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WILLIAM WOODS  
UNIVERSITY

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**2018/2019**

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# WILLIAM WOODS UNIVERSITY

2018-2019

## STUDENT HANDBOOK

The William Woods University Student Handbook was edited in the Office of Student Life. 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. Information for the calendar is compiled well in advance of publication and is subject to change.

This handbook and planner are provided by the William Woods University Student Assembly.

### **WILLIAM WOODS UNIVERSITY MISSION STATEMENT**

*An independent voice in higher education, William Woods University distinguishes itself as a student-centered and professions-oriented university committed to the values of ethics, self-liberation, and lifelong education of students in the world community.*

## **DISCRIMINATION, HARASSMENT AND SEXUAL VIOLENCE STATEMENT**

It is the policy of William Woods University that discrimination, harassment, sexual assault, domestic violence, dating violence, and stalking are not acceptable conduct at the University. The University is committed to maintaining a learning and working environment for its students, faculty, and staff that is free from discrimination, harassment, and sexual violence. In compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations, the University does not discriminate or permit discrimination on the basis of any status or condition protected by applicable federal or state law, including race, religion, gender, nationality, ethnicity, age, sexual orientation, marital status, veteran status, or disability, in the administration of its educational policies, admission, financial assistance, employment, educational programs, or activities. The University also strictly prohibits harassment that is based on any of these characteristics, including sexual harassment and sexual violence as defined in the University's Discrimination, Harassment, and Sexual Violence Policy. The University will take reasonable steps to prevent and respond to reported violations of this policy as described herein, where the conduct reported may impact the educational, residential, or employment environment of members of the William Woods community.

This policy applies to all faculty, staff, and students of the University. The procedures for addressing complaints and reports of discrimination, harassment, and sexual violence are included in this policy and are designed to consider the rights of both the complainant and respondent, the safety and well-being of all members of the William Woods community, and applicable state and federal mandates. This policy covers conduct that occurs on or near property owned or operated by the University; at or in connection with a University-related event; or off-campus if such conduct adversely affects the campus environment.

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# COMMUNITY CODE

## STATEMENT OF COMMUNITY

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 rules 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 well being of others. As members of the William Woods community, we seek to find mutual respect in our relationships with others, regardless of race, ethnicity, class, religious preference, gender, physical ability, sexual orientation, or age. 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.

*Queries:*

- Do I examine myself for evidence of my prejudices, admit them, and seek to change them? Am I careful to avoid jokes, statements, nicknames, etc. that degrade others?
- Do I accept people for who they are and not criticize them because of their background, beliefs or differences?
- In disagreements, do I seek to distinguish between disputing with someone's ideas and attacking the person?
- Am I careful of the reputation of others by avoiding gossip and checking on the truthfulness of rumors?
- Do I strive to promote a community life that will foster the mental, physical, spiritual, intellectual and emotional well being of all members?
- Do I investigate in order to justify my initial perceptions and change my perceptions if new evidence is discovered?

#### 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 well being 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.

*Queries:*

- Do I strive to promote a community life that will foster the mental, physical, spiritual, intellectual and emotional well being of all members?
- Do I participate effectively in the community, assuming my rightful share of responsibility for the common life of the University?
- Do I aim, not only for the enhancement of my life and that of my community, but also to achieve ideals greater than the inclinations and visions of individuals and small groups?
- Do I try to work positively for change without acting as if “just ends justify any means”?

## **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.

*Queries:*

- Do I seek to eliminate the more subtle forms of violence in my relations with others?
- Do I work actively to promote social justice on the campus and in the larger society?
- Do I take seriously and, according to my gifts and learning, act on opportunities to “think globally, act locally”?
- When differences arise, do I make earnest efforts to resolve them without delay?
- Do I approach conflict between and among people in the spirit of justice and reconciling good will?

## **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.

*Queries:*

- Do I observe moderation in my manner of living? Do I so order my life as to balance times for work, recreation, reflection, and personal development?
- Do I give proper attention to principles of wellness? Am I careful to avoid activities that may be harmful to my own or another’s health?
- Particularly, in my William Woods activities, do I abstain from the use of illicit drugs?
- Particularly, in my William Woods activities, do I abstain from the use of alcohol if I am under 21 years of age or, if I am 21 years of age or older, do I hold myself to the highest standard of care and responsibility regarding the use of alcohol?
- Do I seek not only to avoid the waste and abuse of food, energy, and community and private property, but also to work actively to preserve and renew these resources?

## **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 cultural, racial, religious, national or sexual identity. 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.

*Queries:*

- Are my relationships characterized by mutuality, honesty, and shared vulnerability?
- Do I seek to find balance among, and unity of, the intellectual, emotional, spiritual and physical aspects of intimate friendships?
- Do I make decisions regarding my sexual behaviors with due attention to my responsibilities to the community and to myself?



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# STUDENT ASSEMBLY

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

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

The Student Assembly is given responsibilities that include:

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

Regulations are to be in the handbook. Revisions are to be submitted to the Dean of Student Life and approved by the President.

Certain areas of administrative responsibility not delegated to the Student Assembly include:

- Management of matters relating to health and safety of students.
- Management of household and physical aspects of residence halls.
- Designation of use of University property and equipment.
- Instructional procedures and academic policies.
- Admission and suspension or expulsion of students.

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 Dean of Student Life. The members of the Student Assembly promise to cooperate with the President and the University in maintaining a high standard of university living.

## STUDENT ASSEMBLY BY-LAWS:

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

### Article I Student Assembly

#### A. Membership and Rights

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

#### B. Meetings

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

### C. Student Assembly Chair

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

### D. Recording Secretary

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

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

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

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

### B. Finance Committee (3-5 Members)

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

### C. Campus Activities Board (CAB)

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

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

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

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

### A. Election of Student Assembly Chair:

1. Ballots
  - a. The By-laws committee oversees the election process.
  - b. Ballots will be designed and distributed by the By-laws committee.
2. Election of Student Assembly Chair
  - a. The Assembly Chair shall be elected at the November Assembly and serve until the following November Assembly.
  - b. All Assembly members may run for Assembly Chair with the following exceptions:
    - i. First-year William Woods University students.
    - ii. Members who will not be able to fulfill the November-November term.
3. In October, the By-laws committee will begin collecting names of students who wish to be put on the ballot.
  - a. Candidates may request their name be put on the ballot at the October Assembly.
  - b. Candidates not able to attend the meeting may place their name on the ballot through written request to the By-laws committee chair.
  - c. Names received within seven days of the October meeting will be placed on the ballot.
4. Candidates reserve the right to campaign in the interim between the October and November Assembly.

5. At the November Assembly each Chair candidate will be awarded an opportunity to address the Assembly; a five-minute maximum will be imposed.
6. Should the chair or secretary position become vacant during the designated term, the vacancy will be filled at the next Student Assembly meeting; however, the vacant position must be announced at least seven (7) days prior to the meeting.
7. Voting will take place by secret ballot following the candidate addresses.

**B. Vote Tabulation and Position Transfer**

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

**C. Runoff Provision**

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

**ARTICLE IV POWER TO AMEND THE BY-LAWS**

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



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# UNIVERSITY POLICIES AND PROCEDURES

This information covers services and policies that pertain to student life at William Woods University.

All local, state and federal laws apply and are enforced on the William Woods campus. William Woods students visiting or taking classes on the campus of Westminster College are expected to conduct themselves appropriately and will be held to the same standards as if on the William Woods campus.

## ACADEMICS

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

## ALCOHOL AND DRUG POLICIES AND PROGRAMS

In support of the educational mission of William Woods University, the following alcohol and drug policies are in place to create a safer campus environment that supports the academic and social success of all students.

*Standards of Conduct involving 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. Possession of paraphernalia associated with the use, possession or manufacture of illegal drugs, or associated with the rapid consumption of alcohol, is also prohibited. Appearing on campus under the influence of alcohol or drugs, such that an individual may endanger himself or other persons, damage property, or disrupt the living and learning environment of others, is also prohibited.

*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 Dean of Student Life will use this policy to intercede in situations where alcohol or drug abuse has led to situations that threaten the health or safety of individual students or has contributed to a significant deterioration of the living and learning environment. Examples of incidences in which parents could be notified include, but are not limited to, a recurring pattern of alcohol-related violations and harmful behavior that is a result of alcohol and drug use.

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

Students, regardless of age, may not possess or consume alcoholic beverages on the campus of William Woods, except under the following provisions:

*Residence Halls:* Once a semester, residence halls will be allowed to vote whether to allow alcohol in the rooms of residents who are 21 years of age. Alcohol will be allowed in the privacy of rooms only, and parties will not be permitted. All alcohol containers must be in non-transparent bags when being transported in or out of the halls. All trash must be taken to the dumpsters by the residents. Kegs, items promoting the rapid consumption of alcohol, and common source container drinks, such as punch, are prohibited. Halls will vote by secret ballot and will be required to have a 70 percent majority vote in favor of a new policy in order to change the policy from the campus policy prohibiting alcohol possession and consumption on campus. (Many fraternity/sorority residence halls are limited by their national rules and would not be eligible to implement new alcohol policies.) Residents who are not of legal age are not allowed to possess empty alcohol containers in their residence hall rooms.

*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: (a) Only inside the individual apartment and with the door closed. (b) All alcohol containers, empty or full, must be in non-transparent bags when being transported in or out of the apartments. Alcoholic beverages carried or transported in containers that are open will be confiscated and destroyed. (c) All residents are prohibited from manufacturing or selling alcohol and may not furnish or distribute alcohol to minors. (d) Kegs, items promoting the rapid consumption of alcohol, or common sources of alcohol are not allowed. (e) 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. If alcohol is observed in any of these areas, then a preponderance of evidence would conclude that those present were consuming alcohol and they will be held responsible.

*Alcohol/Drug Possession:* "Possession" on the University campus includes: 1) existence of alcohol and/or illegal drugs on the person or a person's property when on the University campus, and/or 2) 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 will be allowed to possess or consume alcohol. Public intoxication is prohibited. The following procedures must be followed when planning a designated social event:

On-Campus Events:

- Events must be registered by submitting the On-Campus event form to the Director of Student Involvement 12 business days in advance of the event. The organization sponsoring the event must coordinate with William Woods 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.
- Events must have one well-lit entrance, controlled and monitored by Campus Safety and sober monitors.
- The locations available for these events are limited to Aldridge and Woody's. All requests for event locations must be submitted on AdAstra, the online calendar, which can be accessed in OwlNet. Assistance with online reservations can be obtained by calling Shaun Speers at 573-592-4505.
- Events with alcohol on nights before class must stop serving alcohol at 8:00 pm. Events with alcohol on Fridays and Saturdays must stop serving alcohol at 1:00 am. There will be a limit of one on-campus social event with alcohol per night.
- 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.
- 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.
- Non-alcoholic beverages and food must be provided during the event.
- If an attendee leaves the event, they will not be granted reentry.
- There are two options for an on-campus social event with alcohol:

(1) Third Party Vendor Option:

- o Provide proof of insurance and liquor license of third party vendor.
- o Students are responsible for the payment of the third party vendor fee, which is approximately \$350. The University must receive a current copy of the third party vendor's certificate of liability insurance naming the University as the certificate holder and additional insured.

(2) BYOB Option:

- o All alcohol must be transported in nontransparent bags.
- o In addition to wristbands, all individuals who bring alcohol will also receive a punch card with the following information [a template is available in the Center for Student Involvement]:
  - § Event title and date
  - § Attendee's name
  - § Type and quantity of beverage
  - § Tracking area – for hole punch after each drink is obtained
- o One area must serve as the distribution center for alcoholic beverages. Once an individual enters the event, they must immediately take their alcohol to the service area to exchange it for a punch card.
- o A minimum of two individuals are responsible for tending to the service area the entire duration of the event. One of these individuals must be at least 21 years old, one must be an officer or leader of the organization or group, and both must complete an orientation through the Office of Student Life. Servers and sober monitors may rotate positions throughout the event, as long as the above requirements are met. Servers are in addition to the sober monitors.
- o To receive an alcoholic beverage, an individual presents his/her punch card (and empty container after first drink) and shows their wristband to the server who then provides them with the beverage and punches the card.
- o No alcohol may leave the event once it has been checked in. Any remaining alcohol may be picked up the morning following the event. Leftover beverages must be discarded. Pick up arrangements will be determined at the time of event registration.
- o Type and amounts of alcohol allowed:
  - § Maximum of 6, 12-ounce or 4, 16-ounce cans/plastic bottles of beer/wine coolers/malt beverages
  - § Prohibited items include, but are not limited to:
    - Glass bottles
    - Cases, 12 packs, or other alcohol containers larger than 6, 12-ounce or 4, 16-ounce beers, wine coolers, or malt beverages.

- Squeeze bottles, water bottles, beer bong, party balls, pitchers, tumblers, or other containers.
- Kegs, hard alcohol, or shots.
- Alcohol for common use.

*Off-Campus Events:*

- Student organizations sponsoring the event(s) must register the event(s) with the Director of Student Involvement by completing the Off-Campus Social Event form 7 days in advance of the event.
- Social events where alcohol is present require a third party vendor to check ID's and provide/serve the alcohol. The students or student organization must serve food and provide a non-alcoholic beverage option (this can be sold or provided by the third party vendor) at the event. In most cases, off-campus events will require shuttles for students attending the event.
- 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 to the appropriate judicial board.

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", "third-party vendor" or "BYOB" on their advertisements. Drink specials are not allowed on advertisements.

Disciplinary Sanctions Pertaining to Alcohol & Drug Violations: First time alcohol violations occurring in the residence halls will be adjudicated by a Judicial Conduct Conference (JCC), the Campus Standards Board (CSB) or by the appropriate fraternity/sorority judicial board. Violations may result in loss of privileges and other accountability may be applied. The board will take into consideration aggravating factors such as common area destruction and disrespect to staff. Second alcohol violations, unless otherwise indicated, will also be handled on a case-by-case basis by the CSB with sanctions beginning with continued loss of privileges. Subsequent and/or extreme cases of non-compliance with the alcohol policy or assessed sanctions and serious drug violations may be referred to the University Judicial Council. Violation of the standards of conduct regarding alcohol and illicit drugs can result in disciplinary action up to and including removal from campus living and/or dismissal from the University. Drug and alcohol violations occurring when boards are not available will be handled by the appropriate judicial advisor.

Alcohol and Drug Campus Resources: The Counseling and Health Services clinic has information regarding area resources that are available to students for drug and alcohol counseling, treatment, and/or rehabilitation. The following services and information are provided on campus: (a) alcohol and drug awareness educational programs and alcohol-free social events, and (b) printed materials on alcohol and drug abuse

Medical Amnesty Policy: The safety of William Woods students is at the core of the William Woods alcohol policy. College students are confronted with social challenges, which include whether or not to consume alcohol, how to do so in moderation, and how to comply with campus, local, state, and federal laws regarding alcohol. To support students in their academic and co-curricular success, William Woods has a campus alcohol and drug policy and provides educational opportunities for students to learn about the variety of consequences and risks involved in alcohol and drug use.

As indicated in University policy and the Community Code, the expectation is that students follow the policies of the University and local, state and federal policies. For those choosing to consume alcohol, the expectation is that they do so in moderation. This being said, the University recognizes that there are times when students may face medical emergencies involving excessive drinking and/or drug use. In these situations, students are advised to call for assistance when concerned for their own health or welfare, or that of another student. Seeking medical assistance for oneself or a fellow student demonstrates responsible student behavior. In order to encourage students to seek prompt and appropriate attention for alcohol or drug intoxication, William Woods has instituted a "Medical Amnesty" policy.

When evaluating an alcohol violation, the University will consider whether a student sought medical attention for oneself or another student in need. When an individual seeks medical assistance due to his/her level of intoxication, University personnel will not refer the student to the campus judicial process for violations of the campus Drug and Alcohol policies. Additionally, those students who assist in obtaining medical attention for individuals who are intoxicated will not be referred to the campus judicial process for violations of the University Drug and Alcohol policy if they are intoxicated. In lieu of student judicial sanctions, the students involved will be required to meet with a member of the Student Life staff who may issue educational requirements such as alcohol and/or drug education, assessment and/or counseling.

In order to receive Medical Amnesty, students must use the policy proactively. This means that students must take the initiative to get assistance from the Residential Life staff by contacting the on-duty Community Advisor/Chapter Assistant who will contact an Area Coordinator and/or by calling Campus Safety at 573-592-4357. Students can also dial 911. Asking for medical amnesty after being confronted with possible alcohol or drug policy violations will not result in application of the medical amnesty policy. In addition, medical amnesty does not apply to other University policies or Community Code violations such as, but not limited to, destruction of campus property, sexual misconduct, and assault. Additionally, the policy does not prevent action by local off-campus law enforcement.

Local, state, and federal sanctions pertaining to alcohol and drugs and health risks pertaining to alcohol and drug can be found on the University website.

## BONFIRE PROCEDURES

Bonfires may be held in designated areas along Junior Lake only. Students wishing to host a bonfire must register the event in the Center for Student Involvement by noon on the day before the event, or by Friday at noon if it is a weekend 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. (The fire department recommends diesel fuel.) Absolutely no gasoline! Only firewood may be used. Burning of paper products is not allowed. Fires must be extinguished with water at the end of the event. Bonfires must end by 11:00 p.m.

The City of Fulton Fire Department must inspect the site and issue a burn permit each time a bonfire is scheduled. A copy of the burn permit must be filed with the William Woods University Campus Safety Department. The site should be set up during the day and the Fire Department should be contacted at 573-592-3150 to check the site.

All University policies affecting the event must be followed. The University does not permit the use of alcohol on University property unless a third party vendor is used. Abuse of policies at this type of event will result in appropriate referrals being applied and/or the loss of the privilege to host and attend future events.

## COMMUTER STUDENTS

Full-time commuter students are expected to be familiar with the information contained in this handbook. The University seeks to facilitate commuter student involvement and encourages students to take part in the academic, social, and cultural activities offered on campus. Full-time commuter students pay University activity and Health Services fees and are encouraged to take advantage of these opportunities. Full-time commuter students must register their vehicle with the University. Full-time commuter students may purchase meals at Tucker Dining Hall or a commuter meal plan can be purchased in the Office of Student Life.

## COMPLAINTS

William Woods University's mission as an independent voice in higher education distinguishes itself as student-centered with a commitment to the values of ethics and self-liberation. Consistent with our mission, student thought and feedback about how our policies, programs, and services contribute to student success, development, and goal attainment is important. Thus, we are committed to ensuring that students have access to appropriate procedures for articulating concerns. Students have the right to request a review of academic or non-academic policies, programs, or incidents where no formal process exists or that do not pertain to any other specific University policy or procedure. For example, issues involving sexual misconduct are dealt with through a separate policy and grade appeals are handled through the grade appeal policy. This policy pertains to all students in all programs and modalities.

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: Venita Mitchell, Dean of Student Life; Aimee Sapp, Undergraduate Academic Dean; or Martha Wayne, Academic Advisor for Graduate and Out Reach Programs for on-line, graduate and outreach programs. Unresolved complaints pertaining to concerns in the Business Office or Student Financial Services should be directed to Julie Houseworth, 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.

Once received, the appropriate administrator or designee will contact 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 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:*

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at <https://dhe.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.

William Woods is accredited by the Higher Learning Commission. For information regarding an accreditation complaint, please consult the Higher Learning Commission website at <http://ncahlc.org/Information-for-the-Public/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).

## 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. Students are expected to be positive members of the University community, which extends to cyberspace, by following the Community Code and all University policies

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.

Following is a brief summary of relevant University policies regarding computer and network usage. All policies in their entirety can be found on the University's website or requested from the University Information Technology (UIT) Office.

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 and verification by the University. Any University policy violations documented as a result of such an investigation will result in appropriate disciplinary action by the University.

Email Policy: William Woods utilizes [owls.williamwoods.edu](mailto: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.

**Please note: Failure to properly set up [owls.williamwoods.edu](mailto:owls.williamwoods.edu) email accounts, and check them on a regular basis, does not absolve students from adhering to the information that is communicated to them via email.**

Expectation of privacy is addressed in the full policy available on the University website.

File Sharing Policy: Providing or obtaining unauthorized copies of audio and visual works in either digital or non-digital format is not appropriate use and may be illegal. Any network user found to be distributing copyrighted material using University computing resource is in violation of the file sharing policy.

Mailbox Management Policy: To better manage and maintain the University's electronic mail (email) system, University Information Technologies imposes size limitations and periodically conducts automated purges of all electronic mailboxes.

Network Use Policy: All equipment connected to the University network must first be registered and approved by the University Information Technologies Network Administrator. 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. Thus, all William Woods network users are responsible for taking the appropriate steps to select and secure passwords.

\*\*NEW\*\* File Retention/Size Policy: Files stored on the student network share consists of 10 GB of storage from My Documents, Desktop, and H drive on the William Woods network. Files older than 1 year will be purged at the end of each semester. Students who wish to retain files older than 1 year or over 10 GB are responsible for purging/saving files to an alternative storage location.

## **EMERGENCY PROCEDURES FOR FIRE SAFETY AND WEATHER EMERGENCIES**

Fire Safety: Fire drills are scheduled and supervised by a Campus Safety officer and the residence hall staff. 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. Tampering with fire alarms or any fire equipment when an emergency does not exist will be considered serious misconduct. Such conduct not only endangers the health and safety of all students in the residence hall, but is also a federal offense.

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 emergencies, 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.

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.

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.

## **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 judicial procedures.

## **ETIQUETTE AT UNIVERSITY EVENTS**

To ensure that everyone has an equal opportunity to enjoy University events, students are expected to show common courtesy, respect and etiquette by observing the following rules:

- Dress appropriately.
- Be on time. Do not expect to be admitted to the event if late.
- Turn off cell phones and all other electronic devices.
- No talking, sleeping or doing homework during the event.
- If asked to leave, do so quickly and quietly.
- Remain seated until the event is concluded.
- Specifically with regard to theatre productions, observe all rules printed in the theatre program.

## **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 on AdAstra, the online calendar, which can be accessed in OwlNet. Assistance with online reservations can be obtained by calling Shaun Speers at 573-592-4505. Facility reservations must be submitted a minimum of 24 hours in advance.
2. An On-Campus Social Event form must be completed with the Director of Student Involvement for all on-campus social events. For events where alcohol will be available, the form must be completed twelve days in advance by the students or student organization and must follow the policies and procedures found under the “Social Events involving alcohol” portion of the “Alcohol and Drug Policies and Programs” section of the Student Handbook. The form must be completed seven days in advance of any event where alcohol is not being served.
3. Off-campus events must also be registered with the Director of Student Involvement by following the procedures found in the off-campus events portion of the “Alcohol and Drug Policies and Programs” section of the Student Handbook.



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## FERPA

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 the 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

## FLYERS

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 should have a contact person or sponsoring organization listed. Flyers must be removed when the advertised dates have passed.



## FUNDRAISING/SOLICITATION

Recognized organizations and student leaders are provided an opportunity to solicit funds directly from the Student Finance Committee. Application forms for campus fundraising projects must be submitted to the Center for Student Involvement for approval. The application form should include a description of the project, proposed schedule, and target audience. Any conflict regarding dates or events will be resolved by the Center for Student Involvement and/or the Student Finance Committee. 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. The University must be notified in advance to control fundraising activities so they do not conflict with other University or student organization development activities. Appropriate paperwork can be obtained from OwlNet or from the Center for Student Involvement.

## HAZING

William Woods University supports activities that are student-centered, educational and contribute to the values of ethics, self-liberation and development of students. Joining a University-recognized organization should be a positive experience, thus hazing is prohibited. William Woods offers a broad range of university recognized organizations to include clubs, fraternities and sororities, as well as athletic teams. In all university recognized organizations, activities and/or traditions should focus upon the positive aspects of both the organization and the individual.

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

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

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

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

While a comprehensive list of hazing activities is not possible, the following questions should be asked to determine if a particular activity is hazing:

- Is this inconsistent with the William Woods Community Code?
- Is any part of the activity inconsistent with University policies or applicable laws?
- Are there illegal drugs or alcohol involved?
- Is this an activity you would be embarrassed to explain to others; ie. a school administrator or parent?
- Is this an activity you would be embarrassed to undertake yourself?
- Is the intent of the activity to embarrass or humiliate you or the other member?
- Is the purpose to gain a sense of power or respect?
- Are you requiring uninitiated or new members to participate in this activity because "you had to do it"?
- Could it be considered negligent or reckless?

If the answer to any question is "yes" or if there is a doubt, the activity should be abandoned.

Individuals should also be aware that hazing is prohibited by Missouri law, and could result in the criminal prosecution of any individual involved in an activity defined as hazing. Missouri's Anti-Hazing statute is found below.

## THE STATE OF MISSOURI ANTI-HAZING LAW

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

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

## IDENTIFICATION CARDS

Students are required to carry their University Student Identification Card (ID) with them at all times. ID's are required for access to certain residence halls, to check out library materials, to access a University meal plan, are required for LEAD participation, and may be requested at certain campus functions or when using certain facilities. Students are required to show ID when asked by University personnel. ID cards are available in the Office of Student Life during office hours. The replacement fee for lost ID cards is \$10 and will be charged to the student's account. Worn or damaged ID cards will be replaced at no charge.

## IMMUNIZATIONS

All full-time students (residential and commuter) are required to submit a record of two Measles, Mumps, Rubella (MMR) vaccines to William Woods Health Services. All residential students are also required to submit proof of one Meningococcal (Meningitis) vaccine in addition to the two MMR vaccines. Failure to provide all required immunizations to William Woods Health Services may result in a student's inability to register for classes. Although commuter students are not **required** to provide proof of a Meningitis vaccine, it is highly recommended they receive this immunization. It is further recommended, that all students receive Meningitis booster vaccines from their healthcare provider. The University follows guidelines set by the American College Health Association and State of Missouri. The following vaccinations are **recommended** for all students, but are not required for attendance at William Woods: Tetanus-Diphtheria-Pertussis booster (Tdap or Td); Hepatitis B; Hepatitis A; Varicella (chicken pox); and Gardasil (HPV). William Woods Health Services offers FREE flu vaccines while supplies last to students during the fall semester. It is highly recommended that each student receive a flu vaccine, as this virus is highly contagious and easily spread from person to person on a college campus. If a student is diagnosed with influenza, he/she will not be able to attend classes until fever-free for 24 hours without fever-reducing medication. The influenza virus can last up to ten days.

Tuberculosis (TB) Screening: All new full-time students will be required to fill out a Tuberculosis Screening Questionnaire. Students who fall into certain high-risk groups will be required to receive further Tuberculosis Screening with William Woods Health Services upon arrival to campus for classes.

## JUDICIAL PROCEDURES

Students at William Woods University have certain rights and responsibilities, which include an awareness of the standards of appropriate behavior. A community of learning, at its best, is guided by standards of student conduct that define acceptable behavior. William Woods student standards can be found in the University Community Code, individual hall charters, the catalog and the Student Handbook.

The goals of the campus judicial processes are to:

- Promote a campus environment that supports the overall educational mission of the University.
- Encourage appropriate standards of individual and group behavior.
- Protect the University community from disruption and harm.

Several judicial process options are in place to consider violations of University regulations and student standards. The Dean of Student Life will determine the appropriate forum for incidents. Any questions regarding the appropriate forum for the incident should be addressed to the Dean of Student Life's office. Some violations, e.g. pet and fire safety violations, are covered within the specific policy and are not referred.

Although the University system may have some terminology and actions that resemble the legal system, it should not be confused with the criminal justice system.

### **1. Forums for resolution of student misconduct incidents:**

**Campus Standards Board (CSB)** operates as a committee of the Student Assembly and is composed of three to ten students. An advisor from Student Life attends all meetings to provide input concerning procedural matters. The CSB hears violations of policies and standards of the University as referred by the Dean of Student Life. The CSB may hear offenses including, but not limited to, alcohol violations, vandalism and student conflicts. The CSB may impose sanctions designed to modify student behavior and to prevent further infractions. Such sanctions may include, but are not limited to, behavioral agreements, restitution, educational papers, fines and loss of campus privileges. This board may also refer students to the University Judicial Council. If authorization is received from the Dean of Student Life, fraternity/sorority residence halls may use their internal judicial systems instead of the CSB for incidents occurring in their residence halls. These organizations are required to report any incidents related to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to the Director of Student Involvement and are encouraged to use the Dean of Student Life or the CSB advisor for training and questions.

**Judicial Conduct Conference (JCC)** is a less formal alternative to an official CSB hearing. This option is for students accepting responsibility for a violation. In such cases, the student will meet with the CSB advisor, the Dean of Student Life, or the Director of Residential Life for the purpose of deciding on an appropriate sanction(s). The scope of authority for a JCC is the same as that of the CSB.

**The University Judicial Council (UJC)** is composed of members of the University faculty and staff. The Director of Career Services and Student Transition or designee serves as an advisor and attends all meetings to provide input concerning procedural matters. The UJC may hear serious offenses including, but not limited to, drug use and possession, sexual assault and harassment involving students, and physical abuse or threats of violence which can endanger the health or safety of any person. The UJC may also hear cases involving theft; lewd, indecent or obscene conduct; failure to comply with directions of University officials acting in the performance of their duties; or other incidents that the Dean of Student Life deems not appropriate for the CSB. The UJC may impose sanctions which can include loss of some or all University privileges, institutional aid, suspension or expulsion.

**Disruptive Student Procedure.** Disruptive and/or inappropriate behavior is unacceptable. While most disruptive or inappropriate behavior is subject to the University's Student Judicial Procedures, there are times when the disruptive or inappropriate behavior is due to mental or emotional health issues of a student. If mental health issues are the basis for a student's behavior they, nevertheless, need to be dealt with for the benefit of the student as well as faculty, staff and other students. In recognition that disruptive or inappropriate behavior may be due to mental or emotional health issues, procedures for addressing disruptions caused by unresolved mental health issues have been developed as an alternative for handling such behavior in lieu of the regular student judiciary process. Regardless of the cause of such behavior, such behaviors must be addressed. These procedures are intended to be proactive in addressing this issue. To ensure a safe environment, documentation of a student's health may be required. Full copies of the procedures are available in the Office of Student Life or contact the Dean of Student Life at [ymitchel@williamwoods.edu](mailto:ymitchel@williamwoods.edu).

**Direct Referral to the President.** Serious misconduct/offenses may, at the discretion of the Dean of Student Life, be referred directly to the President of the University for review and determination. Serious misconduct/offenses include, but are not limited to, physical abuse or threats of violence which endanger or pose a risk of danger to the health or safety of any person. When the President determines that the student has engaged in serious misconduct or committed serious offenses, the President may subject the student to sanctions up to and including immediate expulsion without right of hearing.

**2. Procedures for hearing incidents.** Procedures to be followed by the CSB and UJC in connection with hearing claims of student misconduct are as follows:

- A. Students shall receive notification of violations, as well as the time and place of the hearing, via William Woods email. The hearing will be held in a timely matter. Extensions may be granted at the discretion of the Dean of Student Life.
- B. At least three members, but no more than five members, of a board must be present for a hearing to take place unless all parties agree that two is sufficient. Hearings are conducted in private and are not open to the public.
- C. The admission of any person to offer information at the hearing shall be at the discretion of the judicial advisor. However, persons to be present at hearings include the appropriate board or council, the advisor, the accused student, and witnesses relevant to the case. Relevant witnesses and the accused student shall be present only during their own testimony; however, they may be required to remain available for the duration of the hearing.
- D. Attorneys may not be present at a hearing.
- E. Pertinent records, documents, and written statements may be accepted for consideration at the discretion of the council following consultation with a judicial advisor.
- F. All procedural questions are subject to the final decision of the council following consultation with a judicial board advisor.
- G. After the hearing, the board or council shall determine by discussion and majority vote if the student is in violation of an applicable charter, code, or policy. The board or council shall determine whether there was a preponderance of evidence of misconduct. The board or council shall not be required to determine misconduct beyond a reasonable doubt.
- H. After the board or council has made its decision, the involved student will be asked to come before the body. A board or council member will inform the student of the body's decision. If the student is found not responsible for the incident or violation, he/she is free to leave. If the student is found responsible, he/she will be informed of the sanctions determined by the board or council. In some cases, a final decision may not be available immediately following a review or hearing. In addition, upon written request, the University will disclose to the alleged victim of a crime of violence or a non-forcible sex offence the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offence. If the alleged victim is deceased as a result of such crime or offence, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.
- I. The board or council shall confirm its decision in writing through the advisor.
- J. It may not be possible for CSB and UJC to meet during finals or the last week of classes of each semester. Violations occurring when a board or council is not available will be referred to the advisor unless the matter has been referred to the President. Sanctions will be determined based on the review of circumstances of the particular case and not through the hearing process.
- K. For procedures regarding discrimination, harassment and sexual violence, see [www.williamwoods.edu/titleix](http://www.williamwoods.edu/titleix).

**3. Procedures for Appealing JCC, CSB, and UJC decisions.**

- A. Appeals must be made in writing to the Dean of Student Life within 48 hours of the decision of the board or council. The appeal must contain evidence that (1) the board or council committed procedural error that was prejudicial to the student; (2) the sanctions imposed were disproportionate to the misconduct; or (3) previously unavailable relevant evidence could significantly impact the outcome of the decision.

The review by the Dean of Student Life will be limited to records of the initial hearing and the written appeal, unless the student provides evidence that was previously undiscovered or unavailable to the student.

The Dean of Student Life may uphold, reduce or increase the sanctions imposed by the JCC, CSB or UJC, or remand the matter to the board or council for further review. Decisions of an appeal are final. The decision will be made and the student notified within seven class days of the Dean of Student Life receiving the appeal.

- B. Appeals of suspension or expulsion will go through the President of the University rather than the Dean of Student Life. The same criteria and procedures listed above will be followed by the President.

**4. Explanation of Dismissal (suspension or expulsion)** Suspension is the temporary separation from the University for a specified period of time. Expulsion is the permanent separation from the University prohibiting future readmission. Any person suspended or expelled shall be persona non grata on campus and at off-campus class/course locations except for official business approved by the Dean of Student Life. Suspension and expulsion of students shall be made only as directed by the UJC or the President. Every student is expected to observe the highest standards of personal conduct.

The University will not accept the responsibility for the education of any student who refuses or is unable to conform his or her conduct to the purposes and regulations of the University or whose conduct is disruptive to the education of others. The UJC and the President reserve the right to exclude any student whose conduct is deemed undesirable. In such cases, the fees due or which may have been paid in advance to the University will not be remitted or refunded in whole or in part. Neither the University nor its officers or directors shall be liable for the suspension or expulsion of any student.

**Fraternity and Sorority Life Programs:** Fraternity and sorority members are expected to abide by William Woods rules and regulations, the Inter-fraternity Council and Panhellenic Association Constitutions and their (inter)national fraternity/sorority standards. Violation of these rules and regulations will result in disciplinary action against individual members, the social fraternity, or both. Fraternities and sororities will be held responsible for violations of campus policy that take place on the fraternity/sorority property or at a fraternity/sorority function, except in those cases where it can be clearly demonstrated that the campus violation was done by an individual who acted without the permission or knowledge of other member(s) of the fraternity/sorority. Disciplinary actions for a fraternity/sorority may be decided by the Director of Student Involvement and may be referred to UJC. Sanctions can include, but are not limited to, educational programming, loss of social privileges on or off campus and/or other restrictions. Appeals will follow the procedures for appealing CSB and UJC decisions.

## LAKE USAGE

A picnic area and dock are located at Junior Lake. Students may fish in Junior and Senior Lakes until dark every day. Swimming is prohibited in both lakes at all times. Boating is restricted to University owned pedal boats and kayaks. Walking, skating, etc. on ice-covered lakes is prohibited. For more information on student use of University owned boats, call the Weider Fitness Center at 573-592-4203.

## LEAD

### LEAD POINT REQUIREMENTS:

- All LEAD students must earn a minimum of 4 points in each of the required months: September, October, November, February, March, April. Students are allowed one required month per academic year in which they can earn fewer than 4 points (warning month). Students are encouraged to save this warning month in the event it is needed for illness, unexpected circumstances, family emergencies, etc. Students who have a second required month with fewer than 4 points will lose their LEAD award commencing with the next academic semester.
- All LEAD students may only receive 8 LEAD points per academic year for attendance at athletic events.
- Residential LEAD students must earn a total of at least 20 points by the end of the fall semester and a total of at least 45 points by the end of the spring semester/academic year. Residential LEAD students who start in January must earn at least 23 points by the end of the spring semester/academic year.
- Commuter LEAD students must earn a total of at least 12 points by the end of the fall semester and a total of at least 28 points by the end of the spring semester/academic year. Commuter LEAD students who start in January must earn at least 16 points by the end of the spring semester/academic year.

### ADDITIONAL LEAD POLICIES:

- Students must have their Student ID/LEAD card with them and must get their ID/LEAD card 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 and students must also have their ID/LEAD card with them in order to receive LEAD credit for these events.
- Students are expected to act appropriately during LEAD events--arrive on time, stay for the entire event, be appropriately dressed, pay attention during the presentation, turn off cell phones and other electronic devices, etc. Students who fail to behave appropriately will be asked to leave, will forfeit those LEAD points, and risk additional sanctions. Additional disruptive behavior will put a student's award in jeopardy.
- 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.
- Students may not earn LEAD credit for attending events which are required for class, a scholarship, or campus employment. Students cannot receive any other form of incentive for participation in the LEAD program.
- Students are responsible for checking and tracking their LEAD points online. Any problems with a student's LEAD record must be reported within 5 days of the end of the month in which the problem occurs; however, it is best to report problems within 48 hours of the event.
- LEAD 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) and 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: (1) They are in good standing and eligible to receive the LEAD award during the senior waiver semester; (2) They will not be required to obtain LEAD points during the senior waiver semester; (3) That the senior waiver semester will be the last semester they will receive the LEAD award; and (4) They will not longer be eligible for the LEAD award at any time in the future.
- Students may appeal the loss of their LEAD award by submitting it in writing to the Dean of Student Life for submission to the LEAD Committee.
- Direct any questions or concerns to 573-592-4239 or lead@williamwoods.edu.

## **LEAD REINSTATEMENT POLICY:**

- Students who fail to meet LEAD requirements which results in the loss of their LEAD award will have the opportunity to reinstate their award during a subsequent semester. NOTE: students will not receive the monetary incentive during this semester but must meet all requirements.
- To reinstate their LEAD award, they must complete the following requirements during the semester in which they intend to reinstate the award:
  - o 25 points for residential students (4 point monthly minimum during the required months; no warning month).
  - o 17 points for commuter students (4 point monthly minimum during the required months; no warning month).
  - o Earn their LEAD points as if they were receiving the award (e.g. get ID/LEAD card scanned at events, track their points online, etc.).
  - o Complete the LEAD Reinstatement Agreement online (<http://williamwoods.edu/lead>); go to the Office of Student Life and indicate their intention to participate in LEAD Reinstatement; and/or, when all requirements have been met, go to the Office of Student Life and request that their award be reinstated.
- Notification of participation in and/or successful completion of LEAD Reinstatement must be made prior to the start of the next semester.
- Once all LEAD Reinstatement requirements have been met, students will be eligible for the LEAD award for all subsequent semesters in which they meet the requirements.

## **PARKING**

See Vehicle Regulations and Parking in this section of the Student Handbook.

## **PETS**

Pets have the potential to challenge the safety and physical condition of the campus and residence halls. 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. Pets are a problem inside a residence hall because of sanitation, pest control, allergies and noise. Any student who disregards this policy will have to remove the pet immediately and will be subject to a daily \$50 fine. Continued non-compliance will result in an increased fine. The City of Fulton Animal Control will be called when students are unwilling or unable to immediately remove animals from University housing. The presence of pet paraphernalia, e.g. pet food, carriers, food/water dish, is considered a violation of the pet policy and all sanctions will apply.

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. Any infractions or complaints should be brought to the attention of the Office of Campus Safety.

[\*The breeds of turtle that will be allowed include: Yellow Belly, Red Ear Slider, Peninsula Cooter, Mississippi Map, Red Belly, and Southern/Eastern/Western Painted Turtles. All turtles must be purchased from a reputable pet source; majority will come with certificate of purchase or turtle license. Cumulative shell size must be between 1 and 5 inches diameter per 10 gallon tank (one per room). A representative from Residential life may ask for the certificate or measurement of turtle(s) at any time.]

## **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.

## **REQUESTS FROM UNIVERSITY OFFICIALS**

Failure to comply with a reasonable request from any University official or Safety Officer is prohibited. In addition, students are required to present proper identification upon request by any University official or Safety Officer who has identified themselves and has given reason for the request. Failure to meet with any University official after being notified in writing, including email notification, is prohibited.

## **RESIDENT/NONRESIDENT REQUIREMENTS**

Full-time students are required to reside on campus unless they meet the requirements for non-resident status. See the Residence Hall Housing Agreement in this handbook for more information.

## SEXUAL MISCONDUCT/HARASSMENT

It is the policy of William Woods University that sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, and related retaliation are not acceptable and are prohibited conduct at the University. The University is committed to maintaining a learning environment for its students, faculty, and staff that is free from sexual harassment, sexual misconduct, domestic violence, dating violence, stalking, and related retaliation. Further, the University shall take reasonable steps to prevent and respond to this conduct, where such conduct impacts or has the potential to impact, the educational and residential or employment environment of members of the William Woods community. Such action could include affirmatively raising the subject and expressing strong disapproval thereof; developing appropriate disciplinary action such as warnings; educational sanctions, suspension or expulsion; issuing no contact orders, issuing no trespass orders, and or other safety and support service provisions; informing faculty, staff, and students of their rights; and developing methods to sensitize all concerned.

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

The Title IX coordinator is the administrator designated to oversee the University's compliance with responsibilities relevant to Title IX. Reports of violations of the policy can be made directly to Human Resources, Title IX Coordinator, at 573-592-1111 at One University Avenue, Fulton, MO 65251, or at [margie.bramon@williamwoods.edu](mailto:margie.bramon@williamwoods.edu) or [hr@williamwoods.edu](mailto:hr@williamwoods.edu). In addition to the Title IX Coordinator, the Director of Residential Life and Campus Safety, the Vice President and Dean of Student Life and the Academic Deans are considered "responsible employees". These individuals have the authority to redress misconduct and the duty to report misconduct to the Title IX Coordinator. Other employees may also be "responsible employees" as indicated in the reporting section of the full policy.

### SUPPORT SERVICES

The University offers support separate from investigative and disciplinary procedures. If you have been a victim of sexual harassment, sexual misconduct, dating violence, domestic violence, stalking and related retaliation, the most important things you need are emotional support and/or medical attention as soon as possible. Professional support is available, which can help with anxiety and grief related to the crisis. Discussing the situation can often help victims gain closure more rapidly and feel more effective in their reactions. The University encourages anyone who has been a victim of behavior/actions violating of any of these policies to:

- First go to a safe place and find someone you trust;
- If applicable, seek medical attention;
- Do not shower, bathe, or destroy any of the clothing you were wearing at the time of the assault;
- If you have a sexual assault forensic exam (SAFE), take a change of clothing with you as your clothing worn at the time of the assault will be kept as evidence;
- Inform the University of the assault or violence;
- Seek counseling and support;
- Consider pursuing criminal or campus charges;
- Use the resources provided by the University as outlined in Sexual Harassment and Misconduct Policies on-line and available at the University Counseling and Health Services clinic or in the Office of Student Life.

***Medical Treatment:*** Seeking medical treatment is essential in order to treat any physical injuries and to assess and treat any sexually transmitted disease or pregnancy. If you are considering pressing charges off campus, a medical examination is essential in gathering and preserving evidence. This should ideally occur within 24 hours of the incident. A support person of your choice may be present during the exam if you choose. The Coalition Against Rape and Domestic Violence (CARDV), a local Fulton, Missouri resource, is also available for support, transportation or as an advocate. *Note:* Even though the medical exam is key to any legal repercussions, it does NOT mean that charges will be filed. This can be discussed with local City of Fulton law enforcement if you choose to involve them. University staff can assist you in contacting local law enforcement to report a crime or seek a protection order.

***Medical Services – On Campus:*** A nurse practitioner is available in the health services clinic to help students. The nurse practitioner can provide STD testing, medical exams and information on counseling, and off-campus referrals, if necessary. *Note:* On campus medical exams do not include gathering and preserving evidence.

***Medical Services – Off Campus:*** Some students prefer to seek medical services off campus or after clinic hours. Examples of some local health care facilities off campus are Fulton Medical Center/Hospital, Fulton MO; University Hospital and Clinics, Columbia, MO [only facility that will perform a sexual assault forensic exam (SAFE)]; Boone Hospital, Columbia, MO; St. Mary's Hospital, Jefferson City, MO; St. Mary's Audrain, Mexico, MO.

Counseling Services – On Campus: The University counselors can provide counseling and information on options involving safety, medical exams, counseling, University disciplinary action, and legal options. Any services provided by the counselors will remain confidential and private. If you are uncomfortable meeting in the office, arrangements will be made for a more private location. Community Advisors/Chapter Assistants may also be an initial resource for students and can assist in contacting the counselor. A counselor is on call after hours and available for students in the case of emergencies.

Counseling Services - Off Campus: The local sexual violence advocacy organization is Coalition Against Rape and Domestic Violence (CARDV). Office hours are Monday-Friday, 8:00 a.m.- 4:30 p.m. Office: 573-642-1418; 24-Hour Crisis/Help Line: 1-866-642-4422 or 573-642-4422. Calling CARDV's helpline is completely confidential and does not commit you to receiving other services or filing a police report. A CARDV advocate can help you understand your options so you can make the best decisions for your personal situation. If you choose, CARDV can help you file an order of protection or provide you with transportation for a sexual assault forensic exam (SAFE) or STD testing. For more information about these and other services offered by CARDV, call the 24-hour Help Line or visit the website, [www.callawaycardv.org](http://www.callawaycardv.org). Other resources include the National Domestic Violence Hotline 1-800-787-3224 and the National Sexual Assault Hotline 1-800-656-4673.

## SMOKING POLICY

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

## STUDENT ORGANIZATIONS

All recognized student organizations must follow all policies and procedures in the Recognized Student Organization Manual and this Student Handbook. A copy of the Recognized Student Organization Manual is available online or can be requested from the Director of Student Involvement. An organization seeking University recognition should first contact the Director of Student Involvement and obtain proper materials for applying for official recognition. The organization must submit a proposed constitution, a roster of active members and a mission statement.

When a student organization seeks recognition, the Student Assembly will vote to recommend to the Dean of Student Life whether the organization should be a recognized organization. With the exception of nationally-affiliated fraternities and sororities that have received official approval from the University, official recognition by the University will be granted to organizations who meet the following requirements:

- The organization's purpose is not in conflict with the mission of the University.
- Organizations must open their membership to all interested students and cannot discriminate based on race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or other legally protected status.
- Organizations may establish requirements for membership within their constitutions. (i.e., honorary organizations tied to an academic department are allowed to register and restrict membership to meet GPA requirements.)

The Student Assembly chair will only notify the organization in writing within one week of the Student Assembly's decision if the organization's application is denied. If an organization applying for recognition is denied by the Student Assembly, a written explanation of the denial will be given to the organization. If approved, the chair will forward the organization's application for approval to the Dean of Student Life. The Dean of Student Life will approve or deny the organization's request within two weeks of receiving the request. If the Dean of Student Life denies the organization's application for recognition, an explanation of the denial will be given to the organization in writing. Decisions of the Student Assembly may be appealed to the Dean of Student Life. Appeals must occur within two weeks of the denial.

The members of recognized student organizations must be enrolled full time at William Woods. Part-time students interested in participating in student organizations should contact the Office of Student Involvement.

All student organization members are expected to abide by the William Woods Community Code, rules and regulations. Neither the University nor Student Assembly control or are responsible for actions taken by recognized student organizations. Disciplinary action for an organization can include, but is not limited to, sanctions such as no social events or parties on or off campus and/or other restrictions as may be decided by the Director of Student Involvement and may be referred to University Judicial Council. For more information regarding fraternity/sorority judicial processes, see Fraternity and Sorority Life Programs under Judicial Procedures in this Student Handbook.



Organization Funding: Once the University recognizes a student group, the organization may apply for financial support. Recognized status does not guarantee funding by the University.

The Student Finance Committee of the Student Assembly will hold hearings each spring for the next academic year and additionally, upon request, to allocate funds. As a general rule, funds are allocated for events and programs that are open to the entire William Woods community. Funds are often available to cover registrations and minimal expenses for full-time students. Funds may not be used to purchase alcohol. The Student Finance Committee has the right to deny funding as it deems appropriate.

Organizations receiving funds must submit a budget to account for expenditures of student fee money.

Organization Accounts and Equipment:

Recognized student organizations will be given a University account in which allocated funds will be kept. It is the responsibility of the organization's treasurer and leader (president, chair, etc.) to monitor expenditures and income. Recognized organizations should keep dues and other income in their on-campus account as well.

All equipment purchased with student funds is the property of William Woods and must be inventoried annually by the organization's advisor. Appropriate storage, administration and maintenance of equipment are the responsibility of the respective student organization.

## **VEHICLE REGULATIONS 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:

- 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 \$80 per year. The paid registration fee does not ensure a specified parking location, but rather registers the vehicle for a student's use while at the University. The official registration permit must be affixed to the vehicle. Replacement and second vehicle permits are issued for \$5 from the University Information Center located in the McNutt Campus Center.
- Students with questions about vehicle registrations can visit the University Information Center. After registering your vehicle online, please allow 48 hours for the information to be processed. Permits for residential students will be placed in campus mail boxes, and permits for commuter students may be picked up at the Student Information Center in the McNutt Campus Center. 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.
- William Woods will remove from campus, at the expense of the owner, any vehicle deemed abandoned according to the Abandoned Vehicle policy, which can be found on the University's website or requested from Campus Safety.
- When requested, students must identify themselves to safety officers and must stop their vehicles if safety personnel signal them to stop.
- Student vehicles are to be parked within any white-lined parking space. Driving/parking on the grass is prohibited. Driving on the Nettleship Sculpture or pedestrian walkway in front of Dulany Auditorium and the Gladys Woods Kemper Center for the Arts may result in fines or restitution for damages.
- Temporary parking permits (one per semester; two week maximum) are available from the University Information Center at no cost.
- Missouri State law requires all operators and passengers of motorcycles and mopeds to wear helmets while the vehicle is in use.
- Fines will be established and announced prior to the beginning of the academic year. A student may lose vehicle privileges if traffic tickets are not paid and/or if found guilty of repeated violations of the policies and procedures. A student's car will be towed, at the student's expense, if the student continues to be guilty of parking violations. Should an emergency occur and a vehicle must be parked in an undesignated student parking area, the student must contact the Campus Safety office to explain the situation, file a description of the car, license number, and the location. A written note must also be placed on the windshield and dated with the student's name. Failure to report any emergency that results in parking in an illegal area will result in the towing of the student's vehicle at the student's expense.
- Any student issued a ticket has the right to appeal. An appeal does not automatically result in a voided ticket. Ticket appeal forms are available at the Cashier's Window or can be found on the William Woods website under Financial Aid. The appeal process must begin within 48 hours after receiving the ticket.
- 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.
- Students may keep bicycles on campus. The University assumes no responsibility for theft or vandalism.

## WEAPONS/EXPLOSIVES

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

## WITHDRAWAL FROM WILLIAM WOODS UNIVERSITY

Students who wish to withdraw from William Woods University must complete the formal withdrawal process by either contacting the Office of the Registrar or completing the forms online via OwlNet. Students may withdraw from the University during the first 11 weeks of the semester. A grade of 'W' will be entered for all current courses. The W grades do not count into the student's semester or cumulative GPA.

Students who are forced to withdraw due to medical reasons may, with proper documentation and a letter of readmission, register with their class of current students upon returning to WWU within one year. They may also continue under the catalog requirements under which they began their studies at the university.

Departure without Withdrawal:

- Non-Registered Student Departure: Students not registered for classes by the end of first week of classes will automatically be withdrawn from the University.
- Registered Non-Attendance Student Departure: Students who have not attended any of their registered class during the first two weeks of the semester, will automatically be withdrawn from their courses and the university as a non-returning student.
- Registered Attending Student Departure: Students who have attended some of their registered classes will be considered an attending student for the semester. These students who terminate attendance without formally withdrawing from a course or courses by the deadline are assigned the grade that they earned, which will be calculated into the GPA.
- Non-returning Part-time Students: Part-time students and MMACU students will automatically be withdraw after one year of non-attendance.

### WWU Withdrawal 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:

- Prior to the first day of classes - 100%
- First to fifth day of the academic semester - 90%
- Sixth to 10th day of the academic semester - 80%
- 11th to 15th day of the academic semester - 65%
- 16th to 20th day of the academic semester - 50%
- After the 20th day of the academic semester - no refund

Fees such as the technology fee, activity fee, health services fee and course fees are non-refundable after the fifth day of the academic semester. Refund of room and board is on a pro-rated basis on a 15 week semester if withdrawal occurs within the refund period.

Institutional financial aid will be adjusted accordingly. (Ex: If a student withdraws during the first to fifth day of the academic semester and 90 percent of the tuition is removed from the student account, 90% of the institutional financial aid will be removed as well). Federal Title IV program assistance will be returned to the appropriate funds according to federal guidelines. The amount of Title IV program assistance earned has no relationship to the student's incurred institutional charges.

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.

Tuition charges for part-time students who drop a class/classes and remain part-time status during the institutional refund period, but do not withdraw, will be prorated. Proration will be based on the current part-time credit hour charge. Federal aid will be adjusted accordingly, Part-time students who drop a class/classes after the refund period will not be prorated.

# CAMPUS RESOURCES

**ATM:** An ATM machine is located in the McNutt Campus Center.

**Box Office:** The box office, located in the McNutt Campus Center, serves as a ticket distribution area for performing arts productions. The office is staffed Monday through Friday from 1:00 p.m. to 4:00 p.m., two weeks prior to the first night of each production. Tickets may also be purchased online at [showtix4u.com](http://showtix4u.com).

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

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

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

**Counseling and Health Services:** Counseling and Health Services is located in the Stone-Campbell Memorial Hall and is staffed by professional counselors and a nurse practitioner. Our staff places confidentiality both within and outside the University as a primary professional obligation. 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 is available and provides an accepting environment where students 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.

**Commuter Lounge:** Located in 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.

**Disability Services:** William Woods University 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, for implementation campus-wide. William Woods considers requests for reasonable academic and nonacademic accommodations based on disabilities defined by the Americans with Disabilities Act (ADA) 1990, the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act. Reasonable accommodations assure that there will be no discrimination based on disability. Reasonable nonacademic accommodations may include housing accommodations, such as an Emotional Support Animal in student housing, or dietary access accommodations. Students must self-identify the disability or disabilities to request academic or nonacademic accommodations. A request for accommodations can be submitted to the office of Student Disability Services by interview or electronically through OwlNet >> Student Tab >> Student Forms Portal >> under 'Student Disability Services Forms' >> 'Request for Reasonable Accommodations'. For more information, contact the office of Student Disability Services located in Woods Academic Building Room 109, [ADA@williamwoods.edu](mailto:ADA@williamwoods.edu), or 573.592.1194. The process may take up to 30 days from receipt of third-party documentation to substantiate the disability or disabilities.

**Diversity and Inclusion:** The Office of Diversity and Inclusion, located in 201 McNutt Campus Center, enhances the intellectual and personal growth of students, faculty and staff by providing an environment fostering multicultural appreciation, inclusion and equity. Creating an awareness of multicultural affairs, developing diverse and inclusive programs to educate members of the University community, and ensuring a campus climate that is supportive of diverse populations are goals of the office.

Students are invited to join the inclusive student organizations: Multicultural Affairs Club, and / or the Queers & Allies (Q & A) Club, to connect with people across cultures.

**Email:** Please refer to Computer Usage in the University Policies and Procedures section of this Student Handbook.

**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, located in the Stone-Campbell Apartments, 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), check the William Woods University Weider Fitness Center Facebook page, or download the REC\*IT and REC\*IT Fitness apps. To reserve any of the facilities, contact the Athletic Department at 573-592-1642.

**Food Service:** William Woods University contracts with an outside company to provide food service. Students on a meal plan must provide a valid student identification card for admittance to meals. All residential students must be on a meal plan and automatically receive 19 meals per week. A 14 meal per week plan is also available. In addition, a 10-meal-per-week plan is available to residents of Stone-Campbell Apartments only. Meals 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 or commuter meal plans may be purchased through the Office of Student Life. Individuals with class conflicts or special dietary requirements are encouraged to contact the food service director to make special arrangements. Students may voice input related to food service to the Office of Student Life or directly to the food service management (foodservice@williamwoods.edu).

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

**Help Desk:** The Help Desk is located in the University Information Technologies building on the corner of Ewing and 14th Streets. Staff 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, or walk in for immediate service. The Help Desk also offers 24-hour telephone support at 573-592-4224 and an afterhours chat feature.

**LEAD:** The LEAD program is available to new, full-time students, regardless of financial need, who agree to be involved on campus. The LEAD program is intended to enrich the educational experience of students by encouraging student involvement in university life beyond the classroom. Involvement in campus activities and programs makes for a more complete, well-rounded person.

**Library Services:** Dulaney Library is open 89.5 hours per week during the academic year and is located at the center of the William Woods University campus. The library contains a wide variety of materials, including almost 90,000 books and more than 10,000 DVDs and other non-print materials. The circulation period for most materials is 30 days. The library owns or subscribes to a variety of digital resources including over 200,000 e-books; almost 80,000 journals, most with full-text; and 25,000 videos with the ability to stream to remote sites. Other digital resources include newspaper indexes; dictionaries; atlases; encyclopedias; legal reference databases; etc.

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

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

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

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

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

**Registrar:** The Registrar's office is a central source of information for all areas of academic programs and policies. It manages student records and academic information. This office provides services to students requesting official and unofficial transcripts, verification of good standing, and transfer equivalencies. The Registrar's office generates grade reports at the end of each semester.

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

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

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

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

## STUDENT LIFE DIRECTORY

*The mission of the Office of Student Life is to enrich the educational experience of students by providing an environment of challenge and of support designed to enhance academic and personal development.*

Joni Antonia, University Counselor, 573-592-4222

Jennifer Burton, Manager, Counseling and Health Services, 573-592-4222

Melissa Byers, Area Coordinator, Residential Life, 573-592-4504

Amy Dittmer, Director of Career Services and Student Transition, 573-592-4313

Allie Dunkin, Graduate Assistant for Career Services and Student Transition, 573-592-1611

Cyndi Koonse, Director of Diversity and Inclusion, 573-592-4358

Brenda McCray, Information Center Coordinator, 573-592-1655

Venita M. Mitchell, Dean of Student Life, 573-592-4239

Kristen Oesch, RN, FNP-BC, Nurse Practitioner, 573-592-4222

Lacey Sweeten Randall, Director of Student Involvement, 573-592-1658

Debbie Schick, Student Life and LEAD Coordinator, 573-592-4239

Josh Simonds, Graduate Assistant for Student Involvement, 573-592-4212

Travis Tamerius, Chaplain, Director of the Center for Ethics and Global Studies, 573-592-4241

Mike Wills, Director of Residential Life and Campus Safety, 573-592-1191

Cody Woodman, Area Coordinator, Residential Life, 573-592-1682

# UIT TECHNOLOGY GUIDE

(A quick reference guide to technology on campus.)

## 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><b>Course Schedule</b> – (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><b>Final and Midterm Grades-</b> (Select from Midterm or Final)</p> <p><b>Advisor Information-</b><i>Owlnet</i> &gt;&gt; <i>Academics</i> link on the right side of the page.</p> <p><b>Transcripts</b> – Print an unofficial transcript</p> <p><b>Course History</b></p> <p><b>GPA Projection</b></p>	<p><b>Register Online-</b> 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.</p> <p><b>Quicklaunch</b>&gt;&gt; <b>My Courses</b>&gt;&gt;<b>Registration/Advising</b> link on the right side of the page &gt;&gt; <b>Course Schedule</b> &gt;&gt; <b>Basic Course Search</b>&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 <b>Add Courses</b>.</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. The University provides a courtesy \$5 to each student each semester. After the \$5 balance runs out, students can add more money at the cashier's window. A black and white print costs 5 cents and a color print costs 10 cents. Students will see their printing account balance when they log on to a lab computer. Students should log off the computer when finished to avoid someone else logging into their account.

## USE NETWORK STORAGE FOR IMPORTANT DOCUMENTS:

For campus computing from a Windows lab computer, student files will save to Documents, Desktop, and H drive. These files will follow to every VDI Windows lab computer used on campus. Students may also save files under the One Drive cloud storage within Office 365 email. Many students store documents on their personal laptop or flash drive. 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. Students may access those files from a campus lab Windows machine by going to any campus lab Windows computer. Students may access One Drive through William Woods Owls email. Students who wish to access student files from the residence halls will need to install the VMWare Client. Instructions are found on **Quicklaunch** >> **Help Desk**. Student files are stored for one year only effective December 2015. One Drive files will be stored as long as students have a William Woods Owls email address.

# RESIDENCE HALL HOUSING AGREEMENT

*(Students residing in the Stone-Campbell Apartments should refer to the Apartment Housing Agreement available in the Office of Residential Life.)*

The following regulations have been adopted for the residence halls at William Woods University (WWU) and are part of the agreement between the University and the residents of the halls. Personal integrity and cooperative spirit are appropriate characteristics in the University residents. The following regulations, along with the Community Code and information found in the Student Handbook, are in place to facilitate an atmosphere of respect and cooperation.

## SECTION I RESIDENCY/NON-RESIDENCY REQUIREMENTS

WWU is a residential university that fosters personal development through a variety of co-curricular learning opportunities. Full-time residents, therefore, are required to reside in one of the campus residence halls unless they meet the requirements for non-residential status or the University has terminated their housing agreement.

Residential students are required to be enrolled full-time. Residents enrolled full-time but needing to change to part-time can request permission to remain in a campus residence hall. Residents should meet with the Dean of Student Life to make such a request. Residents requesting approval for off-campus living must complete the Residential Status Change Form in OwlNet which is submitted to the Dean of Student Life for approval. Residents must meet one of the five categories to qualify for off-campus living:

1. Residents who reside with parents or guardians and live within a 60-mile radius of the campus.
2. Residents who are 23 years of age on the first day of semester classes.
3. Residents who are married or have children.
4. Residents who are fifth-year seniors and have 90 credit hours.
5. Residents who do not meet the criteria in numbers 1 through 4 above may apply for a waiver for off-campus living. The University will determine annually the number of waivers to be granted. Priority for the available waivers will be given as follows: First to students with at least 90 credit hours completed by the end of the current academic year and at least 4 semesters of college enrollment since high school graduation. Second, to students who have accumulated at least 60 college credit hours by the end of the current academic year and at least 4 semesters of college enrollment since high school graduation. Members of a fraternity or sorority may not be eligible to participate and should check with chapter leadership and the Director of Student Involvement for more information.

## SECTION II HOUSING ASSIGNMENTS

### **A. CHECK-IN AND CHECKOUT**

Official check in occurs when the resident reports to his/her assigned hall, receives a room key, and fills out the required check in forms. Official check out occurs when the resident has his/her room checked for damage by a Community Advisor/Chapter Assistant, signs all appropriate paperwork, removes belongings, and turns in his/her key. A \$25 charge will be assessed for improper check out.

### **B. PERIOD OF OCCUPANCY**

Depending on their involvement with the University and its organizations, residents have different move-in days. Residents will be informed of their particular move-in date during the summer. Residents moving in before their designated day without proper approval will incur a fine of \$80 per day and may be escorted out of the building.

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

### **C. BREAK ACCOMODATIONS**

Residents needing housing over University breaks should register for housing accommodations. Housing is not available for all breaks. For safety, it may be necessary to consolidate housing. Halls not used over breaks will be secured with a special locking system and residents of that hall will be unable to enter until the lock is removed after break.

### **D. CONSOLIDATION**

In an effort to keep room rates low and to operate an economically efficient organization, WWU reserves the right to move/consolidate residents to reduce losses in revenue and to fill vacancies that may occur throughout the year. This policy has been established to deal with the difficult task of room consolidations, and to ensure that such consolidations are performed in a fair and equitable manner.

When one of the occupants of a room moves out, the remaining occupant must obtain a roommate from a list of residents who do not have roommates, pay the single room rate, or move to another room or apartment. The consolidation process must be completely accomplished within seven days after the vacancy occurs.

If the entire process has not occurred within this seven-day time period, the resident(s) shall automatically begin to be charged and be obligated to pay for their room(s) on a prorated basis at the higher single room rate. In cases where none of the consolidating parties wishes to move, priority to remain will be based upon (a) length of enrollment at WWU, (b) earned credit hours, and (c) length of room occupancy. Residents who willfully refuse to participate in the consolidation process will be charged the single room rate.

The University will make a reasonable attempt to accommodate room requests for double occupancy, but reserves the right to assess additional fees for single room occupancy caused by a resident refusing to accept a new room or new roommate. The University reserves the right to deny double occupancy to residents who, after repeated attempts, cannot be placed with a roommate. Residents denied double occupancy status will be charged single room rates.

Exceptions from the requirement to either consolidate or begin paying a single room rate are as follows: (1) If there is an uneven number of residents without roommates within a given residence hall, one of the individuals selected by the Director of Residential Life will not be required to consolidate or pay a single room rate until the next vacancy occurs in that building or until the University reassigns the space. (2) No consolidation is required of vacancies that occur in a room after the fifth week of class for the fall semester and the fourth week of class for the spring semester.

#### **E. SPACE CHANGES**

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

Unauthorized room or hall changes or failure to vacate a room at the time designated by the University may result in a \$50 service charge, a daily rate being charged and/or disciplinary action. The Director of Residential Life must approve all room changes. All forms must be completed before the move. All moves must be completed within three days of approval. The Director of Residential Life reserves the right to limit the number of moves a resident makes each semester.

### **SECTION III FINANCIAL RESPONSIBILITIES**

#### **A. DAMAGES**

Causing damage to rooms, common areas, and/or grounds of residence halls is prohibited. Residents are responsible for damages to University property that may be caused by their guests.

Residents will sign a Room Condition Report upon moving into their room. The condition and inventory of the room will be noted. This form will be used to recheck the condition and inventory of the room when the resident leaves. Damage to the room, other than normal wear and tear, and/or the necessity of the University to clean the room, will result in assessed charges. Non-routine cleaning will result in a \$25 minimum charge. [Note: Failure to turn in a signed Room Condition Report will constitute acceptance by the resident of the room as is and an agreement to accept charges related to the condition of the room that may be levied by the University at the end of the semester.] All keys must be returned to avoid an extra charge.

Residents are also responsible for the upkeep of the common living area. When common area destruction occurs or non-routine cleaning is required, and the individual(s) causing problems cannot be identified from investigations, the hall community will be given the opportunity to solve and correct the problem. Only after such corrections are not made within a reasonable amount of time (as set by and to the satisfaction of the University) will all members of the community be charged. A minimum charge for any billed damages will be \$10. Student Life staff will work closely with residents to help resolve these matters in the most positive way possible.

#### **B. EVACATING**

Rooms will also be checked for damages after the resident checks out by the residence hall staff and additional charges may be levied, if necessary. Rooms should be left clean and all non-University furniture and carpet removed. Excessive trash left in the halls after closing will result in fines for all residents of the building.

#### **C. MEAL PLAN**

All residents must be on a meal plan—there are no exceptions. Residents automatically receive 19 meals per week. Any change to the meal plan must be made by the first week of class of each semester by completing the Meal Plan Change Form on Owlnet.

#### **D. CHANGE OF STATUS**

Housing agreements are in effect for a full academic year. Students who meet the criteria in the residency/non-residency requirements section of the housing agreement and are approved to change from a residential student to a commuter student will be billed using the WWU Withdrawal Calculation process which indicates tuition, room and board are only prorated during the first four weeks of the semester. Commuter students changing to residential will be billed or prorated starting with the week or semester they request occupancy.



## SECTION IV LIABILITY

WWU does not assume responsibility for any residents, guests, or other persons' loss of money, property or valuables, or for damage to property on the WWU campus. Residents are urged to obtain their own insurance coverage on personal effects, or to check their parents' homeowner's insurance to see if losses in the residence halls are covered.

## SECTION V LIVING UNITS

### **A. DECORATIONS**

Any decorating by the resident which is not approved by Residential Life staff and which causes any damage will result in charges to restore the living unit to its original condition or charges for the damage incurred. Tacks, nails, and/or tape will damage walls or woodwork. Pictures should be suspended with poster putty. Students may post decorations within their room and/or on their door. Painting and writing on doors or walls is prohibited. Banners and flags are permitted for special events or personal decoration. Outdoor banners should be limited to special events and must be taken down in a timely manner. Personal flags and banners that are non-offensive are permitted inside a resident's room and should not hang outside a resident's window.

### **B. ENTRY INTO LIVING UNITS**

It is the University's policy to respect each resident's right to maximum privacy in his or her room. Where possible, notice is given prior to entering a resident's room for routine maintenance and inspection. The resident will not reasonably withhold consent to University staff or its designee to enter a room/residence in order to inspect the premises, or to make reasonable improvements.

University personnel and their authorized designee(s) may enter a resident's room without notice for an emergency, maintenance work, fire safety inspections, fire drills, insuring compliance with health and safety standards, to insure the health and safety of a resident, or when there is reasonable cause to believe there have been violations of University policy or state or federal law.

Staff may also enter rooms when halls are closed for holidays and breaks. Notice of room entry is not always left in the room. Maintenance can enter rooms after 9:00 a.m. for general maintenance purposes. They will knock and announce themselves before entering.

### **C. FURNISHINGS**

Each room is equipped with a single bed and mattress, one chest and one desk and chair per resident. Blinds are provided on all windows. Roommates may arrange the furniture to suit their needs, within reason. Chests and/or desks may not be stacked on top of each other. Beds should remain as they are when a resident checks in., i.e., lofted, bunked, or un-bunked. **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. A minimum fine of \$25 will be levied for furniture removed from the room or damaged during the year.

Maintenance will take requests for beds to be raised, lowered or bunked Monday through Friday of the first week of fall semester classes only. No request will be granted after the first week of classes and completion of request may take until the end of the second week of classes. If for any reason a request needs immediate attention (e.g. medical reasons, broken bed), please contact the Director of Residential Life or the Area Coordinators in the Office of Residential Life. If the request is granted, a \$15 charge will be placed on the student's account. The Bed Request Form can be found at [https://www.williamwoods.edu/forms/student\\_life/bed\\_request.aspx](https://www.williamwoods.edu/forms/student_life/bed_request.aspx).

Residents may bring carpet; however, rubber-backed carpet, carpet glue, and tape is prohibited. Privately owned lofted beds or waterbeds are not allowed in resident rooms. Cinderblocks are not permitted to elevate beds (due to damage that results to the floors). All lounge and lobby furniture has been placed there for the enjoyment of all the residents. Only with the permission of the Director of Residential Life may this furniture be moved.

### **D. PERSONAL HYGIENE**

Because of the close nature of living in a residence hall, residents must be conscious of their personal living habits. Personal cleaning and grooming habits are important to individual health and to the others who live in the residence hall. The University expects that a reasonable level of cleanliness will be maintained in resident rooms, and reserves the right to inspect resident rooms concerning this health issue. Should problems or disputes arise over this issue, Residential Life staff may intervene.

## SECTION VI 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. Residents should notify the Office of Residential Life if maintenance problems are not addressed in a timely manner.

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.

## **SECTION VII SAFETY AND SECURITY**

### **A. 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 firearms, explosives, fireworks, weapons, hazardous chemicals, gasoline driven vehicles or parts thereof, devices using an open electric heating element, including but not limited to hot plates, immersion heaters or flames is prohibited.

Tampering with or improperly using any fire safety equipment and/or failure to follow safety procedures is prohibited. Violation of this policy will result in appropriate student disciplinary measures. Sanctions may include but are not limited to immediate termination of housing agreement. Residents are encouraged to check the website for a full list of fire safety violations.

### **B. ACCESS TO UNIVERSITY BUILDINGS**

All residence halls are secured 24 hours a day. Residents will be given a door combination or access card that will allow entry into the residence hall. Under no circumstances are combinations or access cards to be shared with people not residing in the hall. To do so not only jeopardizes individual safety, but the safety of the other residents as well. Sharing of combinations can result in disciplinary action. Rooms should be kept locked when not occupied. Entering onto roofs, balconies, ledges, covered porches or fire escapes of any University building for a purpose, except in case of an emergency, is prohibited.

### **C. KEYS**

A room key will be issued to each resident at check-in. Residents should routinely lock their doors and retain the key when leaving the room. Improperly using room keys, including loaning of them to persons not authorized by WWU to be present in resident rooms or residence halls, can result in disciplinary action. Lost keys should be reported to the hall staff immediately. There is a \$10 fee for a replacement key. Locks are not routinely changed. Changing locks will be at the resident's expense.

### **D. PERMITTED AND PROHIBITED ITEMS**

Small refrigerators (maximum of 5 cubic feet, limit one per student) and micro-fridge type appliances (combination refrigerator, freezer and microwave oven) are permitted in residence hall rooms. Heat generating products, such as clothes iron with temperature settings, low watt hair dryers and curling/straightening irons, Scentsy-type electric candle warmers, Keurig-type single serve coffee makers, electric teapots/kettles with automatic shut off, heating pad with temperature settings and electric blanket with temperature settings, are also permitted in residence hall rooms. Decorative lights must be battery powered or LED.

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

## **SECTION VIII STAFF**

### **A. RESIDENCE HALL STAFF**

Each hall is staffed with student personnel to assist with residential life concerns and community development. Community Advisors/Chapter Assistants (CA's) serve as liaisons between the University and the student residents. CA's facilitate communication through various methods of floor and hall meetings and provide stimulus for social and educational activities.

Hall meetings will be held on an as-needed basis. The meetings provide an opportunity for residents to learn about campus activities and discuss matters relevant to campus life. These meetings take precedence over all other non-academic activities. Attendance is mandatory at hall meetings.

### **B. UNIVERSITY OFFICIALS AND RESIDENCE HALL STAFF**

University personnel and Community Advisors/Chapter Assistants are permitted to address violations they openly observe in rooms or common areas.

Failure to comply with a reasonable request of a Student Life staff member or Campus Safety Officer is prohibited. Failure to present proper identification upon request by University officials or safety officers who have identified themselves and have given reason for their request is prohibited. Failure to meet with any University official after being notified in writing, including email notification, is prohibited.

## SECTION IX TERMINATION OF RESIDENCY

WWU reserves the right to deny, cancel or reassign the housing agreement of any resident in the interest of academic ineligibility, failure to make academic progress, failure to attend classes on a regular basis, discipline, safety, health or administrative reason. Other conditions for denial, cancellation or reassignment include, but are not limited to, behavior which may endanger or be a detriment to the health, life, safety or wellbeing of the resident, other members of the campus/residential community, or to the campus/residential community as a whole.

When housing agreements are terminated, institutional aid is also cancelled. This means awards such as athletic scholarships, LEAD, academic achievement, etc. will no longer be offered to the resident. Such behavior may also be subject to sanctions under the WWU disciplinary system. Once a housing agreement has been terminated, residents usually have 48 hours to vacate their room. Some terminations, however, require immediate removal from the hall. The Director of Residential Life will determine the checkout date. The University refund policy will apply.

## SECTION X GENERAL CONDITIONS

### **A. ALCOHOLIC BEVERAGES**

Residents who are not 21 years of age may not possess, consume, furnish, manufacture, sell, exchange or otherwise distribute alcohol. Residents under 21 should not participate in an event where alcohol is being consumed in a residence hall room. Preponderance of evidence would conclude that the underage individual was consuming alcohol and will be held responsible.

Residents who are of legal drinking age may consume alcohol responsibly in the privacy of their room with the door closed, but only if the hall has voted as such. They may not manufacture or sell alcohol, nor may they furnish or distribute alcohol to minors. They may not consume alcohol in the presence of minors, unless the minor is their roommate. Parties with alcohol are not allowed in residence halls. Halls will vote by secret ballot and would be required to have a 70 percent majority vote in favor of a new policy in order to change the policy to allow alcohol in rooms. Note: Many fraternity/sorority residence halls are limited by their national rules and would not be eligible to implement new alcohol policies.

Regardless of the age of those involved, facilitating, arranging, or participating in any alcohol consumption activity that constitutes, facilitates, or encourages competitive, rapid or excessive consumption of alcohol, is prohibited. Examples of such prohibited extreme activities include, but are not limited to, keg tipping, alcohol luges, beer pong, and other drinking games. Common sources of alcohol are not allowed (i.e. kegs, beer balls, or their equivalent).

No one may consume alcohol in common areas of the residence halls. Common areas include lobbies, hallways, bathrooms, breezeways, stairwells, parking lots, patios, grounds surrounding any University building, or any other common/public areas other than a resident room. If alcohol is observed in any of these areas, then a preponderance of the evidence would conclude that those present were consuming alcohol and they will be held responsible. All alcohol containers, empty or full, must be in paper or non-transparent bags when being transported in or out of the residence halls.

Residents who are not of legal age are not allowed to possess empty alcohol containers in their rooms as a preponderance of the evidence would conclude that the underage individual was consuming alcohol and will be held responsible.

### **B. COMMON AREAS**

Most residence halls are equipped with kitchens, microwaves, and laundry facilities. Microwave ovens are accessible in the residence halls and are approved for general community use in designated areas. The University is not responsible for money lost in vending machines and any malfunction of these machines should be reported to the University Information Center located in McNutt Campus Center.

### **C. COOKING**

Cooking in residence rooms or lounges, except in places where kitchen facilities are provided, is prohibited.

### **D. CONTROLLED SUBSTANCES**

Residents are not permitted to possess, consume, furnish, manufacture, sell, exchange, or distribute any drug or paraphernalia prohibited by federal or state law.

### **E. EXPECTATION OF PRIVACY**

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.

## **F. GUESTS**

In keeping with the philosophy of the community code allowing residents to be responsible for their community, residence hall members will be allowed to determine their visitation hours. Once a semester, halls will be allowed to vote to extend visitation hours (9 a.m. – 2 a.m.) up to a 23-hour visitation Sunday-Saturday. Halls will vote by secret ballot and are required to have a 70 percent majority vote in favor of a new policy in order to change the policy from the campus visitation hours listed above. Note: Many fraternity/sorority residence halls are limited by their national rules and would not be eligible to implement new visitation hours.

Until voting has been completed, the following guidelines must be followed: Opposite gender guests (residents or non-students) in the residence halls are limited to the campus visitation hours of 9 a.m. – 2 a.m. unless halls have voted to change these hours. Residents may not be in the opposite sex campus housing after the above outlined hours. Conflicts will be referred to the Campus Standards Board. Note: Residence halls may implement additional visitation restrictions based on majority vote of the residents.

The following policies apply at all times during the school year with regard to visitation and guests: (1) Guests of the same gender are welcome to visit the residence halls at any time. (2) 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. (3) Residents are responsible for their behavior of their guests and the guests are expected to observe existing University policies. (4) Unaccompanied or unauthorized visitors found on campus are subject to arrest for trespassing. (5) Guests are to be escorted in the hall by a resident of that hall. (6) Guests must be eighteen years of age unless they are a registered visitor of Admissions or a direct sibling of the room's occupant. (7) Overnight guests are limited to three days visitation each month. (8) Babysitting is not allowed in the residence halls under any circumstances.

## **G. NOISE**

The residence hall is first and foremost a place of study and an atmosphere conducive to study needs to be maintained. Therefore, courtesy hours are in effect at all times. Residents must insure that the noise level is at a reasonable level during courtesy hours at a very low level during quiet hours. 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 in the halls.

Quiet hours must be observed from 9:00 p.m. until 8:00 a.m. Halls can vote to change quiet hours. Quiet hours start times may be extended up to 1:00 a.m. Quiet hours may not end earlier than 8:00 a.m. on any day of the week. A 70 percent majority vote in favor of the new quiet hours would be required in order to change the time from those listed above. 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 usually 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 will result in referral to the Campus Standards Board (CSB).

## **H. PETS**

Unauthorized pets are not allowed on campus. The only authorized pets are fish, Dwarf and African Clawed Frogs, freshwater shrimp, aquatic snails, and aquatic turtles\* in aquariums no larger than 10 gallons in size. Only one aquarium per room is allowed. A \$50 per day fine is assessed for unauthorized pets. Fines will increase for continued non-compliance. The presence of pet paraphernalia, i.e. pet food, carriers, food/water dish..., is considered a violation of the pet policy and all sanctions will apply. \*Additional information regarding pets can be found under the University Policies and Procedures section of the Student Handbook.

## **I. RESPECT TO PERSON AND PROPERTY**

Causing a disturbance, annoyance, harassment, or interference with residents and/or staff and their rightful use of residence halls or rooms is prohibited. Theft and vandalism is prohibited.

## **J. SOLICITATION**

Solicitation by residents and/or outside vendors in the residence halls is prohibited. All solicitors should be reported to Campus Safety immediately.

## **K. SMOKING**

Smoking is prohibited in all residence halls and common areas. Because research has not shown that electronic cigarettes are safe for bystanders, this policy has been updated to prohibit the use of electronic cigarettes (e-cigarettes and other types of vaporizers) where smoking is not allowed.

## **L. 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.

**M. WEAPONS**

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

**N. WINDOWS**

Throwing objects out of a window is prohibited. Throwing objects out a window carries with it a \$50 charge for the first offense and escalates by \$50 for any subsequent offense, plus possible sanctions.

**O. OTHER POLICIES**

Other policies governing the terms and conditions of the resident's Housing Agreement, which apply to residency in William Woods' residence halls, are contained in the University Policies and Procedures section of the Student Handbook and all local, state, and federal laws apply and are enforced.

**P. EXCEPTIONS**

Requests for exceptions or exemptions from the provisions of this Housing Agreement must be submitted in writing to the Dean of Student Life and will be effective only if approved in writing by the Dean.



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WILLIAM WOODS  
UNIVERSITY

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## FINALS SCHEDULE

If your regular class time is:		Your Final Day/Time is:
MWF 8:00-8:50 a.m. ....		WEDNESDAY – 8:00 a.m.
MWF 9:00-9:50 a.m. ....		FRIDAY – 9:00 a.m.
MWF 10:00-10:50 a.m. ....		MONDAY – 10:00 a.m.
MWF 11:00-11:50 a.m. ....		WEDNESDAY – 11:00 a.m.
MWF 12:00-12:50 p.m. ....		FRIDAY – 12:00 p.m.
MWF 1:00-1:50 p.m. ....		MONDAY – 1:00 p.m.
MWF 2:00-2:50 p.m. ....		WEDNESDAY – 2:00 p.m.
MWF 3:00-3:50 p.m. ....		FRIDAY – 3:00 p.m.
MWF 4:00-4:50 p.m. ....		MONDAY – 4:00 p.m.
MWF 5:00-5:50 p.m. ....		WEDNESDAY – 5:00 p.m.
TR 8:00-9:15 a.m. ....		TUESDAY – 8:00 a.m.
TR 9:25-10:40 a.m. ....		THURSDAY – 9:25 a.m.
TR 10:50-12:00 p.m. ....		TUESDAY – 10:50 a.m.
TR 12:15-1:50 p.m. ....		THURSDAY – 12:15 p.m.
TR 2:00-3:15 p.m. ....		TUESDAY – 2:00 p.m.
TR 3:25-4:40 p.m. ....		THURSDAY – 3:25 p.m.
TR 5:00-6:15 p.m. ....		TUESDAY – 5:00 p.m.

\*Evening courses (6:00-9:00 p.m.) meet on their regular night and time.

Note: All William Woods classes will meet for examinations or classes and make use of this period in accordance with the above schedule. Classes are scheduled to meet for the 150 minutes of class time for the week.




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WILLIAM WOODS  
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# STUDENT TIMESHEET AND PAYDAY SCHEDULE

Pay Period Week #	Beginning of Pay Period	End of Pay Period	Timesheet Due by 1 PM	Pay Date
Fall 1	08/04/18	08/17/18	08/20/18	08/24/18
2	08/18/18	08/31/18	09/03/18	09/07/18
3	09/01/18	09/14/18	09/17/18	09/21/18
4	09/15/18	09/28/18	10/01/18	10/05/18
5	09/29/18	10/12/18	10/15/18	10/19/18
6	10/13/18	10/26/18	10/29/18	11/02/18
7	10/27/18	11/09/18	11/12/18	11/16/18
8	11/10/18	11/23/18	11/26/18	11/30/18
9	11/24/18	12/07/18	12/10/18	12/14/18
10	12/08/18	12/21/18	12/17/18**	12/28/18**
Spring 1	12/22/18	01/04/19	01/07/19	01/11/19
2	01/05/19	01/18/19	01/21/19	01/25/19
3	01/19/19	02/01/19	02/04/19	02/08/19
4	02/02/19	02/15/19	02/18/19	02/22/19
5	02/16/19	03/01/19	03/04/19	03/08/19
6	03/02/19	03/15/19	03/18/19	03/22/19
7	03/16/19	03/29/19	04/01/19	04/05/19
8	03/30/19	04/12/19	04/15/19	04/19/19
9	04/13/19	04/26/19	04/29/19	05/03/19
10	04/27/19	05/10/19	05/13/19	05/17/19

Time sheets are accessed through Owl.net.

Please check email for due date reminders!

\*\* Winter Break – Due Early

## TUCKER DINING HALL HOURS

### Monday – Friday

Breakfast 7:00 – 9:30 a.m.

Lunch 10:45 a.m. – 1:15 p.m.

Dinner 4:30 – 7:15 p.m.

### Saturday and Sunday

Brunch 11:00 a.m. – 1:00 p.m.

Dinner 4:30 – 6:00 p.m.

## OWL'S NEST (MCNUTT CAMPUS CENTER)

### Monday – Friday

7:00 a.m. to 10:00 p.m.

### Saturday

8:00 a.m. – 12:00 p.m.

Closed Sunday

## WEIDER FITNESS CENTER HOURS

### Academic Year:

Monday – Thursday: 7:00 a.m. – 9:00 p.m.  
Friday: 7:00 a.m. – 8:00 p.m.  
Saturday: 9:00 a.m. to 4:00 p.m.  
Sunday: 12:00 p.m. to 7:00 p.m.

### Thanksgiving Week:

Wednesday –Saturday: Closed

### Spring Break

TBD

### Finals Week

Monday – Thursday: 8:00 a.m. – 9:00 p.m.  
Friday: 8:00 a.m. – 6:00 p.m.  
Saturday – Sunday: Closed

### Winter Break

Monday – Thursday: 8:00 a.m. – 6:00 p.m.  
Friday: 8:00 a.m. – 5:30 p.m.  
Saturday – Sunday: Closed  
Dec. 21 –Jan. 2: Closed

### Summer

Monday – Thursday: 8:00 a.m. – 11:00 a.m. and 12:00 p.m. – 7:00 p.m.  
Friday: 9:00 a.m. – 11:00 a.m. and 12:00 p.m. – 6:00 p.m.  
Saturday – Sunday: Closed  
Memorial Day: Closed  
July 4: Closed

For any questions please contact the Weider Fitness Center (573-592-4203), check the William Woods University Weider Fitness Center Facebook page, or email [weider@williamwoods.edu](mailto:weider@williamwoods.edu).



