



WILLIAM WOODS
UNIVERSITY

2016/2017

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WILLIAM WOODS UNIVERSITY

2016-2017

STUDENT HANDBOOK

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.

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.

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NON-DISCRIMINATION STATEMENT

William Woods University does not discriminate in its educational programs or activities on the basis of 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 any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. William Woods University will comply with state and federal laws such as Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and other similar laws that prohibit discrimination.

Unlawful discrimination has no place at William Woods University and offends the University’s core values which include a commitment to equal opportunity and inclusion. All William Woods University employees, faculty members, students and community members are expected to join with and uphold this commitment.

Any member of the William Woods University community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: Human Resources, Title IX Coordinator, at 573-592-1111 at One University Avenue, Fulton, Mo 65261, or at margie.bramon@williamwoods.edu or hr@williamwoods.edu. As set forth in our policies, individuals may also file complaints with administrative agencies such as the U.S. Department of Education, Office for Civil Rights (“OCR”).

STUDENT LIFE INFORMATION

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.

The Student Life staff consists of:

- Andrew Bernal, Area Coordinator, Residential Life, 573-592-4504
- Jennifer Burton, Manager, Counseling and Health Services, 573-592-4222
- Amy Dittmer, Director of Career Services and Student Transition, 573-592-4313
- Cyndi Koonse, Coordinator, Office of Multicultural Affairs, 573-592-4358
- Brenda McCray, Information Center Coordinator, 573-592-1655
- Alyssa McManus, Graduate Assistant for Student Involvement, 573-592-4212
- Venita Mitchell, Dean of Student Life, 573-592-4239
- Kristen Oesch, RN, FNP-BC, Nurse Practitioner, 573-592-4222
- Kelcee Rosslan, Graduate Assistant for Career Services and Student Transition, 573-592-1611
- Nicole Saltzman, LCSW, Counselor, 573-592-4222
- Debbie Schick, Student Life and LEAD Coordinator, 573-592-4239
- Lacey Sweeten Randall, Director of Student Involvement, 573-592-1658
- Travis Tamerius, Chaplain, Director of the Center for Ethics and Global Studies, 573-592-4241
- Mariah Wheaton, Area Coordinator, Residential Life, 573-592-1682
- Mike Wills, Director of Residential Life and Campus Safety, 573-592-1191

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.

Career Services: Career Services, located in the McNutt Campus Center, provides assistance in developing career resources and strategies (such as résumés, interview skills, etiquette, etc.) through career development programming and individual career counseling. Resources are available to assist in job and internship searches, career and interest exploration, and mentor and 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 University 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 trips which focus on student learning outside of the classroom. Additionally, the CEGS offers programs aimed at broadening global understanding and ethical reflection.

Counseling and Health Services: Counseling and Health Services, located in the Stone-Campbell Apartments, is staffed by professional counselors and a nurse practitioner who provide individual assistance to all full-time students for personal, family, academic and health concerns.

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, vending machines and other resources are available.

Disability Services: Students who choose to disclose a disability to the University and/or who request accommodation or special aids must provide notice and documentation for the disability in accordance with the University's policy. For more information or questions regarding services, contact Margie Hoskins, Director of Student Disability Services, ADA@williamwoods.edu.

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 various opportunities for service and reflection. Additionally, students will find a number of local places of worship from which to choose.

Fitness and Recreation: The gymnasium and multipurpose building are available for a variety of activities. The Weider Fitness Center is in the lower level of the Smith-Allen-Swearingen complex. Other recreational facilities include a sand volleyball court and tennis courts. Open hours for these facilities are posted each semester. Email Weider Fitness Center at weider@williamwoods.edu, check the Weider Facebook page, or download the REC*IT and REC*IT Fitness apps. To reserve any of the facilities, please 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 Ownet 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 phone and computer questions Monday-Thursday 8:00am to 6:30pm and Friday 8:00am to 5:00pm during the Fall/Spring semesters. 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 Help Desk Hotline support at 573-592-4224.

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: Dulany Library is open 89.5 hours per week during the academic year and is located at the center of the WWU 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 University is a charter member of MOBIUS, a statewide consortium of primarily academic libraries. MOBIUS provides WWU 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 WWU campus. Books from other academic libraries in Missouri may be borrowed by WWU students directly via the Internet and most are delivered to the William Woods University campus within forty-eight (48) hours. With a current WWU 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 WWU 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. The Library also sponsors an International Film series. For more information, see the University website.

Logo Store: The University Logo Store is located in the McNutt Campus Center. 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 and lost items should be reported. 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 located in the McNutt Campus Center. All mail is received and distributed through the University mail center. The mail center is open Monday through Friday from 9:00 a.m. to 4:00 p.m. A fax machine is available for student use at a nominal charge. Intra-campus correspondence may be sent without postage through the campus mail center. Campus mailings exceeding 10 pieces should be put in alphabetical order. To reduce overcrowding in mailboxes, all intra-campus mail communications will be removed from student mailboxes and discarded on the last business day of each month.

Multicultural Affairs: The Office of Multicultural Affairs, located in the McNutt Campus Center, enhances the intellectual and personal growth of students by providing an environment that fosters an appreciation for multicultural issues. Creating an awareness of multicultural issues, developing programs to educate members of the University community, and ensuring a campus climate that is supportive of diverse populations are goals of William Woods University.

Orientation: Orientation activities are planned for new students in both the fall and spring semesters. During orientation, William Woods University provides a variety of activities and events designed to assist new students and their families in their transition to the University.

Registrar: The Registrar's office is a central source of information for all areas of academic programs and policies. The Office of the Registrar 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 to 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. Safety officers work to provide a safe and orderly environment on campus. An escort 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 The Woods Alert in OwlNet. William Woods University information will be sent as a text message to cell phones, wireless PDA's or pagers, including emergency information, campus closings/cancellations and important announcements.

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.

University Relations: This office employs student writers, photographers and designers who cover campus/student events, activities and accomplishments, for Hoot student magazine and outside media distribution. The office also sends news releases to students' hometown newspapers regarding their achievements. If a news release is written about you, you will receive notification and will have the option of adding a photo and reposting to social media.

TUCKER DINING HALL HOURS

Monday – Friday

Breakfast 7:00 – 9:30 am

Lunch 10:45 am – 1:15 pm

Dinner 4:30 – 7:15 pm

Saturday and Sunday

Brunch 11:00 am – 1:00 pm

Dinner 4:30 – 6:00 pm

OWL'S NEST (MCNUTT CAMPUS CENTER)

Monday – Friday

7:00 am to 10:00 pm

Saturday

8:00 am – 12:00 pm

Closed Sunday

WEIDER FITNESS CENTER HOURS

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.

For Weider Fitness Center hours during finals week, winter break and during the summer, please contact the Weider Fitness Center (573-592-4203).

STUDENT TIMESHEET AND PAYDAY SCHEDULE

Pay Period Week #	Beginning of Pay Period	End of Pay Period	Timesheet Due by 1 PM	Pay Date
Fall, 2016				
1	08/06/16	08/19/16	08/22/16	08/26/16
2	08/20/16	09/02/16	09/05/16	09/09/16
3	09/03/16	09/16/16	09/19/16	09/23/16
4	09/17/16	09/30/16	10/03/16	10/07/16
5	10/01/16	10/14/16	10/17/16	10/21/16
6	10/15/16	10/28/16	10/31/16	11/04/16
7	10/29/16	11/11/16	11/14/16	11/18/16
8	11/12/16	11/25/16	11/28/16	12/02/16
9	11/26/16	12/09/16	12/12/16	12/16/16
10	12/10/16	12/23/16	**12/19/16	**12/30/16
Spring, 2017				
1	12/24/16	01/06/17	01/09/17	01/13/17
2	01/07/17	01/20/17	01/23/17	01/27/17
3	01/21/17	02/03/17	02/06/17	02/10/17
4	02/04/17	02/17/17	02/20/17	02/24/17
5	02/18/17	03/03/17	03/06/17	03/10/17
6	03/04/17	03/17/17	03/20/17	03/24/17
7	03/18/17	03/31/17	04/03/17	04/07/17
8	04/01/17	04/14/17	04/17/17	04/21/17
9	04/15/17	04/28/17	05/01/17	05/05/17
10	04/29/17	05/12/17	05/15/17	05/19/17

Time sheets are accessed through Owlnet.

Please check email for due date reminders!

** Winter Break – Due Early

UIT TECHNOLOGY GUIDE

(A quick reference guide to technology on campus.)

WIRELESS

Wireless is available on our campus. ResNet is available in all residential halls without no authentication required. For public buildings such as classrooms or library, WWU Wireless is available. Authenticate with your WWU username and password to connect (username: first initial + middle initial + last name.) Password is specific to each student. For more information, visit OwlNet >> Current Students >> Help Desk.

OWLNET INFORMATION

Your information can be accessed at <https://OwlNet.williamwoods.edu>. Your username is your student ID number and your password can be retrieved by clicking the ***Retrieve My Password*** link.

• **Get your transcript**

1. Log in to OwlNet
2. Click on the *Students* tab.
3. Click on the *Registration/Advising* link on the right side of the page
4. View Your Transcript

• **View your final and midterm grade**

1. Log in to OwlNet
2. Click on the *Students* tab.
3. Click on the *Academics* link on the right side of the page.
4. Click on *Grade Report*. You may select from *Midterm* or *Final* depending on the time of year.

• **Get your class schedule**

1. Log in to OwlNet
2. Click on the *Students* tab.
3. Click on the *Academics* link on the right side of the page.
4. Current Courses are displayed under *All My Courses*. To find courses that are currently not in session, click the drop down menu next to *Show*: The menu will display *Past Courses*, *Current Courses*, and *Future Courses*.
5. Course information will be displayed according to year and term.

• **Get your advisor's name**

1. Log in to OwlNet
2. Click on the *Academics* tab.
3. Click on the *Registration-Advising* link on the right side of the page.
4. Click on the *Academic Information* portlet.
5. Under Faculty Advisors, you will see the name of your advisor and intended major.

• **Register online for classes**

Make sure you have completed your advising appointment, don't have any holds, and know your username/password before you start registration. Registration dates are listed on the Academic Calendar. You will want to start registering as soon as possible once your time slot opens because classes fill up quick.

1. Log in to OwlNet.
2. Click on the *Students* Tab
3. Click on the *Registration/Advising* link on the right side of the page.
4. Click on *Course Schedule*.
5. Click on *Basic Course Search*.
6. Choose the correct term that you are registering for. For example, *Spring 2015*.
7. You can detail your search by filtering for a specific course that you know you will want. For example, if you know you will want an Art class, in the Course Code under Begins with, you can type in "ART" and click Search.
8. Once you find the course you want, click the *Add* checkbox next to the course you would like to register for.

9. Click on the *Add Courses* button to add the course to your (Spring 2013) schedule.
10. For some courses you may see a Requisite and/or Note. A requisite is an academic requirement that must be met to register in a course. A note is more information regarding the course. If you attempt to add a course where you do not meet the requirements, you will get an error message. Please see the Registrar if you feel you have received this message in error.

LABS AND PRINTING

There are two open computing labs on campus. The Library Reference Lab and the McNutt Lab. These labs are open seven days a week. The McNutt Lab is open 24 hours a day. During the school year, the Library Reference Lab is open until 11:00 pm Sunday-Thursday and closes at 5:00 pm on Friday and Saturday. All prints are duplexed by default. A black and white as well as a color printer is located in the Library Reference Lab. The McNutt lab is equipped with a black and white printer. At the beginning of the fall and spring semester students are given \$5.00 of free prints. After the \$5.00 balance runs out, students can add more money at the cashier window. A black and white print costs 5 cents and a color print costs 10 cents. You will see your printing account balance when you log on to a lab computer. You should log off of the computer when you are finished.

USE NETWORK STORAGE FOR IMPORTANT DOCUMENTS:

It is best practices to use your H drive or One Drive to store important documents. 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. An H drive or One Drive is safe storage because it is kept on a server that is regularly backed up. You may access your H drive personal folder anytime from a William Woods University lab machine by going to My Computer and selecting the H drive. You may access your One Drive through your WWU Owls email. If you wish to access your H drive from your residence hall, you may download the VMWare View client to give you access to campus computers here: <https://vdi.williamwoods.edu>. H drive contents are stored for one year only effective December 2015. One Drive files will be stored as long as you have your WWU Owls email address.



WILLIAM WOODS
UNIVERSITY

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 University 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 University. 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 University 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 University.

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 University 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 University 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 University activities, do I abstain from the use of illicit drugs?
- Particularly, in my William Woods University 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 University 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 Policy on Sexual Harassment, Policy on Non-discrimination, and the Sexual Assault Procedure, 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?
- If involved in a sexual relationship, am I vigilant to avoid unwanted pregnancy and the potential spread of AIDS and other sexually transmitted diseases?



WILLIAM WOODS
UNIVERSITY

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 University 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 University 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.



WILLIAM WOODS
UNIVERSITY

RESIDENCE HALL HOUSING AGREEMENT

(Students residing in 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 and are part of the agreement between the University and the residents of the halls. Personal integrity and cooperative spirit are appropriate characteristics of 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.

I. RESIDENCY/NON-RESIDENCY REQUIREMENTS

- A. William Woods University 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-resident status or their housing agreement has been terminated by the University.
- B. 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.
- C. 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.

II. HOUSING ASSIGNMENTS

A. CHECK-IN AND CHECK-OUT

1. 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.
2. 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 keys.
3. A \$25 charge will be assessed for improper check out.

B. PERIOD OF OCCUPANCY

1. 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 prior approval will incur a fine of \$80 per day and may be escorted out of the building.
2. 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. Check-out time for graduating residents is 3:00 p.m. for commencement. Non-graduating residents must vacate the halls 24 hours after their last final. Late checkouts will result in a \$50 the first hour and \$25 for each additional hour.

C. BREAK ACCOMMODATIONS

1. Residents needing housing over University breaks should register for housing accommodations. Housing is not available for all breaks.
2. 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

1. In an effort to keep room rates low and to operate an economically efficient organization, William Woods University 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.
2. 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.
3. 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.
4. In cases where none of the consolidating parties wish 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.
5. Residents who willfully refuse to participate in the consolidation process will be charged the single room rate.
6. 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.
7. 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.
8. Exemptions from the requirement to either consolidate or begin paying a single room rate are as follows:
 - a) 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.
 - b) 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

1. Three weeks after the beginning of the 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.
2. 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.

III. FINANCIAL RESPONSIBILITIES

A. DAMAGES

1. 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.
2. Each resident 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 rooms when residents leave. 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.
3. 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 \$10.00. 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

1. All residents must be on a meal plan—there are no exceptions. Residents automatically receive 19 meals per week.
2. 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.

IV. LIABILITY

- A. William Woods University does not assume responsibility for any residents, guests, or other person's 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 parent's homeowner's insurance to see if losses in the residence halls are covered.

V. LIVING UNITS

A. DECORATIONS

1. 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.
2. Banners and flags are permitted for special event 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

1. 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 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.
2. 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 and federal law.
3. Rooms may also be entered by staff when halls are being closed for holidays and breaks.
4. Notice of room entry is not always left in the room.
5. Maintenance can enter rooms after 9:00 am for general maintenance purposes. They will knock and announce themselves before entering.

C. FURNISHINGS

1. Each room is equipped with a single bed and mattress, one chest, and one desk and chair per resident. Blinds are provided at all windows.
2. 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.
3. 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 requests 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 \$15.00 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.
4. Residents may bring carpet, however, rubber-backed carpet, carpet glue, and tape is prohibited.
5. Privately owned lofted beds or waterbeds are not allowed in resident rooms.
6. **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.
7. Cinderblocks are not permitted to elevate beds (due to damage that results to the floors).
8. 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

1. 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 your health, and to others who live with and around you.
2. 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.

VI. REPAIRS AND MAINTENANCE

- A. 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.
- B. 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.
- C. 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.
- D. Any decorating by the resident which is not approved by Residential Life staff will result in charges to restore the living unit to original condition or charges for resulting damage.

VII. SAFETY AND SECURITY

A. FIRE SAFETY

1. 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.
2. 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.
3. 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

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

C. KEYS

1. A key will be issued to each resident at check-in. Residents should routinely lock their doors and retain the key when leaving the room.
2. 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.
3. Improperly using room keys, including loaning of them to persons not authorized by William Woods University to be present in resident rooms or residence halls, can result in disciplinary action.

D. PERMITTED & PROHIBITED ITEMS

1. The University reserves the right to control the use of appliances and assess fees for installation. The resident may not move or disconnect University installed appliances.
2. The following items are permitted in the residence halls:
 - a) Food Preservation Appliances
 - (1) Small refrigerators (maximum of 5 cubic feet, limit one per student)
 - (2) Micro-fridge type appliances (combination refrigerator, freezer and microwave oven). These are permitted in resident rooms because of their patented circuitry system that will automatically shut off power to the refrigerator/freezer when the microwave oven is in use.
 - b) Heat Generating Appliances
 - (1) Clothes iron with temperature settings
 - (2) Low watt hair dryers and curling/straightening irons
 - (3) Keurig-type single serve coffee makers
 - (4) Heating pad with temperature settings
 - (5) Electric blanket with temperature settings
3. The following are prohibited in the residence halls:
 - a) Portable space heaters
 - b) Room air-conditioners
 - c) Halogen lights in any form or lava lamps
 - d) All other food preparation, preservation, and heat generating appliances that are not listed are not permitted in the residence hall rooms. Thus, contraband appliances include, but are not limited to microwaves, coffee machines, crock pots, toasters, toaster ovens or teapots/kettles.

VIII. STAFF

A. RESIDENCE HALL STAFF

1. 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.
2. 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

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

IX. TERMINATION OF RESIDENCY

- A. William Woods University 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, 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.
- B. **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.
- C. 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 check-out date. The University refund policy will apply.

X. GENERAL CONDITIONS

A. ALCOHOLIC BEVERAGES

1. 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.
2. 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.
 - a) 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.
 - b) Note: Many fraternity/sorority residence halls are limited by their national rules and would not be eligible to implement new alcohol policies.
3. 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.
4. 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 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.
5. Common sources of alcohol are not allowed.
6. Residents who are not of legal age are not allowed to possess empty alcohol containers in their rooms as a preponderance of evidence would conclude that the underage individual was consuming alcohol and will be held responsible.

B. COMMON AREAS

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

C. COOKING

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

D. CONTROLLED SUBSTANCES

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

E. GUESTS

1. 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.
 - a) 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.
 - b) 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 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.
2. Until voting has been completed, the following guidelines must be followed:
 - a) 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.
 - b) Residents may not be in 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.

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

F. INDOOR SPORTS

1. Playing ball/sports inside buildings, riding bikes, skates or skateboards inside the halls is prohibited.

G. NOISE

1. 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 and 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.
2. Quiet hours:
 - a) Quiet hours must be observed from 9:00 pm until 8:00 am.
 - b) Halls can vote to change quiet hours. Quiet hours start times may be extended up to 1:00AM. Quiet hours may not end earlier than 8:00 am on any day of the week. A 70 percent majority vote in favor of new quiet hours would be required in order to change the times from those listed above.
 - c) During quiet hours, noise that can be heard significantly beyond 2 doors down a hallway may be considered in violation.
 - d) 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 am the Friday before finals start through 3:00 pm on the last day of finals.
3. Persistent noise problems will result in referral to the Campus Standards Board (CSB).

H. OPEN OBSERVATION

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

I. PETS

1. 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 \$50.00 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.

J. RESPECT TO PERSON AND PROPERTY

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

K. SOLICITATION

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

L. SMOKING

1. 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.

M. TRASH REMOVAL

1. Trash containers are provided outside each hall. All trash should be deposited in the proper receptacle.

N. VIDEO/AUDIO RECORDING & WEBCAMS

1. Under no circumstances may students make audio or visual recordings of any person(s) without the person(s) knowledge.

O. WEAPONS

1. 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.

P. WINDOWS

1. 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.

XI. OTHER POLICIES

- A. 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.

XII. EXCEPTIONS

- A. 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.



WILLIAM WOODS
UNIVERSITY

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 University campus. William Woods University 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 University 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 University prohibits the unlawful possession, use, manufacture, distribution and sale of alcohol and illegal and prescription drugs by William Woods University 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 University, 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 twelve (12) business days in advance of the event. The organization sponsoring the event must coordinate with William Woods University Campus Safety to provide security for the event. The advance registration allows time to secure Campus Safety for the event and for the third party vendor to obtain a liquor license from the State of Missouri.
- 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 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—one (1) monitor for every twenty (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 \$350.00. 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 a nontransparent bag.
- o In addition to wristbands, all individuals who bring alcohol will also receive a punch card with the following information [Template 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 (2) 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 their 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 time of event registration.

- o Type and amounts of alcohol allowed:
 - § Maximum of six (6), twelve (12) ounce or four (4), sixteen (16) ounce cans/plastic bottles of beer/wine coolers/malt beverages
 - § Prohibited items include, but are not limited to:
 - Glass bottles
 - Cases, twelve (12) packs, or other alcohol containers larger than six (6), twelve (12) ounce or four (4), sixteen (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 seven (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; provide a non-alcoholic beverage option (this can also 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 (2) 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, the Campus Standards Board or by the appropriate fraternity/sorority judicial board. Violations may result in loss of privileges and other accountability may also 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 social events, and (b) printed materials on alcohol and drug abuse. Information on laws and health risks pertaining to alcohol and drugs can be found at the end of the campus resource section of this handbook.

Medical Amnesty Policy: The safety of William Woods University 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 University 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 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 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.

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 (3) representatives from the University Judicial Council (UJC). The senior member of the UJC will select the members and call the meeting. The meeting will not be considered a judicial hearing and thus will not follow the judicial procedures.

In addition, students have the opportunity to file complaints with the Missouri Department of Higher Education and the Higher Learning Commission:

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at <http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.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 University is accredited by the Higher Learning Commission <http://www.williamwoods.edu/about/accreditation.asp>. 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.

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 University 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 University 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 University information technology resources, including electronic communications on and off the WWU campus and the computers attached to this network, are for the use of persons currently affiliated with William Woods University, 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 your 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 University utilizes owls.williamwoods.edu email as its primary source for communicating relevant and important information to its students. Students are responsible for setting up and checking this email account on a regular basis.

Please note: Failure to properly set up 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 University 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 WWU network. Files older than 1 year will be purged at the end of each semester effective December 2015. 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. If you are in the Western Barn and Dressage Barn, proceed to the tack room. If you are in the classroom, proceed to the inner hallway to the north of the classroom.

If you cannot get into a building, lie flat in the nearest depression, a ditch, or a 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, take a pillow or similar item to cover your 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 University 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 you are 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.

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 or special interest groups 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 does not tolerate any form of hazing committed by University-recognized organizations or individuals. Appropriate disciplinary procedures will be implemented should incidents, or the appearance thereof, occur. Incidents involving hazing will follow the Judicial Procedures section of this Student Handbook.

Missouri State Hazing Law, Section 578.360

1. Terms:

- (1)“Educational institution,” a public or private college or university:
- (2)“Hazing,” a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of any organization operating under the sanction of an educational institution, 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 substantial risk of the loss of life or substantial bodily or psychological harm. Acts of hazing shall include:
 - (a) Any activity that recklessly endangers the physical health or safety by brutality, whipping, beating, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products; or
 - (b) Any activity that recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical other extreme stress-inducing activity; or
 - (c) Any activity that requires the student or prospective member to perform a duty or task that involves a violation of the criminal laws of this state or any political subdivision in this state.

Missouri State Hazing Law, Section 578.365

- (1) A person commits the crime of hazing if he knowingly participates in or causes hazing, as it is defined in section 578.360.
- (2) 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 C felony.
- (3) Nothing in sections 578.360 to 578.365 shall be interpreted as creating a new private cause of action against any educational institution.
- (4) Consent is not a defense to hazing. Section 565.080 does not apply to hazing cases or to homicide cases arising out of hazing activity.

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 \$10.00 and will be added 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 WWU Health Services. All residential students are required to submit proof of one Meningococcal (Meningitis) vaccine to WWU Health Services. Failure to do so may result in the student's inability to register for classes. The University follows guidelines set by the American College Health Association and State of Missouri. The following vaccinations are recommended but are not required for attendance at William Woods University: Tetanus-Diphtheria-Pertussis booster (Tdap or Td); Hepatitis B; Hepatitis A; Varicella (chicken pox); and Gardasil (HPV). WWU Health Services offers FREE flu shots to students during the fall semester. It is highly recommended that each student receive this vaccine. Living in close quarters on a college campus puts them at increased risk for influenza.

Tuberculosis (TB) Screening: Students who fall into certain high-risk groups will be asked to receive Tuberculosis Screening 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 University 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, i.e. 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, and 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 own 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 three to four 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. Procedures for handling sexual harassment and sexual assault cases may be found under the Sexual Assault/Harassment Procedures. 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 vmitchel@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 University 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 (3) members, but no more than five (5) members, of a board must be present for a hearing to take place unless all parties agree that two (2) 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.

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

- A. Appeals must be made in writing to the Dean of Student Life within forty-eight (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 University 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.

Sexual Harassment/Sexual Misconduct Violations: Procedures for investigating and adjudicating violations of sexual harassment, sexual misconduct, dating violence, domestic violence and stalking can be found in the Sexual Harassment and Misconduct Policies online. (http://www.williamwoods.edu/student_life/undergraduate_student_experience/resources/sexual_misconduct_policy.pdf.)

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:

- Students must earn at least 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 the award starting with the next academic semester.
- Residential LEAD students must earn at least 20 points by the end of the fall semester and at least 45 points by the end of the academic year. Residential LEAD students who start in January must earn at least 23 points by the end of the spring semester.
- Commuter LEAD students must earn at least 12 points by the end of the fall semester and at least 28 points by the end of the academic year. Commuter LEAD students who start in January must earn at least 16 points by the end of the spring semester.
- Students may only receive 8 LEAD points per academic year for attendance at athletic events.

ADDITIONAL LEAD POLICIES:

- Students must have their Student ID/LEAD card with them in order to receive credit for attending LEAD events. Students must get their ID/LEAD card scanned at LEAD events in order to receive LEAD credit for the event. Some events require that students sign in and/or out and students must also have their ID/LEAD card with them in order to receive LEAD credit for these events.
- Students are responsible for checking 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.
- 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.
- Students are expected to act appropriately during LEAD events--arrive on time, 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.

- LEAD students in good standing may complete a senior waiver during the semester in which they will graduate online in OwlNet. December graduates may submit the waiver during the fall semester and May/August graduates may submit the waiver during the spring semester. By accepting the senior final semester waiver, the students acknowledge 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 no longer be eligible for the LEAD award at any time in the future.
- Direct any questions or concerns to 573-592-4239 or lead@williamwoods.edu.

LEAD REINSTATEMENT POLICY:

- Students who fail to meet LEAD requirements will have the opportunity to reinstate their award. To do so, they must:
- Complete the following requirements during the semester in which they intend to reinstate the award:
 - o 25 points for residential students (4 point monthly minimum; no warning month)
 - o 17 points for commuter students (4 point monthly minimum; no warning month)
 - o NOTE: students will not receive the monetary incentive during this semester but must meet all requirements.
 - 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 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 your 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, 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 Residential Life 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/student_life/docs/sexual_misconduct_policy.pdf or stop by the Office of Student Life 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 65261, or at margie.bramon@williamwoods.edu or 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 situation. 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 twenty-four (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 counselor can provide counseling and information on options involving safety, medical exams, counseling, University disciplinary action, and legal options. Any services provided by the counselor 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. The 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: Monday-Friday, 8:00AM- 4:30PM 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. Other resources include: National Domestic Violence Hotline

1-800-787-3224 and 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 has been updated to prohibit 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 officers of all recognized student organizations must be voting members of Student Assembly (which requires a student to be enrolled full time at William Woods University) and are responsible for the actions of their respective organizations. Neither the Dean of Student Life nor the Student Assembly control or are responsible for actions taken by recognized student organizations.

All student organization members are expected to abide by William Woods University rules and regulations. 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 organizations, 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 University 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 University 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 University 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 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 and license number on it. 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 University 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.



WILLIAM WOODS
UNIVERSITY

ACADEMIC INFORMATION

(Disclaimer: These policies apply to the Semester Program/On Campus students only. Graduate College Students will need to consult the Graduate College Regulations.)

ACADEMIC GRIEVANCE

Students should be protected from prejudice and capriciousness in matters of academic policy and practice. They are entitled to a reasonable explanation of their performance in relation to the standards of a program or a course. Initial inquiries in academic matters should be directed to the course professor. Appeals should be addressed to the appropriate division chair. If the inquiry with the professor and the appeal to the division chair are not satisfactory, the student may file a formal grievance according to the guidelines listed under "Grade Appeal." A formal grievance must be in writing and it must be presented to the Academic Dean within 15 class days of the fall or spring semester immediately following the semester during which the matter of grievance occurred.

ACADEMIC HONORS

An Academic Honors Convocation to recognize the outstanding academic achievements of students and faculty is held each spring. A variety of student academic awards are presented during this celebration.

The Faculty Award is presented to the graduate magna cum laude or summa cum laude who in the estimation of the faculty of the University has evidenced exemplary devotion and commitment to the life of the mind.

Faculties of the various disciplines may, but are not obligated to, designate one graduating senior as a Distinguished Scholar. While eligibility requires a minimum cumulative grade point average of 3.40, the faculty may consider other relevant academic factors and variables in the selection process.

The Dean's List is used for special recognition of students whose records of scholastic achievement are exceptional. To qualify for the Dean's List, students must be enrolled full time and earn a minimum of 3.6 semester and cumulative GPA. The Dean's List is prepared at the end of the fall and spring semesters and students are recognized at the Honors Convocation each spring.

Baccalaureate honors are awarded after each commencement to baccalaureate students who meet the following criteria:

- 1) student has completed 60 hours of course work at WWU;
- 2) student has earned a cumulative GPA of 3.60 or above. Students whose cumulative GPA is 3.6-3.74 qualify for Cum Laude; students whose cumulative GPA is 3.75-3.89 qualify for Magna Cum Laude; students whose cumulative GPA is 3.9 or above qualify for Summa Cum Laude. Graduation honors print on transcripts and are shown by a special seal affixed to the diploma.

ACADEMIC WARNING/PROBATION/SUSPENSION

Warning: Any student who fails to earn at least a 2.00 grade point for the semester will receive notice of academic warning. Scholastic warning is an official notice that the work that semester was below the 2.00 minimum cumulative grade point average required for graduation.

Probation: A student whose cumulative grade point average falls below 2.00 will be placed on academic probation.

Suspension: If probationary status continues for more than one semester or if the grade point average for a semester falls significantly below the corresponding grade point standard of 2.00 the student will be subject to academic suspension.

A suspended student may not apply for readmission at the university at least for one academic year and must submit a written rationale for readmission to the academic dean to be considered for readmission.

ALTERNATIVE SCHEDULE/FINAL EXAMINATIONS

During the final week of the semester, classes meet according to the alternative schedule that is published in the online academic calendar. Print copies are also available in the Office of the Registrar. The alternative schedule provides a format for comprehensive assessment of learning and for other instructional activities. The week of the alternative schedule is a required portion of the instructional time that comprises the full semester. Faculty and students are required to meet during this schedule period.

APPLICATION FOR GRADUATION

Semester candidates are required to apply for graduation during the fall or spring registration period before their LAST semester of coursework. This application will prompt the registrar to check total hours and GPA information. It will also initiate the completion of graduation checklists that are completed by the students' academic advisors. From this review, if students are determined to be "short" in hours or program requirements, they have time to adjust their final course schedule during the add/drop week. Students who fail to apply for graduation cannot expect a program audit, inclusion in the commencement program, or participation in graduation.

Students who apply for graduation and who complete all degree requirements will be contacted regarding diplomas, academic regalia, and commencement. The graduation fee is billed at the time of final registration.

Diplomas will be ordered with the information confirmed by the student. Should the student wish to have a name changed after the diplomas have been ordered, it will be at the expense of the student.

AUDITING

Auditing a class may occur only under special circumstances. Studio classes, laboratory courses, field experiences and internships, clinical experiences, riding classes, practicums, activity courses, and courses offered through the Graduate College may not be audited. The availability of space is established on the last day on which add/drop decisions may be made by regular students of the University (typically five days after the start of instruction).

Students who wish to audit a class should complete a non-degree seeking application and pay the \$25 application fee. Application should be made through the Registrar's Office. The tuition for auditing a class is \$50 per credit hour. Any special course fees are also applicable. Students may audit only one class per semester and may not change their auditing status after the class has started. Students who wish to audit a class register on a space available basis and are subject to registration policies and deadlines for add/drop, etc.

CHANGE OF GRADE

Once grades have been submitted to the University Registrar, they may be changed for one of three reasons:

1. to change an incomplete to a letter grade;
2. to correct a mathematical or clerical error; or
3. to accommodate a change resulting from an appeal.

CHANGES IN POLICIES, PROCEDURES, AND PROGRAMS

The policies, procedures and programs in the University Catalog supersede the previous policies, procedures and programs. The University retains the right to change policies, procedures and programs, and to promulgate such changes in its most current University Catalog.

CORRESPONDENCE COURSE

Correspondence courses are not available through the MMACU exchange. Correspondence courses fall under the guidelines of transfer credit.

COURSE LOAD AND OVERLOAD

The unit of college credit for all courses completed at William Woods University is the semester hour. The normal course load for full-time students in fall and spring semesters is 15 credits per semester, with full-time status in the range of 12-18 credits. The full-time status range for the summer semester is 6-12 credit hours.

Students on academic probation may be required to limit their schedule of classes by the Academic Dean and Associate Dean.

Class loads in excess of the maximum established for each semester are reserved for students with at least a 3.00 grade point average. A course load exceeding 18 credit hours per semester (12 hours per summer semester) is considered an overload; which must be approved by the Academic Dean prior to registration. Students will be billed a per credit tuition charge for overload credits in the fall and spring semesters.

DECLARATION OF MAJOR/MINOR

Students indicate an intended major/minor at the time of their initial enrollment. Thereafter, a change of major/minor is processed through the Office of the Registrar. Students must declare a major prior to their registration as a junior.

DEVELOPMENTAL COURSES

Courses with a course number below 100 are developmental courses designed to prepare students for college-level English composition and math requirements. Students are placed in these classes based upon their English and math sub-scores on the ACT or the verbal and math sub-scores on the SAT. Students placed in these courses are required to take them. Successful completion of these courses is a strong indicator that students are prepared for college coursework: therefore, dropping these courses is NOT an option.

Developmental courses carry an institutional credit value and will count towards the student's full time status. Developmental course grades are included in calculation of the grade point average. Hours do not count as degree credit towards the minimum hour requirement for the Associate or Bachelor's degrees.

DOUBLE MAJOR/MINOR POLICY

Any student interested in pursuing a second major simultaneously should declare a primary major and a secondary major with the Registrar's office. If the two majors are under different degrees the student will have to declare the degree of the primary major.

DOUBLE DEGREE

The University does not permit under any circumstances or conditions, simultaneous study for two baccalaureate degrees. Students who pursue double majors with different degree designations must elect one or the other degree designation. They may not select both. A double major does not constitute a double degree or a second degree. Students in the adult degree completion program (Graduate and Adult Studies Program) do not earn double majors.

GRADE APPEAL

Students who believe a grade has been assigned in error or who wish to have the grade reviewed must first submit their concerns in writing to the instructor within 20 days of the end of the semester. The instructor shall then have 15 days in which to reply in writing. [If no response, the student goes to the next step.] If a mathematical recording or other technical error is discovered, the instructor may recommend an appropriate grade change to the Registrar. This should be completed within 30 days after the end of the semester.

If the grade is still in dispute, the second step is for the student to discuss the grade with the appropriate division chair [or go directly to step 3 if the chair is the instructor]. If, after meeting with the division chair, the student still disputes his/her grade, step three is for a written appeal to be submitted to the Academic Dean. The appeal must allege:

1. That a computational, recording, or other technical error has been made but not acknowledged by the instructor; or
2. That the grade has been assigned in an arbitrary, capricious, or vindictive manner, or in a manner intended to inappropriately manipulate or control the student.

No other grounds for appeal exist. The appeal should include copies of all correspondence between the student and the instructor regarding the grade plus any other supporting documents. A copy of the appeal will be submitted to the instructor. If the Academic Dean determines that sufficient evidence exists for a review, a subcommittee of the Academic Council will undertake a review within 20 days. The findings of the Academic Council subcommittee are shaped as recommendations to the instructor and are shared with the Dean. The Academic Dean has the final decision on a grade appeal

GRADING SYSTEM AND GRADE CODES:

A	Superior
B	Above Average
C	Average
D	Below Average
F	Fail
I	Incomplete
R	Repeated Course
CR	Credit without grade
W	Withdraw
TR	Transfer course
AU	Audit
WP	Withdraw, passing
WF	Withdraw, failing

INCOMPLETE GRADE

The incomplete grade is used exclusively to indicate that serious illness or extenuating circumstances late in the semester prevented the student from completing the final portion of the course work. Students must request an incomplete grade from the instructor who must fill in a form in the Registrar's Office if he/she decides the circumstances warrant an incomplete. The incomplete grade carries no quality points and does not figure into the grade point average. It is the student's responsibility to contact the professor and to arrange for completion of course requirements prior to the deadline. An incomplete grade that is not removed within 15 class days into the beginning of the next long semester will be converted to a grade of F on the student's permanent record.

INDEPENDENT STUDY

An independent study course is designed to offer degree-seeking juniors and seniors who have at least a 3.00 grade point average additional learning opportunities. It is a customized course designed by the students in consultation with the advisor and instructor and is offered for subjects or activities not included in the current William Woods University catalog.

The following policies apply: (1) The independent study must be developed in the student's academic major or minor. (2) Students must register for independent study courses during regular registration and must complete the course by the last day of classes that semester. (3) Independent studies are not available to students in Graduate and Adult Studies who are participating in the degree-completion program. (4) A student is allowed to take no more than 6 credit hours of independent study. (5) The student will develop a plan of study listing instructional objectives; an outline of the proposed subject for study; an outline of major projects, activities, and assignments including a reference to deadlines; a proposed schedule for assignments including a meeting with professors; and a description of the basis for evaluation. (6) Independent studies are subject to the usual tuition charges and to an additional per credit hour fee. (7) Requests for independent studies must be processed on official forms available at the Registrar's Office and must be approved by the Academic Dean.

INTERNSHIPS

Internships of varying design and length are available to students from many academic majors. Such internships provide a practical learning experience as a supplement to classroom instruction. The internship is also a way to test out a career choice or even to get a foot in the door for a potential job offer.

Internships provide the opportunity to relate work activity to educational objectives. Students interested in completing an internship must meet the criteria required by their major program and have approval of the faculty member supervising the internship, the division chair and the academic dean. Students interested in registering for internships need to plan early in order to secure an appropriate work situation and gain approval.

MID-MISSOURI ASSOCIATION COLLEGES AND UNIVERSITIES (MMACU) EXCHANGE ENROLLMENT

An agreement among the five member institutions of the MMACU permits students from William Woods University to enroll in courses offered at the University of Missouri-Columbia, Stephens College, Lincoln University and Westminster College.

The enrollment exchange allows students to take advantage of specialized offerings at MMACU institutions. To qualify for the exchange, a student must be enrolled full time. Special workshops, adult education courses and correspondence courses are not included in the exchange.

Requests for MMACU exchange enrollment must be signed by the faculty advisor and approved by the Registrar. Credit and grades are tabulated in the student's cumulative grade point average. Registration guidelines, policies and restrictions are available from the Office of the Registrar.

Borrowing privileges at MMACU member libraries are also available to William Woods University students. Students must obtain a letter of introduction at the Dulany Library circulation desk before visiting an MMACU Library.

OFFICE OF REGISTRAR CONTACT

573-592-4248; e-mail: registrar.office@williamwoods.edu.

QUALITY POINTS AND GPA

The academic grade point average (GPA) is determined by multiplying the quality points assigned to each letter grade (A=4, B=3, C=2, D=1, F=0) by the number of credits for each course. The resulting total quality points divided by credit hours attempted produces the grade point average. The grade of F carries no quality points but the credits attempted are calculated into the student's grade point average. Grades of I, CR, W, WP, and WF do not carry quality points, are not tabulated as hours attempted, and do not affect the grade point average.

READMISSION

Any student who has withdrawn or previously graduated from William Woods University may apply for readmission by contacting the Registrar's office.

Conditions for re-admission are:

- no financial obligation to the University
- a minimum cumulative GPA of 2.00 or above

Successful applicants for readmission who were on academic probation when they withdrew will be readmitted on probation. This will be a conditional acceptance. The student must achieve a semester grade point average of at least 2.00 in order to remain the next semester.

Students who are readmitted will follow all academic requirements in effect at the time of re-admission.

REPEATED COURSE

Students must repeat a course in which they received an F, and they must make a D or higher to receive credit for the course. Students may repeat a course in which a grade of D or higher was achieved. When such a course is repeated, only the credit hours and quality points earned in the latest attempt will be counted in grade point average and toward graduation requirements. However, both the previous grade and the grade received in the repeated course will appear on the transcript.

SCHEDULE CHANGES

After the on-line registration period ends, students may change their schedules via written request to the Registrar's Office up until the course begins. Once the course has begun, students will be able to request to add/drop courses during the first week (5 business days) of the course. (*Exception – 3 week summer courses. Students may add up through the end of the business day of the first day of class and drop through the end of the second meeting day.) Schedule change requests must be submitted in writing. Students will not be charged tuition for courses dropped during this period. A fee is charged for each add and drop transaction.

Second Baccalaureate Degrees: William Woods University does, under specified circumstances and conditions, admit students to study for a second baccalaureate degree. A second baccalaureate degree, in addition to other requirements, requires the possession of a completed baccalaureate prior to admission and no less than 30 credit hours of academic work subsequent to the award of the first degree.

The University does not permit, under any circumstances or conditions, simultaneous study for two baccalaureate degrees. Students who pursue double majors with different degree designations must select one or the other degree designation. They may not select both. A double major does not constitute a double degree or a second degree. Students in the adult degree-completion program (Graduate and Adult Studies Program) do not earn double majors.

Study Abroad: Through cooperative arrangements with institutions and universities abroad, opportunities for accredited foreign study are available to all qualified students. Students must be approved for study abroad by the Coordinator of the Study Abroad Program.

Those students interested in studying abroad should meet with the Coordinator of the Study Abroad Program as early as possible to complete an application for Study Abroad to assure financial aid and the transfer of credits. Such planning should begin several months before the student plans to go abroad. Students should be aware that WWU Scholarship money does NOT apply to a semester of Study Abroad.

TRANSCRIPTS

A transcript is a comprehensive record of the student's academic history; including but not limited to courses, final grades and cumulative grade point average (G.P.A.). Official transcripts bear the University seal and are sent directly from Office of Records to the receiving institution or agency. Transcripts sent electronically through the secure electronic delivery are considered official records. The words "Issued to Students" will appear on transcripts sent directly to the student.

Transcript requests are submitted electronically through Transcripts on Demand by SCRIP-SAFE. Telephone and email requests are not accepted. Payment of the processing fee is required prior to release of all transcripts. A transcript cannot be released until all personal and financial obligations have been cleared.

Transcript requests will be processed within 3-5 business days following clearance from the Office of Student Financial Services.

Questions may be directed to the Registrar's Office at 573.592.4248 or by email at Registrar.Office@williamwoods.edu

Request a transcript:

- If you DO NOT recall your OwlNet login information or have never had an account visit iwantmytranscript.com/williamwoods to request your transcript.
- If you DO recall your OwlNet login information- log in to OwlNet to request your official transcript. After you have logged into OwlNet, you can use the REQUEST MY OFFICIAL TRANSCRIPT option (under Current Students or Alumni) to request an official transcript or you can print a copy of your unofficial transcript directly.

TRANSFER CREDIT

William Woods students who wish to take a course at another college or university must obtain approval from their academic advisor and the registrar to assure that the course is eligible for transfer and fits within their academic program.

Credits are accepted at full value provided that the transferring institution is accredited by an agency recognized by the USDE (U.S. Department of Education) and CHEA (Council for Higher Education Accreditation). Courses that are comparable to William Woods University offerings are accepted in transfer. Courses accepted in transfer must have a final grade earned of "C" or above.

A total of 70 hours may be accepted from community colleges.

The maximum credit hours accepted by the university by transfer, examination, and/or portfolio may not exceed 90 credits. To earn a degree from William Woods University, a student must earn a minimum of 30 classroom credit hours at William Woods University. The university may award credit by dual enrollment and/or advanced placement. There is a per credit hour posting fee for credit received through advanced placement. Grades received in dual enrollment (high school students come to campus), dual credit (students take classes at high school site, but register through us), and students registered through WWU will count toward WWU GPA. Transfer credit is not accepted as part of a student's last 30 hours.

An official transcript must be sent to the registrar's office at William Woods University before any transfer course can be accepted into the student's program of study. Official transcripts certifying coursework must be received in the registrar's office prior to the student's final semester (15 credits). The Registrar is the official person to grant transfer credit; any questions should be addressed to the Registrar.

TRANSFER OF GENERAL EDUCATION

All William Woods University undergraduate students complete a general education program. Upon completion of general education courses, students are expected to possess the knowledge and skills to meet the university's general education objectives and the statewide general education goals.

The statewide general education guidelines consist of a 42 semester-hour block set up to ensure an ease of transferability of general education credit among signatory institutions within the state. Students who have completed the 42 semester-hour block may request to have a notation printed on their transcript.

TUTORIAL COURSE

The tutorial course is designed to offer degree-seeking juniors and seniors the opportunity to take a course listed in the current William Woods University catalog, but out of the regularly scheduled sequence. A tutorial course will be considered for approval after other options, such as course substitution, have been considered. A tutorial is not designed to allow a student to forego a regularly scheduled class and may not be used to meet William Woods University's general education requirements, but is available as a last resort.

Courses approved for a tutorial must meet one of these criteria: (1) The course is not offered on a regular rotation; (2) The course will not be taught in the following semester; or (3) The course is needed by a senior with conflicting courses.

The following policies apply: (1) A student who has previously dropped a course may not petition to take that same course as a tutorial. (2) Students must register for tutorial courses during regular registrations and must be processed on official forms available at the Registrar's Office and must be approved by the Academic Dean. (3) Divisions and Departments are not obliged to provide tutorials upon a student's request. (4) A student is allowed to take no more than 6 credit hours of tutorial coursework. (5) Tutorial courses are subject to the usual tuition charges and to an additional fee. (6) Tutorials are not available to students in Graduate and Adult Studies who are participating in degree-completion programs.

WAIVER OF DEGREE REQUIREMENTS

Waivers or substitutions of major or minor requirements must be authorized by the division or department chair. However, the requirements for total credit hours and grade point average of 2.0 or better may not be waived.

WITHDRAWAL FROM A COURSE

Students who wish to withdraw from a course should consult with their academic advisor and complete the official schedule change form that is available in the Office of the Registrar. A grade of “W” will be entered. W grades do not count in the student’s semester or cumulative GPA. The withdrawal is not official until the paperwork is processed through the Office of the Registrar. A student who simply stops going to class or who fails to process the withdrawal form according to the deadline will receive a letter grade based upon the entire semester/term’s work.

The scheduled deadline to drop a course for the 16 week semester long courses is approximately 10 weeks into the course. Comparably, students in 8 weeks courses will have up through the end of the 5th calendar week of the course (the end of the 4th week for 6 week courses, the end of the 2nd week for 3 week courses) to withdrawal with a W grade. Students who attended or participated in the course on or after the first scheduled day will be charged full or a prorated tuition for courses dropped after the first week (5th business day). (*Exception – 3 week summer courses. Students who attended or participated in the course on or after the first scheduled day will be charged full tuition for courses dropped after the end of the second meeting day.)

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; exact dates are shown in the online academic calendar. 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 the application for withdrawals filed with the Office of Student Life. Non-attendance of class does not constitute official withdrawal. This refund policy applies to both full and part-time students. Refund of tuition if according to the following schedule:

- | | |
|--|-----------|
| • Prior to the 1st day of classes | 100% |
| • During the 1st week of the academic semester | 90% |
| • During the 2nd week of the academic semester | 80% |
| • During the 3rd week of the academic semester | 65% |
| • During the 4th week of the academic semester | 50% |
| • After the 4th week of the academic semester | no refund |

The Technology fee, Activity fee and Health Services fee are non-refundable after the start of the academic semester. Course fees are non-refundable after the first week of classes. Refund of room and board is on a pro-rata basis on a 15 week semester if withdrawal occurs within the refund period.

Institutional financial aid will be adjusted accordingly. 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 completely withdraw, will be prorated. Proration will be based on the current full-time credit hour charge and fifteen hours of study. Financial aid will be adjusted accordingly. Tuition for students who drop to part-time status after the refund period will not be prorated.-

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.