or by contacting the Director of Campus Safety at 573-592-4478 information concerning campus safety programs, recommended personal safety practices, the authority of campus safety, campus crime statistics, and campus disciplinary procedures can also be found online at <http://www.williamwoods.edu/safety>.

### **Student Engagement**

The Office of Student Engagement, located in the McNutt Student Center, empowers students to get involved, lead, and create community. Supporting more than 40 active, recognized student organizations, the office provides guidance, resources, and programming to help students make the most of their co-curricular experience at William Woods University.

Through participation in student organizations or leadership roles, students have the opportunity to strengthen their leadership skills, collaborate with peers, and make a lasting impact on campus. The office also provides access to useful tools and equipment, including meeting space, computers, a printer, poster printers, and a laminator, to support student-led initiatives and events.

Whether you're starting a new club, planning an event, or looking to grow as a leader, Student Engagement is here to help you get connected and thrive outside the classroom.

### **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](mailto:FinancialAid@WilliamWoods.edu)

### **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 cash and check payments on student accounts.

### **Woods Wellness**

Woods Wellness is located 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.

Woods Wellness Center is open from 8:00-4:30 Monday – Friday and closes from 12:00 - 1:00 for Lunch daily. Call 573-592-4222 or email to [Healthservices@williamwoods.edu](mailto:Healthservices@williamwoods.edu) to schedule an appointment

## 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 Provost, or the Director of Academic Advising.

### Student Conduct

The basic philosophical approach to student conduct at William Woods University is educational in nature and intent. Through staff intervention, discussion of behavior and its consequences, and progressive discipline, students are encouraged and expected to evaluate their own behavior. Students learn to make responsible, positive and productive choices by embodying the William Woods University values. Student conduct expectations exists in order to maintain a community living environment that is conducive to the intellectual, social, wellness, ethical, and professional growth of William Woods University students as articulated in the University Strategic Plan.

### Inherent Authority:

William Woods University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community subject to the inherent right of the Board of Trustees and the delegated right of the President of the University to exercise supervision over all or any disciplinary matters of the institution. Such action may include pursuing disciplinary action for any violation of state or federal law – on- or off-campus that affects the College’s educational interest. The Assistant Dean of Student Life oversees student conduct policies and procedures. Other members of the University community may be involved in the adjudication process, depending on the type, frequency and severity of the policy violation. Violations of campus policies may be adjudicated by the following:

*Academic Policies:* Faculty members, The Academic Provost’s Office, Associate Dean of the Faculty with appeals to the Provost.

*General Campus Policies and/or Residence Life Regulations:* Student Affairs staff with appeals to the Vice President of Student Affairs. In cases where the hearing officer is the Vice President of Student Affairs appeals would go to the University Provost or designee.

### Abuse of College Student Conduct Procedures

Abuse of college student conduct procedures is a violation of college policy in itself and could pose additional sanctions.

This includes, but is not limited to:

- failure to respond to and attend a meeting request of a college student conduct officer
- falsification, distortion, or misrepresentation of information to a college official
- disruption or interference with the operation of the college student conduct process
- attempting to discourage an individual’s proper participation in, or use of, the college student conduct process
- attempting or committing an act of retaliation against a person or student organization that has reported a policy violation.

The conduct officer may discuss, consult, and advise with any student/witness, to include student organizations, whose conduct is called into question before or after initiating formal disciplinary procedures. Through this process the student will be given the opportunity to present their personal, firsthand account/ version of the incident or occurrence. Students shall attend such consultations as requested by the Vice President of Student Life or conduct officer. Failure to comply with the conduct process, also defined in student conduct procedures, will result in the conduct officer moving forward with the process and making a determination of responsibility and sanctions based upon information received.

## **Confidentiality**

At William Woods University, academic and disciplinary records are kept separate. Information from disciplinary records is not available to unauthorized persons on campus or to any person off campus without written-expressed consent of the student or their legal representative or in cases where the safety of persons and property is involved. Effective August 14, 2009, according to the Higher Education Opportunity Act Sec. 493(a) (1)(A) amended HEA Sec. 487(a) [20 U.S.C. 1094 (a)]: added HEA Sec. 487(a)(26), upon written request, William Woods University must disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. William Woods University conduct staff members will encourage chapter leaders to notify their inter/national organizations of policy violations and sanctions. Student Life staff reserve the right to share conduct information regarding the chapter with the inter/national organization if a chapter has violated a policy and sanctioned with restriction of privileges, probation, or suspension.

## **Civil Authorities:**

Civil authorities have the right at all times to come onto the campus, including making entry into residential hall rooms, with or without the knowledge of the Vice President of Student Affairs, for the purposes of investigation of illegal activity, including search and/or seizure with a search warrant. On-campus behavior that may be a violation of civil law may also be referred to local authorities and the University reserves the right to invoke conduct proceedings for inappropriate student behavior occurring off-campus.

## **Criminal Convictions and Criminal Background Check Policy:**

William Woods University is committed to providing a safe campus community and therefore reserves the right to place restrictions or refuse admission and/or continued enrollment in the University if an applicant or student is a potential danger to the campus community. William Woods University reserves the right to require a student to provide a formal criminal background check prepared by an outside vendor approved by the University. The criminal records report must be received by WWU personnel within 15 days of the original request, unless a different deadline is provided in the request. Students who are charged with a crime after the admissions review process and while enrolled are required to report all charges and/or convictions to the Office of Student Life in writing within 5 days of the criminal charge and/or conviction.

- Should the student not provide the formal criminal background report in the time requested, the student may be placed on interim suspension from classes and all other activities unless good cause for the delay is provided and approved by the Vice President of Student Life
- Should the student fail to notify the Vice President of Student Life or designee of their criminal charge or conviction within the deadline, the student may face disciplinary action, including but not limited to, suspension or dismissal.

## **Disciplinary Action while Criminal Charges are Pending:**

Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and institutional policy.

Disciplinary action at the University will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

## **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.

## **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 Affairs.

## ***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 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; 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 Affairs, 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 Affairs.
6. Events with alcohol on nights before class will not be approved. 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 Affairs.
- 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.

## **GOOD SAMARITAN/MEDICAL AMNESTY POLICY**

The welfare of students in our WWU community is of paramount importance. At times, students on- and off-campus may need assistance. WWU promotes bystander intervention and encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help a student who may have been sexually assaulted or who is at risk of alcohol overdose). WWU does not want this fear to impact our students or community members from helping someone in need. William Woods University pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the University will focus on educational responses to those who offer their assistance to others in need, serve as witnesses to an incident or make a good faith report of alleged misconduct.

*\*This policy does not protect students from the consequences associated with Missouri law. Students are still subject to charges and penalties per Missouri law.*

The individual in need of immediate medical attention: If an individual receives emergency medical attention related to their consumption of alcohol or another drug, they are required to complete a follow-up with The Woods Wellness Center. If the student is taken to the hospital, the College reserves the right to contact the student's parents/guardian. If a student violates any other college policy while intoxicated, those infractions are subject to standard student conduct adjudication and sanctions.

*Organization:* Should a student experience severe intoxication or a drug-related reaction while attending an event hosted by an organization, representatives or members of that organization are expected to promptly call for medical assistance. This act of responsibility will mitigate the judicial consequences against the organization resulting from student accountability code violations that may have occurred at the time of the incident.

*Failure to Call:* Failure by any individual or organization to call for emergency medical assistance while a person is in need, which could include experiencing severe intoxication or a drug-related reaction, may result in more severe consequences.

## **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 Affairs 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 complainant.

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](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](mailto: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/POLICYONCOMPLAINTRESOLUTION-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.

### **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 regarding 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 is committed to providing a learning environment free of all forms of violence, abuse, intimidation, fear, discrimination, and coercive conduct, including hazing. We offer hazing prevention education to all clubs and organizations, in addition to our many National Association of Intercollegiate Athletics (NAIA) athletic teams. All individuals have a right to be treated with respect and free from any form of physical, mental, and/or emotional abuse. Hazing violates Missouri law (provided below), and individuals who engage in behaviors that constitute hazing may be subject to criminal prosecution.

### *Definition of Hazing:*

Any intentional act or situation that is created on- or off-campus against someone joining, becoming a member, or maintaining membership in any group, which is humiliating, intimidating or demeaning; which produces physical, mental, or emotional pain or discomfort; and/or which endangers the health and safety of the person. A person's willingness to participate in an act of hazing does not justify, exempt or excuse the act. Hazing creates an environment/climate in which dignity and respect are absent.

### *A person violates this policy if the person:*

- Engages in hazing
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing
- Intentionally, knowingly, or recklessly permits hazing to occur
- Has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report said knowledge in writing to the Vice President for Student Life or other appropriate officials of William Woods University.

### *An organization violates this policy if the organizations:*

- Officer or any combination of members, new members, or alumni of the organization, team, or other group commits or assists in the commission of hazing, condones, or encourages hazing, or fails to prevent or report hazing.

## Missouri Anti-Hazing Law

### § 578.365. Hazing -- consent not a defense -- penalties

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:
  - a. 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;
  - b. 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
  - c. 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 should be interpreted as creating a new private cause of action against any educational institution.
4. Consent is not a defense against 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.

#### *Conditions That Create a Hazing Dynamic*

Members often wish to be accepted into any group and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. Any activity that places members in a subservient position to experienced members of the group creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member. Members in any organization may expect to be trained or oriented for a period of time, but membership in any group that puts any member in a lesser role, unrelated to the original conditions for membership, is inappropriate and unfair to the members. Hazing behaviors can emphasize a power imbalance and can cause humiliation, emotional, and physical distress to students. Regardless of severity, all hazing behaviors will be defined as hazing and result in a campus policy violation, with the possibility of including law enforcement. Examples of hazing are included below; these examples are intended to be illustrative and not all-inclusive:

- Restrictions or interference with academic engagement
- Requiring members to practice periods of silence
- Verbal harassment
- Requiring physical activity, or personal servitude (errands, cooking, cleaning, etc.)
- Pressuring or coercing any person to participate in activities that are inconsistent with the University's community standards or policies or applicable law
- Requiring or suggesting that members/new members/prospective members dress in costumes or apparel or obtain, carry or possess items
- Sleep deprivation
- Forced consumption of any substance
- Psychological Hazing – causing embarrassment or shame, ridicule, or causing or inducing mental or emotional distress.
- Physical injury
- Kidnapping, or imprisonment

## Reporting Hazing:

If you know of a hazing incident on William Woods University's campus, it can be a violation of policy and/or a crime not to report it. You may contact any of the following resources to discuss your concerns, to report an incident, or to ask any general questions you may have about hazing:

Office of Student Affairs 573.592.4561

Campus Security 573.592.4357

Director of Athletics 573.592.1626

Vice President of Student Affairs 573.592.4239

Students may seek out confidential wellness counseling through The Woods Wellness Center. William Woods University staff will take all reasonable measures to protect the identity and confidentiality of victims of hazing as well as of any individuals or organizations/teams that work to assist such victims. Any retaliation against any person who reports, is a witness to, or is involved with or cooperates with the adjudication of hazing is strictly prohibited. Efforts to prevent the discovery of or reporting of hazing violate William Woods University hazing policy.

## Investigating and Adjudicating Incidents of Hazing:

The University must investigate reports of hazing and will follow the Student Conduct Procedures as outlined in the handbook. Depending upon the nature or conflict of interest or availability of Student Conduct Officers, the University may seek out external resources to investigate claims. It is always to the benefit of the organization, club, or team involved to cooperate fully in the investigation process in order to make WWU a better and safer place for all students. Organizations that have an internal conduct/accountability process are encouraged to adhere to those standards and processes; however, internal organizational consequences do not replace, supersede, or suspend campus or legal consequences. Individuals and/or groups may both be held responsible for hazing incidents, depending on the nature of the incident and the various roles played. Any student found responsible for a violation of the hazing policy will receive a sanction ranging from warning to expulsion. The sanction will depend on the severity of the incident and will take into account any previous disciplinary infractions. Any group/team/organization responsible for a violation of the hazing policy will receive a sanction ranging from warning to restrictions on competition or social activities to removal of institutional recognition. The sanction will depend on the severity of the incident and will take into account any previous disciplinary infractions.

## 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 electronically on the OwlNet app. If a student lives in certain residential halls that require card access students may access will need a physical card from the Info Desk at the Office of Student Affairs during office hours. The replacement fee for lost ID cards is \$25 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 Center. 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.

**Tuberculosis Screening (TB) Policy: Every full and part-time individual (employee and student) whom is physically on campus is required to complete a TB screening. This is to be completed within the first two weeks of a student's first academic term. This screening is reviewed by the Woods Wellness Center Nurse Practitioner to determine if further testing is needed. A registration hold will be placed on the student's account if this screening has not been completed .**

## 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 Affairs or designee, in consultation with the Director of the Office of Student Accessibility Resources and/or University Provost, 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 Affairs 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 Affairs 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 Affairs 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/VAPING

William Woods University remains committed to providing its students, employees, and visitors with a safe and healthy environment. All areas of our campus, including streets, sidewalks, and parking lots are smoke-free. For the purpose of this policy, “tobacco or vape” is defined as all tobacco-derived or related products including, but not limited to, cigarettes, cigars, cigarillos, pipes, hookah-smoked products, clove cigarettes, vaping and vaping devices, and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products including, but not limited to, dip, chew, snuff or snus, in any form. “Smoking” refers to inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated tobacco or vape product intended for inhalation, whether natural or synthetic. Smoking is prohibited in all indoor and outdoor areas of WWU campus. The success of this policy depends upon the courtesy, respect, and cooperation of all members of the WWU community—smokers and non-smokers, students, and employees. Any member of the University community may take the initiative to inform individuals of the policy and politely ask for their compliance. All University employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times. Infractions of the WWU Smoking policy by students will result in an educational/online program, and/or disciplinary action. The number of infractions is cumulative over the student’s tenure at William Woods University. Although the sanctions listed are typical, Student Life staff has latitude in assessing sanctions and developmental actions to fit the seriousness of the offense.

## 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. All students must complete a vehicle verification form during the move-in process prior to receiving their room key. In addition, 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 lower left side, rear window of the vehicle. Replacement and second vehicle permits are issued for \$5 from the Campus Safety Department 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. 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. Student vehicles are to be parked within any white-lined parking space.
  - A. All students are required to park in marked parking spaces only. All Vehicles that are not parked in the appropriate parking space will be subject to parking ticket.
  - B. Yellow Lines are designated faculty and staff parking only
  - C. The parking lot behind the Burton building is designated for commuter students only.

## 7. Hillside Parking-

- A. Only students that are assigned to live at Hillside Hall are authorized to park in the immediate parking lot. Students will be issued a specific parking permit for Hillside Hall.
  - B. Hillside visitors and guests must park at the NCAC parking lot. All violations are subject to a parking violation.
8. Temporary parking permits are issued at the discretion of the Director of Campus Safety, at no cost.
  9. Any student issued a ticket has the right to appeal. An appeal does not automatically result in a voided ticket. Ticket appeal forms can be submitted on the Livesafe app and at this link [Parking Violation Appeal Form](#). The appeal must be submitted within 48 hours after receiving the ticket.
    - A. Any student that receives more than 3 tickets in 3 months will be subject to a WWU conduct policy violation and sanctions up to losing on-campus driving privileges.
  10. 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.
  11. Students may keep bicycles on campus. The University assumes no responsibility for theft or vandalism.

## **Motorized Scooter & Hoverboard Policy**

William Woods University is committed to providing a safe and pedestrian friendly campus. Motorized scooters, hoverboards, and similar devices present significant risks related to fire safety, personal injury, and property damage. For the safety of our community, motorized scooters, hoverboards, electric skateboards, segways, and similar battery-powered devices are not allowed on campus. These prohibited items may not be:

- on sidewalks, pathways, or inside buildings.
- No storing or charging these devices in residence halls, academic, or administrative buildings.
- Devices found in restricted areas may be confiscated, and students may face disciplinary action.
- ADA-approved mobility devices are exempt.

This policy applies to all students, faculty, staff, and visitors on campus grounds, academic buildings, residence halls, and other university-managed facilities.

Devices found in prohibited areas may be confiscated, and owners may be subject to disciplinary action or fines.

## **FIREARMS, WEAPONS, FIREWORKS AND EXPLOSIVES POLICY:**

A safe and secure environment is fundamental in fulfilling the mission and vision of William Woods University. In our commitment to maintaining an environment free of violence or serious harm, we have established the following weapons policy which protects the campus community, while supporting students who are in pursuit of lawful weapons purposes, such as hunting or club activities. In order to maintain this privilege and right to store weapons on campus, WWU and its members will abide by this policy and all Missouri and Federal statutes pertaining to weapons regulations. Inability or unwillingness to abide by the weapons policy will result in this privilege being revoked or more severe action. All weapons in the possession of currently enrolled students are to be turned in to Campus safety (573-592-HELP) immediately upon being brought to campus. Although this service is available 24 hours per day, 24-hour notice must be given to Campus Security before a weapon can be checked out; weapons cannot be checked out between the hours of 6:00p and 8:00 a.m. without special permission from Assistant Dean of Student Affairs esignee. The first time a weapon is checked in, the student will complete a Weapon Storage/Release Form at the time of storage, and Campus Security will attach the completed form to a photocopy of the student's I.D. card as a part of the permanent record. The student will submit the weapon(s)/ammunition, trigger locks secured and in an unloaded condition. The weapon/ammunition will be tagged with the student's name, description, and serial number if applicable, then stored in a locked safe on campus. Campus Security reserves the right to contact The Wellness Center to verify there are no underlying issues that would prohibit the release of the weapon to the requesting student. Once the weapon is checked out, it is to leave campus immediately (unloaded and with the trigger lock still in place in the case of firearms). Unclaimed weapons left in storage after the student has checked out of housing will be turned in to the police. Please note that this policy also includes firearms in the possession of students permitted by this or any other government to carry concealed weapons.

The following is a list of weapons that are never allowed on campus and as such are strictly prohibited: *handguns, sling shots, tasers, nunchaku or nun-chucks, BB guns, paintball guns, air soft guns, knives with blades longer than four inches (with the exception of kitchen knives in the kitchen of the apartments and sorority housing or community style kitchens) fireworks, explosives, or any other incendiary devices.* Additionally, the following are prohibited by Missouri law and are forbidden on campus or to be in the possession of anyone on campus: any explosive (weapon or component meant to trigger a weapon or cause destruction), *machine guns, gas guns (any gas ejection device that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury), short barreled rifle or shotgun, firearm silencer, switchblade knife, a bullet or projectile which explodes or detonates upon impact because of an independent explosive charge after having been shot from a firearm, and knuckles.* *Chemical self-defense sprays will not be considered weapons.* Any item/weapon not specified in this policy that may or may not qualify as a weapon must be approved by the Vice President of Student Affairs before it can be brought to campus. Weapons found on campus in places other than Campus Safety's storage safe will be turned in to the police and the possessor of the weapon will be subject to disciplinary action which may result in a fine of up to \$1000, immediate dismissal, and/or suspension from campus housing and/or the College.

### **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 CODE & STANDARDS

William Woods University is a distinct community—one that is purposely set somewhat apart from the world around it. Its focus is on education, and it seeks increased development and integration of the intellectual, emotional, spiritual, and physical aspects of life. As an educational community, it respects and encourages the development of individual virtues such as integrity, rationality, compassion, humility, self-discipline, and personal responsibility. Our University also places special emphasis upon certain community ideals such as tolerance, civility and respect for the consciences of others. Such a community must depend on respect for certain principles and patterns of behavior by its members to function effectively. Students who join our community are making an implicit commitment to live by its standards, whatever the difference in their backgrounds. William Woods is neither rigidly legalistic (having a rule to cover everything with prescribed penalty for each infraction), nor rigidly individualistic (having each person determine what is right for him- or herself). This Community Code is a document that articulates principles and guidelines for living at William Woods. This Code indeed does present a set of minimal guidelines and policies that enable people to live together in a learning community in a civic manner, but the aim of this Code is to move beyond a mere listing of rules. This Code also presents a set of principles that are intended to empower both individuals and the community to grow intellectually, socially, and spiritually. Thus, the Code is both an educational and an administrative document.

### PRINCIPLES FOR LIFE IN COMMUNITY

This first part of the Community Code draws attention to widely shared ideals of the University and to the principles that nourish those ideals. These principles and ideals are organized under four topics:

- Respect for Persons
- Building Community
- Peace and Justice
- Moderation Under each topic are two sections: Expectations and Questions for Insight

### RESPECT FOR PERSONS

*Expectations:*

On the William Woods University campus, this principle lies behind the expectation that people will act with regard for the physical and emotional wellbeing of others. As members of the William Woods community, we seek to find mutual respect in our relationships with others, regardless of race, religion, gender, nationality, ethnicity, age, sexual orientation, marital status, veteran status, or disability. We strive to support each other emotionally and in our common quest for learning and personal growth. Integrity and sensitivity to others in speech and in action is a very important expectation. When trust or respect has been violated, individuals, whether the offender or offended, should seek to restore trust and respect.

### BUILDING COMMUNITY

*Expectations:*

William Woods University values individual freedom. It also encourages members to seek ways of building a mutually supportive, responsible and accountable community. This requires some limitation of personal freedom because building a community sometimes requires not doing what one would prefer to do. The University seeks to balance individual freedom, respect for the needs and consciences of others, and the wellbeing of the community as a whole. But beyond that, it seeks to lead students to find a deeper freedom and personal satisfaction in being part of a larger community. The process of learning to find the best in oneself when living within such a community is at the heart of teaching and learning at William Woods. To these ends, students are expected to refrain from actions that are either directly or indirectly injurious to other persons or to the community as a whole. Furthermore, they are expected to actively participate in the process of deterring injurious conduct through counseling others, and, where other means fail or are inappropriate, reporting cases to appropriate authorities. In addition, students are asked to participate actively in the process of community building by participating in our consensus governance process, and working to build supportive and responsible communities in classrooms, in residence halls and houses, on the athletic field, and between persons of different backgrounds or political persuasions.

### PEACE AND JUSTICE

*Expectations:*

Students at William Woods University are urged to work actively for peace in the resolution of interpersonal conflict and for the removal of the causes of violence, especially injustice. Students at William Woods are encouraged to strive on a daily basis, and in our work beyond the campus, to enact a concern for a world with justice for every person and without violence, harassment, unnecessary conflict, verbal or physical abuse.

## **MODERATION**

### *Expectations:*

William Woods University community members are urged to seek to balance their lives between work and recreation, avoiding the temptation to measure their success by their level of stress, and keeping in mind the importance of reflection and personal development. Since we are living in a world of diminishing natural resources, we value careful stewardship of our possessions and encourage members to recycle and to limit their consumption of resources. William Woods prohibits the use of illicit drugs by all persons on campus and at University-sponsored events. This policy is enacted at the University not only because it is against the law to possess and use these substances, but also because mood-altering drugs can interfere with an individual's ability to grasp the truth and to live responsibly within a community. It is expected that one will not only be accountable for personal behavior, but will be accountable to the community by extending concern to those who are misusing those substances. The use and/or possession of alcohol by minors on campus or at University-sponsored events are also strictly prohibited. Students are expected to adhere to the University's alcohol policy at all times. Students over 21 years of age who possess alcohol legally at University-sponsored events are expected to hold themselves to the highest standard of care and responsibility regarding the use of alcohol.

## **AREAS OF SPECIAL CONCERN**

The first section on Principles for Life in Community outlines a set of expectations and queries that seek to guide community life at the University. However, there are areas of special concern that stem from these principles that need to be addressed with more detailed information. These concerns include racial and sexual harassment and expressions of sexuality.

## **EXPRESSION OF INDIVIDUALITY**

### *Expectations:*

While recognizing that there is a lack of consensus in the community concerning cultural, racial, religious, national, and sexual identities, William Woods University seeks to fulfill its responsibility to offer guidance on this important matter. William Woods tries, through its official positions and policies, to remain faithful to the truths of its own traditions, sensitive to errors, and open to new truth. Thus, the University wrestles with affirming a single stand on individual expression when there is a lack of consensus among its constituent communities. At the same time, it recognizes a responsibility to state its expectations and to offer guidance on the expression of individuality. The University also stands publicly opposed to prejudice and disrespect toward any person by any person for reasons of race, religion, gender, nationality, ethnicity, age, sexual orientation, marital status, veteran status, or disability. It seeks to eliminate the public expression of such prejudice and disrespect and it seeks to educate the privately felt manifestations of such prejudice or disrespect. Persons are expected to be fully responsible for the physical, emotional, spiritual, and community ramifications of their involvement. In all of its activities, from the classroom to the residence halls, the University seeks to affirm and reinforce mutual respect, responsibility, and caring in interpersonal relationships. Through this Code, the Prohibition Statement, and the Sexual Misconduct/Harassment Policy, the University will take action against discrimination, sexual coercion and violence in all of its forms.

## **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. **Assault:** Any act directed against another person(s) on or off William Woods University's campus without the consent of the other, including but not limited to; physical contact or bodily harm, verbal altercations, written and electronic text video or social media. Offenses will not be tolerated and considered case-by-case, on the basis of severity and previous student conduct violations and sanctioned accordingly. When, deemed necessary, cases of assault may be referred to local authorities for further adjudication or potential prosecution.
4. **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.
5. **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. **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.

## STUDENT CONDUCT & COMMUNITY STANDARDS PROCESS

Reporting and Documentation: Student violations of William Woods University policy may be reported by any member of the University community. A written report shall be prepared and directed to any student life staff member. Typically, this may be accomplished by filing a report with campus safety officers, completing and filling out a residence hall incident report, or submitting a photocopy of an official police report. Reports should be submitted as soon as possible following the occurrence.

University Team:

- V.P. of Student Affairs
- Director of Campus Security
- Director of Student Affairs
- Area Coordinators

\*Note: Additional conduct officers may be added to the team dependent upon completion of training and/or expertise at the discretion of the Vice President of Student Affairs and/or designee.

*Student notification:*

Students who have been alleged in violation of campus policies will be notified via WWU email at least 24 hours in advance to attend a meeting. However, depending on the severity and/or other circumstances this timeline may be advanced. Students may also be contacted via text message and/or written letter, delivered to campus housing via student life or security personnel as an additional means of communication, but not in lieu of an email.

### *Information or Hearing Meeting:*

Following the review of the report, a designated staff member will schedule a meeting(s) in person or virtually with the students(s) to gather information about the incident and determine if a policy violation has occurred. The standard of proof used is Preponderance of Evidence. Based on the outcome of the information or hearing meeting, the designated staff member will determine the disposition of the violations(s) and may decide among the following options:

1. A WWU policy has not been violated and no further action will be taken.
2. A student has been found responsible for violation of WWU policy and depending upon the type, frequency, and severity of the policy violation, sanctions will be issued

## **DEFINITIONS OF STUDENT ACCOUNTABILITY SANCTIONS**

In the event a student or a student organization is found responsible for a policy violation, sanctions may be imposed. Sanctions which may be imposed include, but are not limited to:

**Educational** – Educational sanctions for individuals or groups may include, but are not limited to: online educational course participation, service projects, letters of apology, educational reports or presentations, housing transfers, counseling, loss of privileges, educational programs, behavioral contracts, chemical dependency assessments and treatment, etc. Educational sanctions are utilized to facilitate the student’s learning from the experience.

**Fines** – to be used for restitution purposes and not to exceed \$1000 for any single violation (individual or group). An option of supervised community service work at the stated minimum college wage, an amount equivalent to the fine may be requested. The sanction of a fine can be decided at the discretion of the Conduct Officer.

**Restitution** – reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation and may be combined with other penalties.

**Community Service** – supervised community service may be required and depending upon the violation may be restricted to on-campus only.

**Restriction of Privileges** – Restriction of Privileges prohibits a student or student organization from participating in certain activities and may restrict student organization privileges for a period of time. A student organization under the status of Restriction of Privileges is not in good standing with the University. Restriction of Privileges may include, but is not limited to, loss of funding from the Office of Student Engagement, loss or limitation of social events, or limitation of ability to participate in college events/activities, including University Athletics and Intramurals.

**Conduct Warning** – a formal written notice provided to the student that they have violated the policies of the institution and that continuation or repetition of specified conduct found unacceptable within a period of time, as stated in the warning may be cause for more severe disciplinary action. Typically, the Conduct Warning will extend to the end of the semester in which punishment was assessed. If punishment is assessed near the end of a semester, the Warning can extend into the following semester and across academic years. Occasionally, a Conduct Warning may extend for a year. If a student commits another offense while on Conduct Warning they risk, at a minimum, a proportionally larger punishment than the one normally associated with the offense, or suspension/dismissal from the college. Depending on the nature of the incident there may be certain restrictions of activities/privileges while a student or organization is on conduct warning. For example, requests for letters of recommendation for awards or recognition may be denied by Student Life staff.

**Disciplinary Probation** – The most severe and serious warning a student may receive and still remain enrolled at William Woods University. Disciplinary probation serves to notify a student or student organization they must avoid any additional policy violations during the time of probation to avoid additional disciplinary action. Disciplinary Probation may subject the student to immediate dismissal/suspension from athletic teams, student organizations, and leadership positions. Disciplinary Probation subjects a student organization to additional restriction of privileges while on probation. If a student or student group commits an offense while on Disciplinary Probation, they may be considered for additional sanctions such as immediate suspension or dismissal. Disciplinary probation will result in a restriction of privileges. Disciplinary probation can be for a semester, a year, or more based on the violation and the student’s conduct history while at the University or at other educational institutions.

**Deferred Suspension** - Deferred Suspension is a status for a specified period of time during which any subsequent finding of responsibility for a violation of WWU policy shall result in the outcome of suspension or dismissal. Deferred Suspension may include additional restriction of privileges.

**Suspension (Individual)** – separation from the University for a specified period of time, usually the remainder of the semester. Parameters of the suspension, such as the exclusion of a William Woods University student from classes, exclusion from other privileges or activities, or exclusion from the WWU campus, may be set and defined in the written notice of suspension as well as required criteria or conditions for reinstatement.

**Suspension (Group)** – Suspension is a status for a specified period of time that includes, but is not limited to, the revocation of the Universities registration of the student organization for a period of time, restrictions for use of institutional funding. If the student organization also holds a charter from an inter/national organizational governing body, WWU may also discuss revoking the charter with the inter/national organizational governing body.

**Dismissal** – permanent termination, also known as expulsion, of student status of a William Woods University student without possibility of readmission to WWU, unless extenuating circumstances and written appeal is written and granted by the Vice President of Student Life or designee.

**Interim Measures** – In cases where it is determined that certain continued operations of a student organization constitute a reasonable threat of harm to individuals, damage to University premises, or disruption to the mission of the University, the Vice President for Student Life or designee, may issue interim measures, up to and including interim suspension pending final outcome. The Vice President for Student Life, or designee, will notify the student organization representative when interim measures are utilized. *\*It should be noted that these are merely guidelines and ultimately the sanctions for all policy violations are at the discretion of the Vice President for Student Life or designee.*

## APPEALS

Appeals are a means of ensuring that students' rights are upheld and that all students receive fair treatment as they go through the student conduct process. Appeals must be written and submitted within 72 hours of the issuance of sanction notification (except in the case of new evidence). The appeal will be evaluated to determine if valid grounds exist for a review of the case. The student will be notified within one week if and when the case or appeal will be reviewed. Appeals may be made to the Vice President of Student Life or designee. In all cases, the Vice President of Student Life shall determine the appropriate appellate authority given the nature of the case. Students are allowed only one appeal as the decision of the appeal officer is final. The sole exception is in matters of University suspension or expulsion, a final appeal may be made to the Vice President of Student Life or designated person of authority, who shall make the final determination of the matter. Appeals may be made for the following reasons:

- Failure to adhere to proper procedures as outlined in the WWU Student Handbook.
- New evidence or relevant information.
- Excessive or inconsistent sanctions. A student may not appeal based only upon their dissatisfaction with a sanction or lack of cooperation with the accountability process. Appeals will be processed as supported, modified, or removed.

*Status during Appeal:* In cases of suspension or dismissal, when a notice of appeal is filed within the required time, a student may petition the Vice President of Student Affairs in writing for permission to attend classes and/or remain in residential housing pending final determination of the appeal. The Vice President of Student Life may permit, upon such conditions they may impose, a student to continue classes on campus or virtually pending completion of appellate procedures. This permission will only be provided should such continuance not seriously disrupt the University or constitute a danger to the health, safety or welfare of the WWU community. In such event, however, any final disciplinary action imposed shall be effective from the date of the accountability hearing or determined by the Vice President of Student Life. The campus may be off-limits to students who have been

## Alcohol, Cannabis & Controlled Substances

*Note: The information presented in this section of the Handbook is intended to meet the provisions of the Student Right to Know and Campus Security Act (1990), the Drug-Free Schools and Communities Act (1989), and the Higher Education Amendments (1992). For cannabis regulation information in the State of Missouri please see the Missouri Department of Health and Senior Services website linked here.*

William Woods University believes that the abuse of controlled substances, cannabis and alcohol impedes the intellectual and social growth of students and has a negative impact on the WWU community. To fulfill our philosophy of Student Development through its programs and procedures, the WWU Alcohol Policy seeks to accomplish the following objectives:

- To promote a campus climate that encourages individuals to cultivate and exhibit mature, healthy, responsible, and lawful conduct relative to the possession and use of alcohol.
- To encourage compliance with all relevant laws regarding the possession, use, and sale of alcohol.
- To influence the social climate and expectations of the campus in ways that promote a positive, safe, and balanced social environment.
- To provide educational programming that informs students of the potential dangers of alcohol and promotes responsibility and moderation relative to alcohol use.
- To implement appropriate conduct mechanisms and sanctions for individuals who violate the standards set forth by the Policy.

William Woods University prohibits unlawful possession, use of, or distribution of controlled substances, cannabis and prescription drugs, including alcohol, by students and employees on WWU property or at any College-sponsored activity.

WWU takes a strong stance on the possession and use of illegal or controlled substances. WWU regards possession, use, or distribution of illegal or controlled substances as a violation of college regulations and of the law. The presence or possession of cannabis or controlled substances, paraphernalia, and misuse of legal (prescription) drugs are all regarded as violations of WWU's policy. The University reserves the right to have professional staff immediately contact local police to assist with suspected violations, particularly in the case of uncooperative residents, repeated situations, or to help determine the source of an alleged violation. In situations where any volume or quantity of illegal or controlled substances are present the University will always contact local law enforcement for collection and potential disposal of said substances. In incidents where any professional staff member detects and confirms the odor of cannabis with no physical evidence, probable cause exists to authorize a room search for cannabis and/or controlled substances. Any policy violations or illegal item(s) found will be confiscated by university staff, itemized, and included in a formal report for the student's conduct records. If controlled substances are found, local law enforcement agencies will be notified.

Regardless of state and local law changes, institutions of higher education are expected to continue to abide by the Drug-Free Schools and Communities Act by maintaining policies which prohibit cannabis possession, use, or distribution by students, staff, and faculty. Medical and recreational cannabis is NOT permitted on campus under federal law. Any institution that knowingly permits possession, use, or distribution of cannabis is at risk of losing, and even having to repay Title IV funding (Federal Financial Aid). PIP\_Fact\_DrugFree.pdf (missouri.edu) Students at WWU and their on- and off-campus guests who choose to possess and/or consume alcoholic beverages are expected to abide by college policy, and by all federal, state, and local laws.

WWU students will be held accountable for their own actions and for those of their guests who violate University policies. While WWU expects responsibility and moderation with regards to alcohol use, students should report instances of intoxication, sexual misconduct or seek medical attention for immediate medical needs and not fear being charged with policy violations (as outlined in the institutions Sexual Harassment Policy or Medical Amnesty Policy).

### **Sanctions for Alcohol and/or Cannabis use Policy Violations:**

Infractions of the William Woods University Alcohol and Cannabis Policy by individual students and student organizations will result in disciplinary action and may in some cases subject the student or students to criminal or other legal action. In addition, infractions could lead to loss of privileges to participate in intramural activity and intercollegiate athletics. The number of infractions is cumulative over the student's tenure at WWU. The sanctions for infractions of the alcohol and cannabis policy by individual students or groups are listed below. Although the sanctions listed are typical, The Office of Student Conduct has full discretion in assessing sanctions and developmental actions to fit the seriousness of the offense. Aggravating factors such as property destruction, threats to the well-being of others, and disrespect of faculty/staff will be taken into consideration. Please see General Student Conduct Procedures section for detailed description of conduct hearing, adjudication, definitions of conduct warning/disciplinary probation status, and appeal procedures.

*First offense* – Students will be placed on Conduct Warning, and may be assigned additional sanctions including but not limited to:

- Behavioral Contract
- On-campus community service
- Judicial Educator online alcohol or cannabis training

Educational or prevention meeting or presentation

- Restriction of Privileges
- Loss of points in housing selection process for the next academic year

*Second offense* – Student will be placed on Disciplinary Probation, may be assigned additional sanctions including but not limited to:

- Assigned a minimum of 20 hours of on-campus service
- Behavioral Contract
- Judicial Educator online alcohol or cannabis training
- Restriction of Privileges
- Loss of points in housing selection process for the next academic year
- Mandatory meeting with the Vice President of Student Life .
- The student must complete an alcohol assessment, or possibly a substance abuse education program, at the student's expense, and within a designated timeframe outlined in the student's sanction letter.

*Third Offense* – Student will be eligible for all sanctions listed for a first or second offense as well as suspension or dismissal from the University.

*\*If a student is involved in a more significant violation, such as providing minors or intoxication leading to harm to others, self or property, the sanctions may include restitution, disciplinary probation, and other sanctions as appropriate, regardless of number of violations.*

*Note: If the student does not complete the sanctions issued (regardless of number of offences) they will be held accountable for noncompliance of the conduct process and will be assigned additional sanctions.*

*Group Offenses:*

A group is defined as six or more individuals, living group, athletic team, fraternity/sorority, or campus club/organization. Any student present at these or similar events is subject to the individual alcohol and cannabis sanctions. All recognized fraternity and sorority chapters should be in compliance with their risk management policies, which will include notification or communication to their Inter/national Organizations.

*First group offense* – Will result in conduct warning and, may be assigned additional sanctions including but not limited to:

- On-campus community service
- Behavioral Contract
- Judicial Educator online training
- Educational or prevention meeting or presentation
- Possible restriction of privileges as outlined in the Student Conduct Process section, which may include letters of recommendation or good standing.

*Second group offense*- Will result in disciplinary probation and may be assigned additional sanctions including but not limited to:

- On-campus community service
- Judicial Educator online training
- Educational or prevention meeting or presentation
- Behavioral Contract
- Restriction of privileges as outlined in the Student Conduct Process section. Which could include campus housing restrictions.

*Third group offense* - Student groups will be eligible for all sanctions listed for a first or second offense as well as suspension or dismissal from the University.

*\*If the group is involved in a more significant violation, such as providing minors or intoxication leading to harm to others, self or property, the sanctions may include restitution, disciplinary probation, and other sanctions as appropriate, regardless of number of violations. Note: If the student group does not complete the sanctions issued (regardless of number of offences) they will be held accountable for noncompliance of the University accountability process and will be assigned additional sanctions. These sanctions are not all encompassing, and the sanctions can be based upon the discretion of the Vice President of Student Life and or designated Student Life staff member.*

**Sanctions for Controlled Substances**, (excluding cannabis under 35 grams)

*First offense* – Students will be placed on Disciplinary Probation, may be assigned additional sanctions including but not limited to:

- Behavioral Contract
- On-campus community service
- Judicial Educator online alcohol or cannabis training
- Educational or prevention meeting or presentation
- Restriction of Privileges
- Loss of points in housing selection process for the next academic year
- Mandatory meeting with the Vice President of Student Life in conjunction with one or more of the following additional sanctions: legal action, restitution, individual drug assessment attendance (at the student's financial expense), eviction from University-owned or approved housing.

### *Second offense –*

Students will be placed or continued on Disciplinary Probation, may be assigned additional sanctions including but not limited to:

- On-campus community service
- Judicial Educator online alcohol training educational or prevention meeting or presentation.
- Mandatory meeting with the Vice President of Student Life in conjunction with one or more of the following additional sanctions: legal action, restitution, individual drug assessment attendance (at the student's financial expense), eviction from university-owned or approved housing.

*Third offense -* may result in suspension or dismissal from the University as well as other penalties. The number of infractions is cumulative over the student's tenure at William Woods University.

*\* The cases where there may be evidence of distribution, with or without evidence of personal use, will result in immediate suspension or dismissal from William Woods University. Note: If the student does not complete the sanctions issued (regardless of number of offences) they will be held accountable for noncompliance of the University conduct process and will be assigned additional sanctions*

## **TITLE IX : SEXUAL HARASSMENT POLICY**

William Woods University is committed to providing a learning environment free of all forms of violence, abuse, intimidation, fear, discrimination, and coercive conduct, including Sexual Harassment. WWU does not tolerate Sexual Harassment, as defined in this policy. Sexual Harassment is a serious offense and is a violation of the University's core values. WWU is committed to educating its community members on all forms of Sexual Harassment and to empowering students, faculty and staff to speak out against these acts. All reports of Sexual Harassment will be taken seriously and addressed through the processes outlined in this policy. The purpose of this Title IX Sexual Harassment Policy is to prevent and respond to Sexual Harassment on campus and to restore equal access to the University's educational programs and activities. It is meant to encourage all members of the campus community to take responsibility for their behavior, to ensure compliance with applicable campus, state and federal regulations, to fairly discipline and sanction behavior that is inconsistent with the William Woods University values and to educate the WWU community about implications and consequences of prohibited behavior. This Title IX Sexual Harassment Policy below includes definitions of terms, prevention information, procedures, and resources available in the event of Sexual Harassment.

### *Statement of Policy*

The University does not discriminate on the basis of sex in its education programs and activities. Furthermore, WWU strictly prohibits Sexual Harassment, as defined in this policy. This policy applies to any member of the College community, including students, faculty, and staff, as well as contractors, vendors, visitors, guests and other third parties. Additionally, WWU prohibits retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against individuals who make reports or complaint of prohibited Sexual Harassment or participate in or refuse to participate in an investigation, proceeding, or formal hearing concerning a violation of this Policy.

### *Scope of the Policy*

The Title IX Sexual Harassment Grievance Process set out in this Policy pertains to Sexual Harassment, as defined by this policy, committed by or against students and/or employees, when:

(1) the conduct occurs on campus or other property owned or controlled by WWU; or (2) the conduct occurs in the context of University employment or an education program or activity within the United States. The University's education program or activity includes locations, events, or circumstances over which the University exercises substantial control over both the respondent and the context in which the Sexual Harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution (such as fraternity or sorority house). All members of the WWU community have the right to submit a complaint or raise concerns regarding Sexual Harassment under Title IX pursuant to this Policy without fear of retaliation. A complete copy of WWU's Title IX Sexual Harassment Policy can be accessed via the website at: [www.williamwoods.edu/titleix/](http://www.williamwoods.edu/titleix/)

Complaints that do not fall under the scope of this process will be addressed by the College's Anti-Harassment and Discrimination Policy or other applicable student or employee policy. Please refer to Student Handbook or Employee Handbook for more information on reporting and the adjudication procedures involving complaints that fall outside the scope of this Policy. Any individual with questions about which policy may apply in a given set of circumstances should contact the College's Title IX Coordinator.

## TITLE IX

### *Title IX of the Education Amendments of 1972*

("Title IX") is a federal law that prohibits sex discrimination in federally funded education programs and activities within the United States. Title IX also prohibits retaliation against any individual who files a complaint pursuant to Title IX, or who participates in a Title IX complaint investigation. Any inquiries regarding Title IX or this Policy should be directed to the Assistant Dean of Student Life as the College's Title IX Coordinator.

### *Title IX Coordinator*

The College's Title IX Coordinator is responsible for implementing and monitoring Title IX Compliance on behalf of the College, the coordinating training, education, and communications in regards to this Policy; administering the grievance procedures for handling complaints of violations of this Policy; and meeting with students regarding issues relating to Title IX and this Policy. A member of the public who believes that he/she is being discriminated against or harassed in violation of law should contact Assistant Dean of Student Life .

*Annual Disclosure of Crime Statistics The Clery Act* : requires colleges and universities receiving federal funding to report campus crime data, support victims of violence, and publicly outline the policies and procedures put into place to improve campus safety. The Violence Against Women Act (VAWA) amendments to the Clery Act expand the rights afforded to campus survivors of sexual assault, dating/domestic violence, and stalking. The Annual Security Report (ASR) is disseminated to employees and students annually on October 1st. The ASR includes statistics of campus crime for the preceding 3 calendar years, policy statements, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, dating/domestic violence, and stalking. Campus Security collects statistics from the Fulton Police Department, Office of Student Life, Woods Wellness Center, and any other campus security authority as defined under the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act. Crime statistics may be obtained at the Office of Student Life or by contacting the Director of Campus Security at 573-592- HELLP.

### **Definitions**

#### *Sexual Harassment:*

For the purposes of this policy, Sexual Harassment is defined as conduct based on sex that may be one or more of following:

- 1) Employee conditioning provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., a quid pro quo), or
- 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- 3) Sexual assault, stalking, dating/domestic violence, as defined herein. Sexual Assault Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

#### *Sexual Assault:*

includes, but is not limited to, the following acts when they occur without consent of the victim: o Any penetration, however slight, of the genitals or anus of one person with the genitals of another person,

- o Any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person, o Any sexual act involving penetration, however slight, of the genitals or anus of one person by a finger, instrument, or object,
- o Touching of another person's genitals or breasts under or over the clothing, or
- o Touching of one person with the genitals of another person under or over the clothing,

#### *Dating Violence:*

Violence by a person who has been in a romantic or intimate relationship with the individual to whom the violence is directed. Whether there was, such a relationship will be gauged by its length, type, and frequency of interaction.

#### *Domestic Violence:*

Domestic Violence is a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim
- By a person with whom the victim shares a child in common
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

## *Stalking*

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their own safety or the safety of others, or suffer substantial emotional distress. For purposes of this policy:

- “Course of conduct” means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property
- “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling
- “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim

## *Complainant*

A Complainant is any individual who is alleged to be the victim of conduct that could constitute sexual harassment under this Policy, in connection with his/her/their participation in or attempted participation in an educational program or activity of the University. A Complainant may be a student, an employee, or a third party.

## *Respondent*

A Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

## *Understanding Consent*

Consent is the unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter with a specific individual. Consent must be informed, freely given, and mutual. Consent is clear, mutually understandable words or actions communicating an agreement to engage in specific sexual or intimate conduct. A current or past dating or sexual relationship, by itself, does not create consent. Consent to sexual activity in the past does not create consent to future sexual activity. Consent to sexual activity with one person does not create consent to sexual activity with another person. Consent to one sexual activity does not create consent to another sexual activity. Consent can be withdrawn at any time during a sexual encounter. Consent cannot be given as the result of force, coercion, intimidation, or threats. Consent cannot be given by one who is incapacitated, voluntarily or involuntarily, due to a physical condition, including, but not limited to, the use or influence of drugs or alcohol, or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring. If there is any doubt as to another person’s capacity to give consent, community members should assume the other person does not have the capacity to give consent. A person cannot consent if he/she/they are under the age of consent or if the person has a mental disability that impairs the individual’s ability to provide consent.

## **OPTIONS FOR REPORTING SEXUAL HARASSMENT**

Every report of Sexual Harassment received by the University will be taken seriously and action will be taken as appropriate. As detailed herein, students, faculty, and staff have a variety of options for reporting Sexual Harassment to WWU.

### *Reporting to the University:*

Any person may report Sexual Harassment whether or not the person reporting is the person alleged to be the victim of conduct that could constitute Sexual Harassment. Reports may be made in person, by mail, by telephone, or by e-mail using the contact information listed for the Title IX Coordinator. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed below for the Title IX Coordinator.

Title IX Coordinator : Lori Houge, Director of Human Resources

[lori.houge@williamwoods.edu](mailto:lori.houge@williamwoods.edu)

or the complaint form at: <https://www.williamwoods.edu/eforms/titleix/report.aspx>

Students may also notify faculty and staff of any incident of Sexual Harassment. With the exception of individuals who constitute Confidential Support Persons (listed below), all faculty and staff are considered mandatory reporters for purposes of this policy and are required to notify the Title IX Coordinator upon receipt of information regarding an alleged incident of Sexual Harassment. Reporting Sexual Harassment to the Title IX Coordinator does not automatically start the grievance process – the Title IX Coordinator will explain to the Complainant how to start the grievance process by filing a Formal Complaint. An individual can make a report of Sexual Harassment in order to obtain supportive measures and resources – an individual making a report of Sexual Harassment is not required to file a Formal Complaint. There is no time limit on reporting Sexual Harassment, though the College encourages prompt reporting, as delayed reporting may hinder the College’s ability to complete the grievance process.

## **Registered Sex Offender Policy**

WWU reserves the right to deny and/or revoke admission or enrollment of any application or student who was convicted of a crime requiring listing on the sex offender registry, or a felony. Individuals convicted of a felony and/or a crime requiring listing on the sex offender registry are required to inform University personnel of their status at the time they seek admission to WWU or 5 days upon convictions if currently a student. Failure to comply with the notification requirement may result in immediate denial of admission or dismissal.

## **RESIDENCE LIFE POLICIES**

### **Residency Requirement:**

Full-time students at William Woods University are required to reside on campus unless they qualify for commuter status or the University has terminated their housing agreement. Students seeking approval for commuter status or off-campus living must complete the *Residential Status Change Form* in OwlNet. The Vice President of Student Affairs reviews all requests.

Once approved, a student's residential status remains in effect for the duration of their enrollment at William Woods University. *Existing students who have been approved for off campus/ commuter status prior to January 2026 are grandfathered in under the previous residency requirement.*

### **Commuter Status Eligibility:**

Students must meet **ONE** of the following criteria to qualify for commuter status:

1. Students who live with their parent(s) or legal guardian(s) at a permanent residence within 30 miles of campus.
2. Students who are 23 years of age or older on the first day of the semester.
3. Students who are married or have children.
4. Students who have attended William Woods University for seven (7) or more semesters.

### **Appeal Process:**

Students who do not meet the above criteria may submit a formal appeal for an exception to the on-campus residency requirement.

1. Students may submit one appeal per academic year.
2. Appeals must be submitted in writing, attached to the Appeal for Off-Campus Living Exception Form (available in OwlNet), and include specific reasons for the request along with supporting documentation, this includes prior lease for at least one year, if applicable.
3. Appeals must present a compelling reason for exemption.
4. The Exemption Committee will review appeals and notify students of decisions within ten (10) business days of receipt.
5. The decision of the Exemption Committee is final; no additional appeals will be considered for the same academic year.
6. Appeals will not be considered after the Monday before move-in day for each academic term.

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

### **Enrollment Requirement:**

Residential students must be enrolled full-time (12 credit hours) as on-ground, traditional students. Students may enroll in up to three (3) credit hours through WWU Global or online in addition to their full-time on-ground enrollment. Any exemptions must be approved through Academic Affairs.

Students who need to change from full-time to part-time status may request permission to remain in campus housing. These requests should be submitted to the Assistant Dean of Student Life.

### **Deadlines to submit applications and documentation via OwlNet:**

*New Students:*

Priority Deadline: April 1st ( Fall start) December 1st (Spring start)

*Continuing Students:*

Priority Deadline: Feb. 15th ( Fall start) December 1st (Spring start)

## **Housing Exemption Committee:**

The Office of Residential Life utilizes a Housing Exemption Committee to hear requests for exemptions or special consideration to any campus housing policies. The committee is composed of professional staff members in the following areas:

- Residential Life
- Wellness Center
- Financial Aid
- Academics
- Admissions
- Athletics

The committee will then consider the request and the students written statement prior to making a decision. Students whose requests are denied by the Housing Exemption Committee, decision of the committee 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 William Woods University student email.

## **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 \$50 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 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, buy out charge 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 Area Coordinators through the room change request form located in OwlNet. 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, gas grills 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 \$25 fee for a replacement key.

## Residence Hall Permitted and Prohibited Items

### *Permitted:*

Small refrigerators (maximum of 5 cubic feet, limit one per student) and micro-fridge type appliances (combination refrigerator, freezer and microwave oven)

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

Charcoal Grills ( outdoors only)

Electric blankets with temperature settings

Decorative lights (i.e. Fairy lights) must be battery powered or LED and suspended with “Command style strip mounts.

### *Prohibited:*

Self-adhesive strip lights are prohibited (i.e. Tik Tok lights)

Extension cords with multiple outlets

Portable space heaters

Room air-conditioners

Halogen lights in any form

Incandescent and non-LED decorative lights

Lava lamps

Gas Grills

Food preparation, preservation, and heat generating appliances: microwaves, coffee machines, crock-pots, toasters, or toaster ovens.

Residents may not move or disconnect University installed appliances.

## Visitation Hours

Guests (residents or non-students) in residence halls are limited to the campus visitation hours of 9 a.m. – 2 a.m.

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, outside dumpster.

## 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.

# 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](http://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.)</p> <p>Final and Midterm Grades- (Select from Midterm or Final) Advisor Information-<i>Owlnet</i> &gt;&gt; <i>Academics</i> link on the right side of the page.</p> <p>Transcripts – Print an unofficial transcript Course History</p> <p>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>&gt;&gt; <i>My Courses</i>&gt;&gt;<i>Registration/Advising</i> link on the right side of the page &gt;&gt; <i>Course Schedule</i> &gt;&gt; <i>Basic Course Search</i>&gt;&gt; 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>.</p> <p>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.

# LEAD POLICY

## LEAD AWARD PROGRAM

The William Woods LEAD Award Program, Leading, Educating, Achieving & Developing; encourages traditional undergraduate students to take part in cultural, intellectual and global activities outside the classroom, while also assisting in academic progression regardless of financial need.

For students enrolling in Fall 2023 and after, we'll award you \$2,000 every year of your undergraduate career, students will also receive a FREE online summer course your Freshman, Sophomore, and Junior year.

## 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 a minimum of **6 LEAD** points monthly. Students must earn a minimum of 4 LEAD points monthly to stay in good standing with the scholarship. Students who do not receive 4 LEAD points in a month will receive a warning email. Students can have one warning month during an academic year before they lose the scholarship for the next semester.

- 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.
- Organization roster points are limited to 4 LEAD points in an academic year.

The LEAD Committee may consider some events be worth 2 points. These events are:

- William Woods University Mainstage Theatre productions
- Presidents Concert and Lecture Series

## 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.

## Senior Waiver

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 waiver semester.
    - They will not be required to obtain LEAD points during the senior waiver semester.
    - Students will NOT receive a FREE online summer course after there Senior year.
    - 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.

## 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 OwlNet. 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, Student Life will inform the student 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.

## 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 Vice President of the Student Life a constitution and/or by-laws for the operation of the Assembly. This information is subject to review by the Vice President of Student Life, student assembly leadership, and Director of Student Engagement. 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 (WVU). 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

### Membership and Rights

1. All full-time WVU 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 advised by Director of Student Engagement must attend two (2) Student Assembly meeting per semester to report on organization activities.

## 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.

## 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 April and serve until next April.

## 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 April meeting.

## **ARTICLE II STANDING COMMITTEES AND BOARDS OF THE STUDENT ASSEMBLY**

1. 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.
2. 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.
3. Campus Activities Board (CAB)
  1. Plans and coordinates social activities on campus.
  2. Can help reviews proposals and can provide assistance for social events requested by student clubs & organizations.
  3. CAB will host 1 meeting in the Fall & Spring that is open to any William Woods University student.
  4. Leadership will be elected from within the group according to the CAB constitution.


## **ARTICLE III STUDENT ASSEMBLY OFFICER SELECTION**

1. Election of Student Assembly Chair:
  1. Ballots
    1. The By-laws committee oversees the election process.
    2. Ballots will be designed and distributed by the By-laws committee.
  2. Election of Student Assembly Chair
    1. The Assembly Chair shall be elected at the April Assembly and serve until the following April Assembly.
    2. All Assembly members may run for Assembly Chair with the following exceptions:
      1. First semester or first semester transfer William Woods University students.
      2. Members who will not be able to fulfill the April-April term.
3. In March, the By-laws committee will begin collecting names of students who wish to be put on the ballot.
  1. Candidates may request their name be put on the ballot at the March Assembly.
  2. Candidates not able to attend the meeting may place their name on the ballot through written request to the By-laws committee chair.
  3. Names received within seven days of the March meeting will be placed on the ballot.


4. Candidates reserve the right to campaign when approved by the Director of Student Engagement & Student Assembly Chair.
  5. At the April 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 sending the ballot to the student body.
- 2. Vote Tabulation and Position Transfer**
1. Following adjournment of the April Assembly, all candidates and current position-holders will attend the Green Carpet Awards for results.
  2. The By-laws committee will assume responsibility for tabulation of ballots.
    1. Votes will be counted immediately following the Assembly in a special meeting of the committee; winners will be identified during the Green Carpet Awards.
    2. Committee members who are on the ballot will not aid in counting votes.
    3. The committee chair will validate the count.
    4. Only one recount of voting results will be conducted, and only if the vote is challenged by a party on the ballot.
  1. The winner will be defined as the candidate who receives the most votes.
  2. When results are announced to the candidates, the By-laws committee chair will give **candidates the** opportunity to challenge the vote.
  3. When a clear winner is identified and announced, transfer of the position will be immediate.
  4. The By-laws committee will be responsible for posting announcement of the results.
- 3. Runoff Provision**
1. In the event a vote is tied for any position, the By-laws committee will coordinate a special meeting with the Chair, Student Assembly committee, Director of Student Engagement, and Vice President of Student Life for the sole purpose of decision vote among the tied parties.
  2. 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.



**WWU Athletics Composite Schedule**





# CALENDAR YEARS

## 2026

<b>January</b> S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>March</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>May</b> S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b> S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>September</b> S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b> S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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## 2027

<b>January</b> S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b> S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>March</b> S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b> S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>May</b> S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b> S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b> S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>September</b> S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b> S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b> S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b> S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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## 2028

<b>January</b> S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b> S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>March</b> S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b> S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>May</b> S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b> S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b> S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b> S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>September</b> S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b> S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b> S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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# AUGUST 2026

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
3	4	5	6
10	11	12	13
17	18	19	20
24	<i>Mawlid al-Nabi begins at sundown</i> 25	26	27
31			

FRIDAY	SATURDAY	SUNDAY	NOTES
31	1	2	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
7	8	9	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
14	15	16	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
21	22	23	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
28	29	30	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

# SEPTEMBER 2026

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
31	1	2	3
<i>Labor Day</i> 7	8	9	10
14	15	16	17
21	<i>First day of autumn</i> 22	23	24
28	29	30	1

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
4	5	6	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<i>Patriot Day</i> <i>Rosh Hashanah begins at sundown</i> 11	12	13	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
18	19	<i>Yom Kippur begins at sundown</i> 20	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
25	26	27	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2	3	4	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

# OCTOBER 2026

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	1
5	6	7	8
12 <i>Columbus Day</i> <i>Indigenous Peoples Day</i>	13	14	15
19	20	21	22
26	27	28	29

FRIDAY	SATURDAY	SUNDAY	NOTES
2	3	4	
9	10	11	
16	17	18	
23	24	25	
30	31 <i>Halloween</i>	1	

# NOVEMBER 2026

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
26	27	28	29
2	3 <i>Election Day</i>	4	5
9	10	11 <i>Veterans Day</i>	12
16	17	18	19
23  30	24	25	26 <i>Thanksgiving</i>

FRIDAY	SATURDAY	SUNDAY	NOTES
30	31	Standard time begins 1	
6	7	8	
13	14	15	
20	21	22	
27	28	29	

# DECEMBER 2026

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	1	2	3
7	8	9	10
14	15	16	17
<i>First day of winter</i> 21	22	23	24
28	29	30	31

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
<i>Hanukkah begins at sundown</i> 4	5	6	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
11	12	13	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
18	19	20	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<i>Christmas</i> 25	<i>Kwanzaa begins</i> 26	27	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
1	2	3	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

# JANUARY 2027

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	31
4	5	6	7
11	12	13	14
<i>Martin Luther King Jr. Day</i> 18	19	20	21
25	26	27	28

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
<i>New Year's Day</i> 1	2	3	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
8	9	10	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
15	16	17	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
22	23	24	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
29	30	31	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

# FEBRUARY 2027

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1 <i>Groundhog Day</i>	2	3	4
8	9	<i>Ash Wednesday</i>	11
<i>Presidents' Day</i>	16	17	18
<i>Washington's Birthday</i>	23	24	25
1	2	3	4

FRIDAY	SATURDAY	SUNDAY	NOTES
5 <i>Lunar New Year</i>	6 <i>Ramadan begins at sundown</i>	7	
<i>Lincoln's Birthday</i> 12	13	<i>Valentine's Day</i> 14	
19	20	21	
26	27	28	
5	6	7	

# MARCH 2027

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1	2	3	4 <i>Laylat al-Qadr begins at sundown</i>
8	9 <i>Eid al-Fitr begins at sundown</i>	10	11
15	16	17 <i>St. Patrick's Day</i>	18
22	23	24	25
29	30	31	1

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7	
12	13	<i>Daylight saving time begins</i> 14	
19	<i>First day of spring</i> 20	<i>Palm Sunday</i> 21	
<i>Good Friday</i> 26	27	<i>Easter</i> 28	
2	3	4	

# APRIL 2027

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	31	1 <i>April Fools' Day</i>
5	6	7	8
12	13	14	15
19	20	21 <i>Passover begins at sundown</i>	22 <i>Earth Day</i>
26	27	28	29

FRIDAY	SATURDAY	SUNDAY	NOTES
2	3	4	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
9	10	11	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
16	17	18	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
23	24	25	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
30	1	2	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

# MAY 2027

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
26	27	28	29
3	4	5 <i>Cinco de Mayo</i>	6
10	11	12	13
17	18	19	20
24	25	26	27
31 <i>Memorial Day</i>			

FRIDAY	SATURDAY	SUNDAY	NOTES
30	1	2	
7	8	<i>Mother's Day</i> 9	
14	15	<i>Eid al-Adha begins at sundown</i> 16	
21	22	23	
28	29	30	

# JUNE 2027

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
31	1	2	3
7	8	9	10
<i>Flag Day</i> 14	15	16	17
<i>First day of summer</i> 21	22	23	24
28	29	30	1

FRIDAY	SATURDAY	SUNDAY	NOTES
4	5 <i>Muharram begins at sundown</i>	6	
11	12	13	
18	19 <i>Juneteenth</i>	20 <i>Father's Day</i>	
25	26	27	
2	3	4	

# JULY 2027

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

FRIDAY	SATURDAY	SUNDAY	NOTES
2	3	4 <i>Independence Day</i>	
9	10	11	
16	17	18	
23	24	25	
30	31	1	

MONDAY

3

TUESDAY

4

WEDNESDAY

5

TO DO TODAY

DAILY EVENTS



THURSDAY

6

FRIDAY

7

# AUGUST

JULY 2026						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026						
S	M	T	W	T	F	S
						1
						2
						3
						4
						5
						6
						7
						8
						9
						10
						11
						12
						13
						14
						15
						16
						17
						18
						19
						20
						21
						22
						23
						24
						25
						26
						27
						28
						29
						30
						31

### This Week in History:

August 3, 1958 – The U.S. nuclear submarine Nautilus accomplishes the first undersea voyage to the geographic North Pole.

SATURDAY

8

SUNDAY

9

### NOTES

TO DO TODAY

DAILY EVENTS

Fall Athletes Move In



MONDAY

10

TUESDAY

11

WEDNESDAY

12

TO DO TODAY

DAILY EVENTS



THURSDAY

13

FRIDAY

14

# AUGUST

JULY 2026							AUGUST 2026							SEPTEMBER 2026										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
			1	2	3	4						1							1	2	3	4	5	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12				
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19				
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26				
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30							
							30	31																

### This Week in History:

August 15, 1914 – The Panama Canal opens, linking the Atlantic and Pacific oceans between Central and South America.

SATURDAY

15

SUNDAY

16

### NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

17

TUESDAY

18

WEDNESDAY

19

TO DO TODAY

DAILY EVENTS



THURSDAY

20

FRIDAY

21

# AUGUST

JULY 2026							AUGUST 2026							SEPTEMBER 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	2	3	4	5	6	7	8	1	2	3	4	5		
5	6	7	8	9	10	11	9	10	11	12	13	14	15	6	7	8	9	10	11	12
12	13	14	15	16	17	18	16	17	18	19	20	21	22	13	14	15	16	17	18	19
19	20	21	22	23	24	25	23	24	25	26	27	28	29	20	21	22	23	24	25	26
26	27	28	29	30	31		30	31						27	28	29	30			

### This Week in History:

August 21, 1911 – Three men steal the "Mona Lisa" from the Louvre after hiding overnight in a closet. It's recovered two years later.

SATURDAY

22

SUNDAY

23

### NOTES

TO DO TODAY

New Student Orientation & Move In

DAILY EVENTS

Summer C ends



MONDAY

24

TUESDAY

25

WEDNESDAY

26

TO DO TODAY

DAILY EVENTS

Classes Begin  
Fall A Starts

*Mawlid al-Nabi begins at sundown*



THURSDAY

27

FRIDAY

28

# AUGUST

JULY 2026							AUGUST 2026							SEPTEMBER 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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12	13	14	15	16	17	18	16	17	18	19	20	21	22	13	14	15	16	17	18	19
19	20	21	22	23	24	25	23	24	25	26	27	28	29	20	21	22	23	24	25	26
26	27	28	29	30	31		30	31						27	28	29	30			

### This Week in History:

August 28, 1922 – Americans hear the first radio commercial, launching radio as a major source for news, weather, and advertising.

SATURDAY

29

SUNDAY

30

### NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

31

TUESDAY

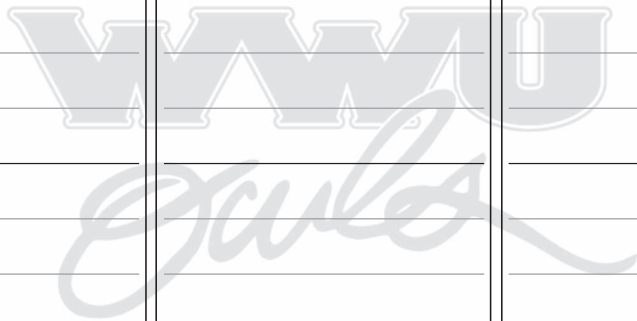
1

WEDNESDAY

2

TO DO TODAY

DAILY EVENTS



THURSDAY

3

FRIDAY

4

# SEPTEMBER

AUGUST 2026							SEPTEMBER 2026							OCTOBER 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

### This Week in History:

September 4, 1882 – Thomas Edison lights up 400 electric bulbs in lower Manhattan, the first large-scale use of electric street lighting.

SATURDAY

5

SUNDAY

6



TO DO TODAY

DAILY EVENTS

### NOTES

Handwritten notes area with horizontal lines.

MONDAY

7

TUESDAY

8

WEDNESDAY

9



TO DO TODAY

DAILY EVENTS

Labor Day  
Labor Day

THURSDAY

10

FRIDAY

11

# SEPTEMBER

AUGUST 2026						
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30	31					

SEPTEMBER 2026						
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OCTOBER 2026						
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30	31					

### This Week in History:

September 11, 2001 – Terrorists crash planes into the World Trade Center and Pentagon, killing thousands in the deadliest attack on U.S. soil.

SATURDAY

12

SUNDAY

13

### NOTES

TO DO TODAY

DAILY EVENTS

*Patriot Day  
Rosh Hashanah begins at sundown*

MONDAY

14

TUESDAY

15

WEDNESDAY

16

TO DO TODAY

DAILY EVENTS



THURSDAY

17

FRIDAY

18

# SEPTEMBER

AUGUST 2026						
S	M	T	W	T	F	S
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30	31					

SEPTEMBER 2026						
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OCTOBER 2026						
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30	31					

### This Week in History:

September 14, 1975 – The Roman Catholic Church canonizes Elizabeth Ann Seton, making her the first American-born saint.

SATURDAY

19

SUNDAY

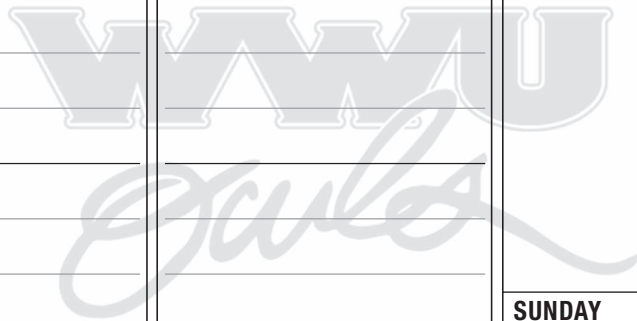
20

*Yom Kippur begins at sundown*

### NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

21

TUESDAY

22

WEDNESDAY

23

TO DO TODAY

DAILY EVENTS



*First day of autumn*

THURSDAY

24

FRIDAY

25

# SEPTEMBER

AUGUST 2026							SEPTEMBER 2026							OCTOBER 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31			
30	31																			

### This Week in History:

September 23, 1806 – American explorers Meriwether Lewis and William Clark return to St. Louis after a two-year trek to the Pacific Ocean and back.

SATURDAY

26

Fall Family Weekend & Homecoming

SUNDAY

27

### NOTES

TO DO TODAY

DAILY EVENTS

Fall A Ends

MONDAY

28

TUESDAY

29

WEDNESDAY

30



TO DO TODAY

Fall B Starts

DAILY EVENTS

THURSDAY

1

FRIDAY

2

# SEPTEMBER

AUGUST 2026						
S	M	T	W	T	F	S
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30	31					

SEPTEMBER 2026						
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OCTOBER 2026						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### This Week in History:

October 2, 1967 – Thurgood Marshall becomes the first African American justice of the U.S. Supreme Court.

SATURDAY

3

SUNDAY

4

### NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

5

TUESDAY

6

WEDNESDAY

7

TO DO TODAY

DAILY EVENTS



THURSDAY

8

FRIDAY

9

# OCTOBER

SEPTEMBER 2026						
S	M	T	W	T	F	S
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27	28	29	30			

OCTOBER 2026						
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NOVEMBER 2026						
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22	23	24	25	26	27	28
29	30					

**This Week in History:**  
 October 7, 1955 – The world-famous  
 cellist Yo-Yo Ma is born in Paris.

SATURDAY

10



SUNDAY

11

## NOTES

TO DO TODAY

DAILY EVENTS

MONDAY

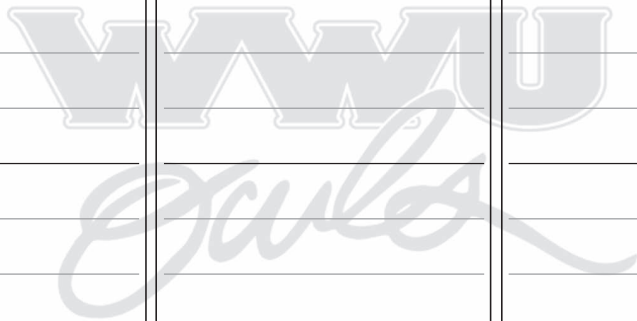
12

TUESDAY

13

WEDNESDAY

14



TO DO TODAY

DAILY EVENTS

Columbus Day  
Indigenous Peoples Day  
Indigenous Peoples Day

Midterms

Midterms

THURSDAY

15

FRIDAY

16

# OCTOBER

SEPTEMBER 2026						
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27	28	29	30			

OCTOBER 2026						
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NOVEMBER 2026						
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29	30					

### This Week in History:

October 12, 1492 – Christopher Columbus lands at a Bahamian island, believing he has reached East Asia.

SATURDAY

17

Midterms

SUNDAY

18

Midterms

### NOTES

TO DO TODAY

DAILY EVENTS

Midterms

Midterms



MONDAY

19

TUESDAY

20

WEDNESDAY

21

TO DO TODAY

DAILY EVENTS

Midterms

Midterm Grades Due



THURSDAY

22

FRIDAY

23

# OCTOBER

SEPTEMBER 2026						
S	M	T	W	T	F	S
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OCTOBER 2026						
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NOVEMBER 2026						
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29	30					

### This Week in History:

October 24, 1945 – The United Nations officially comes into existence. Since 1948, United Nations Day has been celebrated every Oct. 24.

SATURDAY

24

SUNDAY

25

### NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

26

TUESDAY

27

WEDNESDAY

28

TO DO TODAY

DAILY EVENTS



THURSDAY

29

FRIDAY

30

# OCTOBER

SEPTEMBER 2026							OCTOBER 2026							NOVEMBER 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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8	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
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27	28	29	30				25	26	27	28	29	30	31	29	30					

### This Week in History:

October 27, 1968 – Physicist Lise Meitner, whose research with Otto Hahn and Fritz Strassmann led to the discovery of nuclear fission, dies.

SATURDAY

31

Halloween

SUNDAY

1

Standard time begins

### NOTES

TO DO TODAY

DAILY EVENTS

Fall B Ends

MONDAY

2

TUESDAY

3

WEDNESDAY

4

TO DO TODAY

DAILY EVENTS

Online Dead Week

*Election Day*  
Online Dead Week

Online Dead Week



THURSDAY

5

FRIDAY

6

# NOVEMBER

OCTOBER 2026						
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NOVEMBER 2026						
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29	30					

DECEMBER 2026						
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### This Week in History:

November 4, 1922 – English archaeologist Howard Carter discovers the entrance to King Tutankhamun's tomb in the Valley of the Kings, Egypt.

SATURDAY

7

SUNDAY

8



TO DO TODAY

DAILY EVENTS

Online Dead Week

Online Dead Week

### NOTES

Multiple horizontal lines for taking notes.

MONDAY

9

TUESDAY

10

WEDNESDAY

11



TO DO TODAY

DAILY EVENTS

Fall C Starts

Wednesday Class Schedule

Veterans Day  
Veterans Day

THURSDAY

12

FRIDAY

13

# NOVEMBER

OCTOBER 2026						
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NOVEMBER 2026						
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DECEMBER 2026						
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### This Week in History:

November 11, 1918 – World War I comes to an end. Many countries recognize this day as Armistice Day; in the United States, it's known as Veterans Day.

SATURDAY

14



SUNDAY

15

### NOTES

TO DO TODAY

DAILY EVENTS

MONDAY

16

TUESDAY

17

WEDNESDAY

18

TO DO TODAY

DAILY EVENTS



THURSDAY

19

FRIDAY

20

# NOVEMBER

OCTOBER 2026						
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NOVEMBER 2026						
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DECEMBER 2026						
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						29
						30
						31

### This Week in History:

November 19, 1969 – Eighty thousand fans cheer as Brazilian soccer star Pelé scores his 1,000th professional goal in Rio de Janeiro.

SATURDAY

21

SUNDAY

22

### NOTES

TO DO TODAY

DAILY EVENTS

Senior Showcase

MONDAY

23

TUESDAY

24

WEDNESDAY

25

TO DO TODAY

DAILY EVENTS



Thanksgiving Break

THURSDAY

26

FRIDAY

27

# NOVEMBER

OCTOBER 2026						
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NOVEMBER 2026						
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29	30					

DECEMBER 2026						
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27	28	29	30	31		

### This Week in History:

November 26, 1789 – George Washington issues the first Thanksgiving Proclamation, recommending a national day of public thanksgiving.

SATURDAY

28

SUNDAY

29

### NOTES

TO DO TODAY

DAILY EVENTS

Thanksgiving  
Thanksgiving Break

Thanksgiving Break



MONDAY

30

TUESDAY

1

WEDNESDAY

2

TO DO TODAY

DAILY EVENTS



THURSDAY

3

FRIDAY

4

# DECEMBER

NOVEMBER 2026						
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29	30					

DECEMBER 2026						
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JANUARY 2027						
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23	24	25	26	27	28	29
30	31					

### This Week in History:

December 2, 1816 – The first savings bank in the United States, the Philadelphia Savings Fund Society, opens.

SATURDAY

5

SUNDAY

6

### NOTES

TO DO TODAY

DAILY EVENTS

*Hanukkah begins at sundown*



MONDAY

7

TUESDAY

8

WEDNESDAY

9



TO DO TODAY

Final Exams

Final Exams

Final Exams

DAILY EVENTS

THURSDAY

10

FRIDAY

11

# DECEMBER

NOVEMBER 2026						
S	M	T	W	T	F	S
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29	30					

DECEMBER 2026						
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JANUARY 2027						
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						31

### This Week in History:

December 7, 1941 – Two hundred Japanese aircraft attack the U.S. naval base at Pearl Harbor, Hawaii, pulling the United States into World War II.

SATURDAY

12

SUNDAY

13

### NOTES

TO DO TODAY

DAILY EVENTS

Final Exams

Fall C Ends  
Final Exams



MONDAY

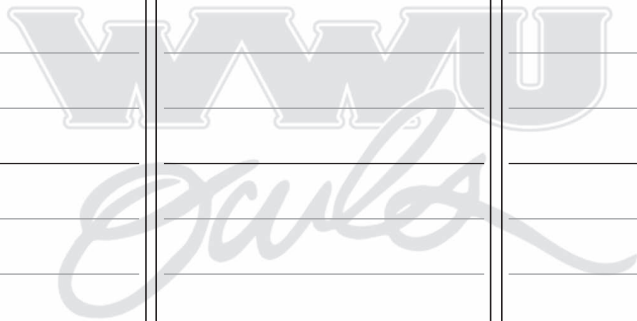
14

TUESDAY

15

WEDNESDAY

16



TO DO TODAY

Winter Break

DAILY EVENTS

THURSDAY

17

FRIDAY

18

# DECEMBER

NOVEMBER 2026						
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29	30					

DECEMBER 2026						
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JANUARY 2027						
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23	24	25	26	27	28	29
30	31					

### This Week in History:

December 17, 1903 – Orville and Wilbur Wright make the first powered flight, flying their biplane for 12 seconds near Kitty Hawk, North Carolina.

SATURDAY

19

SUNDAY

20

### NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

21

TUESDAY

22

WEDNESDAY

23

TO DO TODAY

DAILY EVENTS

*First day of winter*



THURSDAY

24

FRIDAY

25

# DECEMBER

NOVEMBER 2026						
S	M	T	W	T	F	S
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### This Week in History:

December 22, 1989 – The Brandenburg Gate in Berlin reopens, signifying the reunification of East and West Germany.

SATURDAY

26

*Kwanzaa begins*

SUNDAY

27

### NOTES

TO DO TODAY

DAILY EVENTS

Christmas

MONDAY

28

TUESDAY

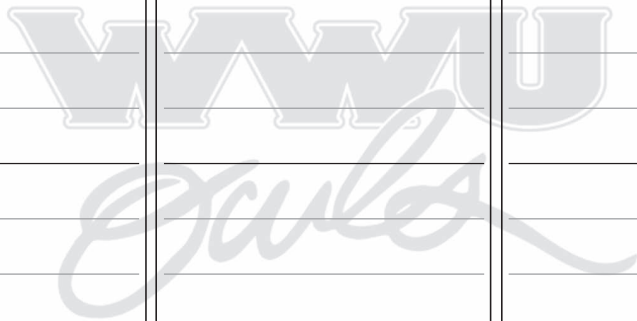
29

WEDNESDAY

30

TO DO TODAY

DAILY EVENTS



THURSDAY

31

FRIDAY

1

# DECEMBER

NOVEMBER 2026						
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JANUARY 2027						
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### This Week in History:

December 29, 1890 – Under the direction of Col. James W. Forsyth, U.S. troops massacre more than 200 Sioux in the Battle of Wounded Knee.

SATURDAY

2

SUNDAY

3

### NOTES

TO DO TODAY

DAILY EVENTS

New Year's Day



MONDAY

4

TUESDAY

5

WEDNESDAY

6

TO DO TODAY

DAILY EVENTS



THURSDAY

7

FRIDAY

8

# JANUARY

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### This Week in History:

January 4, 1999 – The euro debuts as the chief financial unit of 11 European nations; the first time since Charlemagne's reign that Europe has a common currency.

SATURDAY

9

SUNDAY

10

### NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

11

TUESDAY

12

WEDNESDAY

13

TO DO TODAY

DAILY EVENTS

Classes Begin  
Spring A Starts



THURSDAY

14

FRIDAY

15

# JANUARY

DECEMBER 2026						
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FEBRUARY 2027						
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### This Week in History:

January 15, 1929 – Martin Luther King Jr., a Black civil rights leader, advocate of nonviolence, and Nobel Peace Prize recipient, is born.

SATURDAY

16

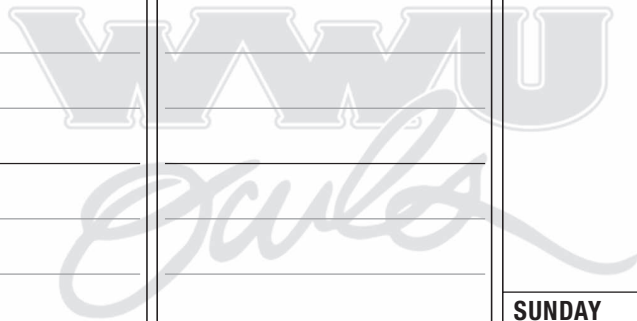
SUNDAY

17

### NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

18

TUESDAY

19

WEDNESDAY

20



TO DO TODAY

DAILY EVENTS

Martin Luther King Jr. Day  
Martin Luther King Day

THURSDAY

21

FRIDAY

22

# JANUARY

DECEMBER 2026						
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JANUARY 2027						
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FEBRUARY 2027						
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### This Week in History:

January 19, 1943 – Rock singer Janis Joplin is born. Known for "Piece of My Heart" and "Me and Bobby McGee," she dies at 27 from a drug overdose.

SATURDAY

23

SUNDAY

24

### NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

25

TUESDAY

26

WEDNESDAY

27

TO DO TODAY

DAILY EVENTS



THURSDAY

28

FRIDAY

29

# JANUARY

DECEMBER 2026						
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JANUARY 2027						
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FEBRUARY 2027						
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### This Week in History:

January 27, 1945 – Soviet troops liberate over 7,000 prisoners from Auschwitz, where more than 1.1 million people, mostly Jews, were killed.

SATURDAY

30

SUNDAY

31

### NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

1

TUESDAY

2

WEDNESDAY

3

TO DO TODAY

DAILY EVENTS



*Groundhog Day*

THURSDAY

4

FRIDAY

5

# FEBRUARY

JANUARY 2027						
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FEBRUARY 2027						
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MARCH 2027						
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### This Week in History:

February 1, 1960 – Protesting racial segregation, four African Americans begin a sit-in at a segregated lunch counter in Greensboro, North Carolina.

SATURDAY

6

*Lunar New Year*

SUNDAY

7

*Ramadan begins at sundown*

### NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

8

TUESDAY

9

WEDNESDAY

10

TO DO TODAY

DAILY EVENTS



Ash Wednesday

THURSDAY

11

FRIDAY

12

# FEBRUARY

JANUARY 2027						
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FEBRUARY 2027						
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MARCH 2027						
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### This Week in History:

February 8, 1973 – The U.S. Senate forms a committee to investigate the Watergate scandal, which eventually leads to President Nixon's resignation.

SATURDAY

13

SUNDAY

14

*Valentine's Day*

### NOTES

TO DO TODAY

DAILY EVENTS

*Lincoln's Birthday*  
*Spring A Ends*



MONDAY

15

TUESDAY

16

WEDNESDAY

17



TO DO TODAY

DAILY EVENTS

Presidents' Day  
 President's Day  
 Spring B Starts

THURSDAY

18

FRIDAY

19

# FEBRUARY

JANUARY 2027						
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FEBRUARY 2027						
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MARCH 2027						
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### This Week in History:

February 15, 1965 – Canada officially adopts the red maple leaf flag, one of the world's most recognizable national emblems.

SATURDAY

20

SUNDAY

21

### NOTES

TO DO TODAY

DAILY EVENTS

Monday class schedule



MONDAY

22

TUESDAY

23

WEDNESDAY

24

TO DO TODAY

*Washington's Birthday*

Student Performance Reviews for Major

DAILY EVENTS



THURSDAY

25

FRIDAY

26

# FEBRUARY

JANUARY 2027						
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FEBRUARY 2027						
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MARCH 2027						
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### This Week in History:

February 24, 1786 – Wilhelm Grimm, the younger of the Brothers Grimm, is born in Hanau, Germany. Their folktales are later published as *Grimms' Fairy Tales*.

SATURDAY

27

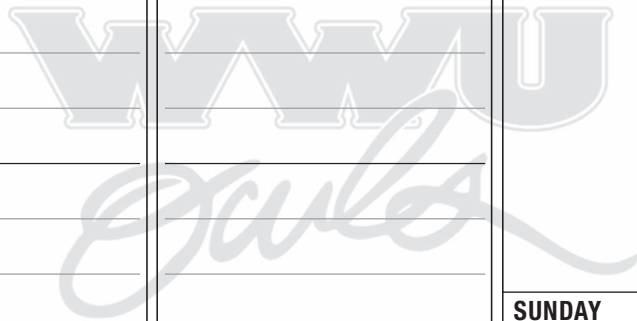
SUNDAY

28

### NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

1

TUESDAY

2

WEDNESDAY

3



TO DO TODAY

Midterms

Midterms

Midterms

DAILY EVENTS

THURSDAY

4

FRIDAY

5

# MARCH

FEBRUARY 2027						
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MARCH 2027						
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### This Week in History:

March 1, 1961 – President John F. Kennedy creates the Peace Corps by executive order. Congress formally authorizes it later that year.

SATURDAY

6

SUNDAY

7

### NOTES

TO DO TODAY

DAILY EVENTS

Laylat al-Qadr begins at sundown  
Midterms

Midterms



MONDAY

8

TUESDAY

9

WEDNESDAY

10



TO DO TODAY

Mid-Semester Break

*Eid al-Fitr begins at sundown*  
Mid-Semester Break  
Midterm Grades Due

Mid-Semester Break

DAILY EVENTS

THURSDAY

11

FRIDAY

12

# MARCH

FEBRUARY 2027						
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### This Week in History:

March 10, 1876 – Alexander Graham Bell makes the first telephone call – to his assistant, Thomas Watson – creating a milestone in communication history.

SATURDAY

13

SUNDAY

14

Daylight saving time begins

### NOTES

TO DO TODAY

Mid-Semester Break

DAILY EVENTS

Mid-Semester Break



MONDAY

15

TUESDAY

16

WEDNESDAY

17

TO DO TODAY

DAILY EVENTS



*St. Patrick's Day*

THURSDAY

18

FRIDAY

19

# MARCH

FEBRUARY 2027						
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MARCH 2027						
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### This Week in History:

March 16, 1964 – The Beatles release "Can't Buy Me Love." Breaking numerous records, it's the group's third consecutive single at No. 1 on the Billboard charts.

SATURDAY

20

*First day of spring*

SUNDAY

21

*Palm Sunday*

### NOTES

TO DO TODAY

DAILY EVENTS

Spring B Ends

MONDAY

22

TUESDAY

23

WEDNESDAY

24



TO DO TODAY

Online Dead Week

Online Dead Week

Online Dead Week

DAILY EVENTS

THURSDAY

25

FRIDAY

26

# MARCH

FEBRUARY 2027						
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MARCH 2027						
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### This Week in History:

March 22, 1972 – The U.S. Senate approves the Equal Rights Amendment to ban sex discrimination, but it later falls short of the required 38-state ratification.

SATURDAY

27

SUNDAY

28

Easter

### NOTES

TO DO TODAY

DAILY EVENTS

Online Dead Week

Good Friday  
Online Dead Week



MONDAY

29

TUESDAY

30

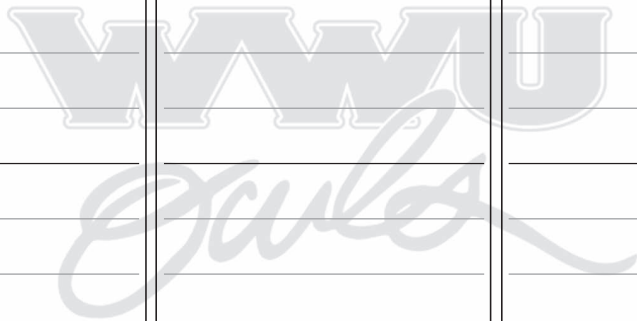
WEDNESDAY

31

TO DO TODAY

DAILY EVENTS

Spring C Starts



THURSDAY

1

FRIDAY

2

# MARCH

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MARCH 2027						
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APRIL 2027						
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### This Week in History:

March 30, 1867 – U.S. Secretary of State William Seward reaches an agreement to purchase Alaska from Russia for \$7.2 million.

SATURDAY

3

SUNDAY

4

### NOTES

TO DO TODAY

April Fools' Day

DAILY EVENTS



MONDAY

5

TUESDAY

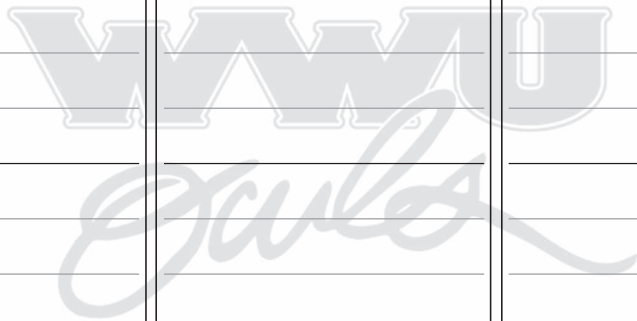
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WEDNESDAY

7

TO DO TODAY

DAILY EVENTS



THURSDAY

8

FRIDAY

9

# APRIL

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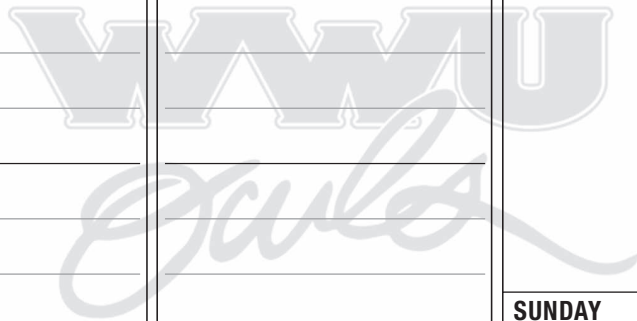
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### This Week in History:

April 8, 1974 – Hank Aaron hits the 715th home run of his career, breaking Babe Ruth's 1935 record. Aaron finishes his career in 1976 with 755 home runs.

SATURDAY

10



SUNDAY

11

### NOTES

TO DO TODAY

DAILY EVENTS

MONDAY

12

TUESDAY

13

WEDNESDAY

14

TO DO TODAY

DAILY EVENTS



THURSDAY

15

FRIDAY

16

APRIL

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APRIL							2027						
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**This Week in History:**

April 15, 1912 – The Titanic sinks after hitting an iceberg on its maiden voyage. Over 1,500 of the 2,200 passengers and crew lose their lives.

SATURDAY

17

SUNDAY

18

**NOTES**

TO DO TODAY

DAILY EVENTS

Symposium for Scholarship and Creative Activity

Alumni Weekend



MONDAY

19

TUESDAY

20

WEDNESDAY

21

TO DO TODAY

DAILY EVENTS



*Passover begins at sundown*



MONDAY

26

TUESDAY

27

WEDNESDAY

28

WWU  
Exams

TO DO TODAY

Final Exams

DAILY EVENTS

THURSDAY

29

FRIDAY

30

APRIL

MARCH							2027						
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30	31												

**This Week in History:**

April 27, 1994 – South Africa holds its first multiracial parliamentary election.

SATURDAY

1

Commencement

SUNDAY

2

NOTES

TO DO TODAY

DAILY EVENTS

Classes End  
Convocation



MONDAY

3

TUESDAY

4

WEDNESDAY

5



TO DO TODAY

Summer A Starts

Cinco de Mayo

DAILY EVENTS

THURSDAY

6

FRIDAY

7

MAY

APRIL 2027						
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JUNE 2027						
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**This Week in History:**

May 5, 1862 – An outnumbered People's Army of Mexico defeats an invading French army in the Battle of Puebla.

SATURDAY

8

SUNDAY

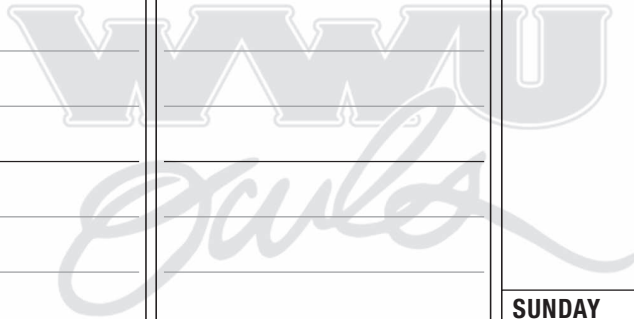
9

*Mother's Day*

NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

10

TUESDAY

11

WEDNESDAY

12

TO DO TODAY

DAILY EVENTS

www.gaula

THURSDAY

13

FRIDAY

14

MAY

APRIL 2027						
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MAY 2027						
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JUNE 2027						
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**This Week in History:**

May 10, 1869 – The transcontinental railroad is ceremoniously completed when workers drive a golden spike into the rail line at Promontory Summit, Utah.

SATURDAY

15

SUNDAY

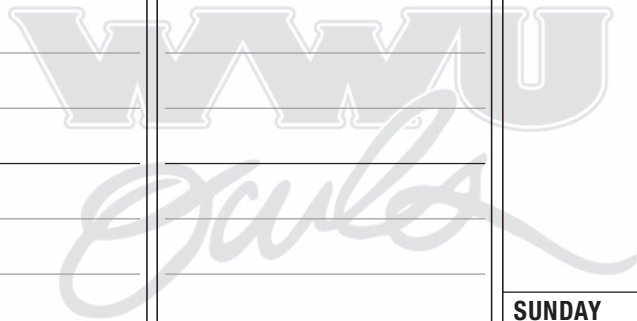
16

*Eid al-Adha begins at sundown*

**NOTES**

TO DO TODAY

DAILY EVENTS



MONDAY

17

TUESDAY

18

WEDNESDAY

19

TO DO TODAY

DAILY EVENTS



THURSDAY

20

FRIDAY

21

MAY

APRIL 2027						
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MAY 2027						
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JUNE 2027						
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**This Week in History:**

May 21, 1927 – Charles Lindbergh makes the first solo transatlantic flight. In 1932, Amelia Earhart becomes the first woman to complete the same journey.

SATURDAY

22

SUNDAY

23

**NOTES**

TO DO TODAY

DAILY EVENTS



MONDAY

24

TUESDAY

25

WEDNESDAY

26

TO DO TODAY

DAILY EVENTS



THURSDAY

27

FRIDAY

28

MAY

APRIL 2027						
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MAY 2027						
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JUNE 2027						
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**This Week in History:**

May 24, 1883 – The Brooklyn Bridge, connecting Brooklyn to Manhattan over the East River in New York City, opens.

SATURDAY

29

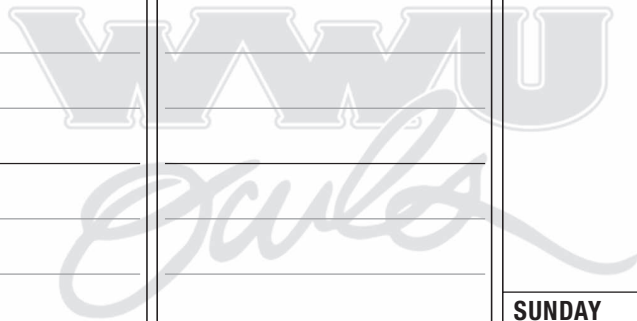
SUNDAY

30

**NOTES**

TO DO TODAY

DAILY EVENTS



MONDAY

31

TUESDAY

1

WEDNESDAY

2



TO DO TODAY

*Memorial Day*

DAILY EVENTS



MONDAY

7

TUESDAY

8

WEDNESDAY

9



TO DO TODAY

Online Dead Week

Online Dead Week

Online Dead Week

DAILY EVENTS

THURSDAY

10

FRIDAY

11

JUNE

MAY 2027						
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JUNE 2027						
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JULY 2027						
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30	31					

**This Week in History:**

June 7, 1958 – The American musician formerly known as Prince is born in Minneapolis. His given name: Prince Rogers Nelson.

SATURDAY

12

SUNDAY

13

**NOTES**

TO DO TODAY

Online Dead Week

DAILY EVENTS

Online Dead Week



MONDAY

14

TUESDAY

15

WEDNESDAY

16



TO DO TODAY

DAILY EVENTS

Flag Day  
Summer B Starts

THURSDAY

17

FRIDAY

18

JUNE

MAY 2027						
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JUNE 2027						
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JULY 2027						
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30	31					

**This Week in History:**

June 14, 1942 – Anne Frank begins her diary while hiding from the Nazis during WWII. Her words later inspire millions as the book is published in over 55 languages.

SATURDAY

19

*Juneteenth*

SUNDAY

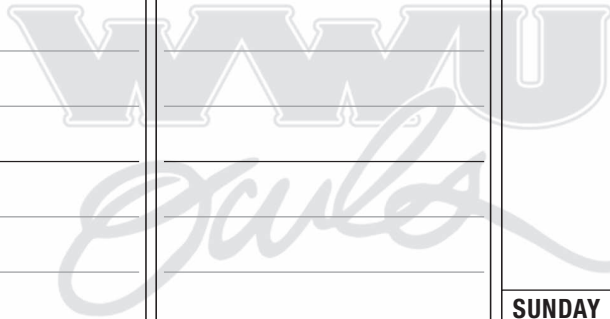
20

*Father's Day*

**NOTES**

TO DO TODAY

DAILY EVENTS



MONDAY

21

TUESDAY

22

WEDNESDAY

23

TO DO TODAY

DAILY EVENTS

*First day of summer*



THURSDAY

24

FRIDAY

25

JUNE

MAY 2027						
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JUNE 2027						
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JULY 2027						
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**This Week in History:**

June 24, 1901 – In his first major art exhibition, 19-year-old Pablo Picasso showcases 75 works.

SATURDAY

26

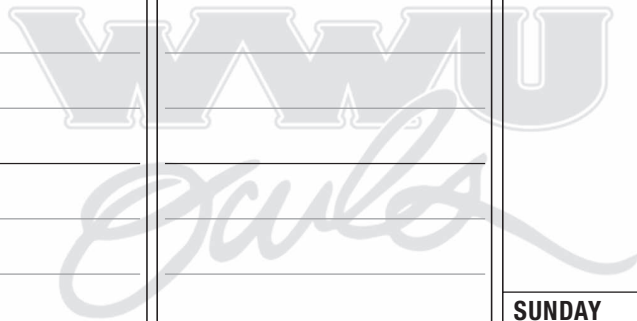
SUNDAY

27

**NOTES**

TO DO TODAY

DAILY EVENTS



MONDAY

28

TUESDAY

29

WEDNESDAY

30

TO DO TODAY

DAILY EVENTS



THURSDAY

1

FRIDAY

2

JUNE

MAY 2027						
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JUNE 2027						
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JULY 2027						
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30	31					

**This Week in History:**

June 30, 1908 – A meteoroid explodes over Siberia, flattening 80 million trees near the Tunguska River in Russia in what's now known as the Tunguska event.

SATURDAY

3

SUNDAY

4

*Independence Day*

NOTES

TO DO TODAY

DAILY EVENTS



MONDAY

5

TUESDAY

6

WEDNESDAY

7

TO DO TODAY

DAILY EVENTS



THURSDAY

8

FRIDAY

9

JULY

JUNE							2027						
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JULY							2027						
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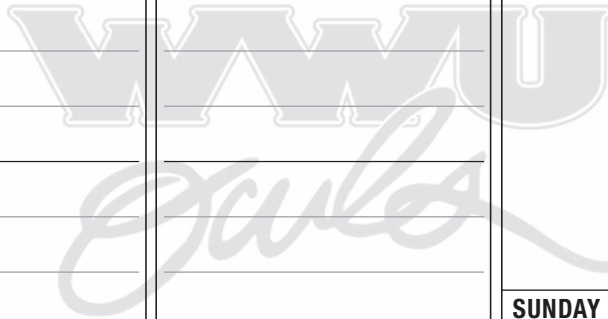
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**This Week in History:**

July 11, 1914 – Babe Ruth plays in his first MLB game. His 714 home runs stand as the record for 39 years until Hank Aaron breaks it in 1974.

SATURDAY

10



SUNDAY

11

**NOTES**

TO DO TODAY

DAILY EVENTS

MONDAY

12

TUESDAY

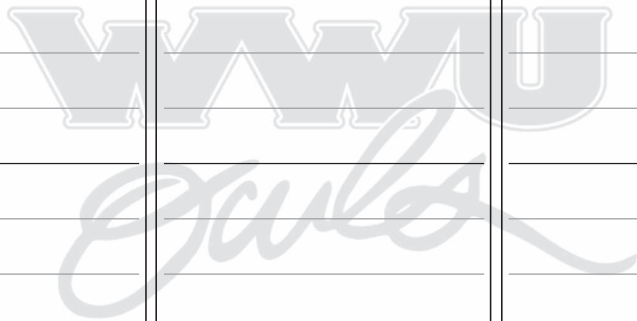
13

WEDNESDAY

14

TO DO TODAY

DAILY EVENTS



THURSDAY

15

FRIDAY

16

JULY

JUNE							2027						
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JULY							2027						
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AUGUST							2027						
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29	30	31					29	30	31				

**This Week in History:**

July 14, 1789 – Revolutionaries storm the Bastille in Paris, a royal prison seen as a symbol of the Bourbon monarchy's tyranny.

SATURDAY

17

SUNDAY

18

**NOTES**

TO DO TODAY

DAILY EVENTS

Summer B Ends



MONDAY

19

TUESDAY

20

WEDNESDAY

21

TO DO TODAY

DAILY EVENTS

Summer C Starts



THURSDAY

22

FRIDAY

23

JULY

JUNE 2027						
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JULY 2027						
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AUGUST 2027						
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**This Week in History:**

July 21, 1861 – Union and Confederate forces clash near Manassas, Virginia, in the Civil War's first major battle, the First Battle of Bull Run.

SATURDAY

24

SUNDAY

25

**NOTES**

TO DO TODAY

DAILY EVENTS



MONDAY

26

TUESDAY

27

WEDNESDAY

28

TO DO TODAY

DAILY EVENTS



THURSDAY

29

FRIDAY

30

JULY

JUNE 2027						
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JULY 2027						
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AUGUST 2027						
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**This Week in History:**

July 28, 1868 – The 14th Amendment is adopted, granting citizenship to former slaves and anyone born or naturalized in the United States.

SATURDAY

31

SUNDAY

1

**NOTES**

TO DO TODAY

DAILY EVENTS









# NOTES



Lined area for writing notes, consisting of multiple horizontal lines.



# NOTES



Lined writing area with horizontal lines for notes.







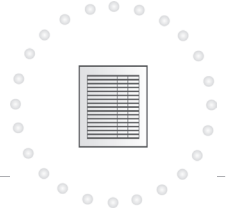
# NOTES



Lined area for writing notes, consisting of multiple horizontal lines.



# NOTES



Lined writing area with horizontal lines for notes.



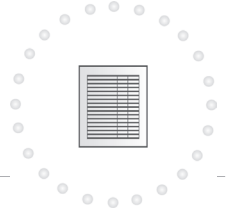
# NOTES



A series of horizontal lines for writing notes, starting from the top margin and extending to the bottom of the page.



# NOTES



Lined writing area with horizontal lines for notes.



# NOTES



Lined writing area with horizontal lines for notes.







# NOTES



Lined writing area consisting of horizontal lines for notes.

