The background of the cover features a large, semi-transparent green seal of Wilberforce University. The seal is circular with a scalloped border and contains a central illustration of a building and trees. The text "WILBERFORCE UNIVERSITY" is arched across the top, and "SUO MARTE" is written on a banner at the bottom. The year "1856" is positioned below the banner. To the left of the seal, a tall, classical-style tower with a statue on top is visible. The main title is centered over the seal.

*Wilberforce University*  
Student Handbook

2014-2016

# *MESSAGE FROM*



THE PRESIDENT OF WILBERFORCE UNIVERSITY  
Algeania W. Freeman, Ph.D.

## **PRESIDENT'S WELCOME**

Greetings!

It's a GREAT Day at Wilberforce University, where we produce GREAT Leaders! On behalf of the entire Wilberforce University community, it is my pleasure to welcome you as a part of the Wilberforce University family.

Since 1856, Wilberforce University has been educating and preparing its students to be responsible, global, citizen-leaders. Upon joining the Wilberforce University community, you have embarked on a liberal arts and sciences education that is meant to turn academic dreams into reality by advancing lives and transforming futures. The Student Handbook is designed to provide valuable orientation information, as you begin and continue this journey.

This handbook describes the rights and responsibilities that are granted to our students as members of the Wilberforce University community. It is intended to be your guide to academic requirements, our residential system, and the various activities that take place outside the classroom. It clarifies the values and standards we hold as a community and that we expect you to honor in your conduct as a student at Wilberforce. Students are responsible for knowing the University's policies and procedures as published within this Handbook.

This Student Handbook is intended only to provide information for the guidance of the Wilberforce University students. The information is subject to change, and the University reserves the right to revise any policy or procedure referred to in this handbook without prior notice. This handbook is not intended to be and should not be regarded as a contract between Wilberforce University and any student or other person.

These are very exciting times at Wilberforce University, and we are glad that you are here to share in the University's rich and unique history.

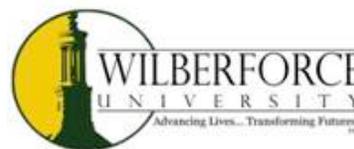
I wish you much success in your endeavors.

Sincerely,

A handwritten signature in black ink that reads "Algeania W. Freeman". The signature is written in a cursive style.

Algeania W. Freeman, Ph.D.  
Wilberforce University President

# *MESSAGE FROM*



## **THE VICE PRESIDENT OF STUDENT SERVICES**

Rev. Dr. John E. Freeman

Greetings, My Wilberforce Student Family,

I greet you in the unlimited joy of Jesus in whom I live, move and have my being. I am privileged to be a member of President Algeania Freeman's Leadership Team to save Wilberforce. I lovingly use this opportunity to reply to the many concerns you may have regarding the current status of our university. Rest assured I look forward to being a part of the graduating class of 2015 and beyond.

At Wilberforce University, most students have a good amount of contact with the Vice President of Student Services, who handles general questions regarding University policies and procedures. The Vice President also serves as an entry point and clearing house for student concerns and resources, advocate for student issues, maintain disciplinary and other non-academic records, and serve as liaisons with the campus and the local community. The Vice President of Student Services supervises and coordinates nearly all student service and student life programs and functions, including Athletics, Residence Life, Campus Activities and Programs, Student Health, Transportation Services, Police and Safety, and the Office of Religious Life. The Vice President and Student Services staffs are committed to facilitating and encouraging student growth and learning both in class and through out-of-class activities.

Much more goes on behind the scenes at the University than the average student might imagine. The Board of Trustees, administration, faculty, staff and students all contribute to making the University what it is. Because students are often unaware of how the University is structured, a synopsis is provided here.

A large number of highly qualified applicants are attracted by the competitive environment of the private colleges along the Midwest. While the University's primary responsibility is to provide diverse and rigorous academic challenges, Wilberforce is dedicated to the development of the entire individual. Wilberforce anticipates that during a student's time at the University, he/she will grow and develop in two distinct but related ways: as a productive and engaged citizen and as a person working toward intellectual maturity and self-awareness. Wilberforce's educational program stresses the preparation of its students for the exercise of responsibility and leadership in all phases of society. The undergraduate experience serves as a catalyst for the student's intellectual development and as a means of fostering the growth of each individual's capacity for self-awareness and sustained commitment to learning.

Our society presents ever-present challenges. In the spirit of overcoming these challenges as a community, students are encouraged to cultivate respect for other individuals and cultures. It is

our hope that in the course of this journey, each student's moral sensitivity, personal creativity and emotional stability will evolve. At the same time, Wilberforce's residential character provides a context in which institutional programs and practices that exemplify compassion, civility and a sense of justice develop a solid foundation for student development to take place.

It is with great pleasure that I welcome you to a new academic year at Wilberforce University! As a member of the WU community, you will benefit from a faculty and staff dedicated to providing a comprehensive academic and co-curricular experience. The intellectually challenging and supportive environment will assist in nurturing you as a scholar.

This Student Handbook is designed to give you the tools for an enriching education. It provides information on campus programs and services, as well as the University's expectations of you as a member of this community. Please use it to help guide your successful path here at Wilberforce.

Best wishes for an enjoyable year.

Rev. Dr. John E. Freeman  
Vice President of Student Services  
Henderson Hall  
937 708-5611  
jfreeman@wilberforce.edu

# *MESSAGE FROM*



**Wilberforce University Student Trustee**  
Mr. De'Andre L. Dearinge

Wilberforce Bulldogs,

It is with honor that I extend my welcome to you. As a student of Wilberforce University, each of you plays a huge part in the rich history of this institution. Our beloved university is going through a season of transition for the betterment of your experience and future bulldogs; I am humbled and privileged to be amongst many great students such as you. As students we are charged with being successful scholars, and leaders in our community.

I encourage you to be active in the classroom, the many student organizations, and the phenomenal and eventful activities which are provided to enrich your college experience.

We have a committed Board of Trustees, a dedicated President, and the best faculty and staff in the world. As students we have a responsibility not only to ourselves but to our family, and to everyone who is making an investment in our futures.

I am committed to this great university and committed to serve you all to the best of my ability. Again welcome and best wishes for a successful year!!

Gods Richest Blessings upon You.....In the service of Wilberforce University

"For The People"  
Mr. De'Andre L. Dearinge  
Student Trustee  
Wilberforce University Board of Trustees

# *MESSAGE FROM*



**Miss Wilberforce University**  
Miss Quanteria Goodwin

On behalf of the student body it is my sincerest pleasure to welcome you to Wilberforce University. Today you will embark upon a journey of discovery. You will discover new friends, family, and even yourself. I urge you to keep an open mind and heart as you meet a variety of people from a plethora of places. Remember that college is a learning experience determined by your willingness to learn.

As “Wilberforceans” we must embrace and support each other as we work together and promote school pride. I extend this offer in hopes that you implement our core values in everyday life as you become a part of the Wilberforce University community.

Once again, welcome and I hope you enjoy Wilberforce University as much as I do.

Genuinely,

Quanteria Goodwin  
Miss Wilberforce University  
Senior Biology Major  
Deerfield Beach, Florida

# *Message From*

**Mister Wilberforce**

Mr. Jamelle Cooper



Congratulations on being admitted to Wilberforce University! I'm proud to be among the first to welcome you to the nation's oldest privately owned historically black university. The rich history that Wilberforce has accumulated over the years is nothing to take lightly.

We are now moving into a new era and we are glad for you to be a part of it. Your college experience is sure to be one full of challenges, fun, and everything in between; but, most importantly, a great educational opportunity!

Wilberforce University is a perfect place to learn and grow into an adult who is ready to take on everything the world can throw at you. It is a university with a true family atmosphere, from the students to the professors, to President Freeman herself!

Remember, your college experience is what you make it. So have fun, make some lifelong friends, and most importantly learn something you didn't know before.

Welcome!

Jamelle Cooper  
Mister Wilberforce  
Junior Psychology Major  
Warren, Michigan

## When It All Began

Wilberforce University can trace its origin to some of the most agonizing history that our country has endured. During the pre-Civil War years, abolitionists were locked in a moral conflict with pro-slavery elements. One result of the struggle was the creation of the famous Ohio Underground Railroad to help those who would be free men. At the end of that railway, Wilberforce's first students, slaves and freed blacks, found freedom of mind. Ignorance was slavery's rule. A university was formed to bring light to the minds of men.

Founded in the State of Ohio in 1856, Wilberforce University is the first predominantly black university in America and was named to honor the great 18<sup>th</sup> century abolitionist, William Wilberforce. Earlier that year, members of the Methodist Episcopal Church purchased property for the new institution at Tawawa Springs near Xenia. The school progressed until the Civil War when enrollment dwindled and financial support declined; the original Wilberforce closed in 1862.

In March of the following year, Bishop Daniel A. Payne of the African Methodist Church, a member of the original 1856 corporation, negotiated to purchase the University's facilities. He secured the cooperation of John G. Mitchell, Principal of the Eastern District Public School of Cincinnati, and James A. Shorter, Pastor of the A.M.E. Church in Zanesville, Ohio. Soon afterwards, the property was formally turned over to them as agents of the church, and the university was newly incorporated on July 10, 1863.

On the same night that President Abraham Lincoln was assassinated in Washington, the original Shorter Hall burned to the ground. It was soon rebuilt through the dedication of many friends and supporters of the church and its new college. By then, a highly trained faculty was employed and instruction on the college level was begun under the administration of President Payne, the first black college president in America.

Wilberforce began to receive much support from individuals, philanthropic societies, the U.S. Congress and Chief Justice Salmon P. Chase, a member of the Board of Trustees. In 1887, the State of Ohio began to assist the University by establishing a Combined Normal and Industrial Department. Payne Theological Seminary was founded four years later, an outgrowth of the theological department of Wilberforce University.

In recent years, the University has gained strength, and through the devotion and efforts of the A.M.E. Church, its alumni and friends is undergoing a thorough revitalization. The proud tradition of the school has been preserved, but its educational processes have been re-oriented to speak directly to the challenging concepts that have brought relevant vitality to the University.

## University's Motto:

**“By One’s Own Toil, Effort, Courage”**

## Wilberforce University Mission Statement



Wilberforce University's mission is to help our students identify and prepare for their respective purposes in life as global citizens by imparting knowledge, instilling discipline and inspiring lifelong learning through critical inquiry, personal and spiritual development and practical application.

**CORE VALUES:** Wilberforce University embodies six (6) core values that undergird all decisions critical to accomplishing the university's mission:

**OUR STUDENTS;** Our students are the center of our existence; respect, spiritual values and commitment to their educational success is our priority.

**RELIGION;** We are an African Methodist Episcopal Church University that believes in the Living God; we embrace Christian principles as our foundation

**CHRISTIAN PRINCIPLES;** Ethics, integrity, and honesty, as exhibited in the Christ of Scripture, are an essential part of our spiritual growth and permit us to develop our relationships with God and one another.

**QUALITY EDUCATION;** We will provide a living-learning environment with excellent teaching and a challenging curriculum.

**SOCIAL AND COMMUNITY RESPONSIBILITY;** We are devoted to serving our community through personal and institutional outreach consistent with our core values.

**HISTORY AND TRADITION;** We embrace and cherish our history and take responsibility for our future and for distinguishing ourselves through the 21<sup>st</sup> century and beyond.

## Wilberforce University Student Leader Mission Statement

As student leaders, we strive to increase student morale with a strong dedication to students by facilitating the academic, social, and spiritual growth of Wilberforce University, by developing an effective communication line between student leaders, administration and the student body. It is our duty to ensure that all university policies and procedures are consistently enforced to promote a fair and professional environment.

As student leaders, we are committed to promoting unity within the Wilberforce University community while remaining accessible to all, being positive influences, and continuing to uphold the legacy of Wilberforce University.

**2014-2016 STUDENT HANDBOOK**  
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## **University Services/Departments/Divisions**

### **ACADEMIC AFFAIRS**

The Division of Academic Affairs houses the traditional program and oversees all of the curricular matters associated with these programs. Its faculty is organized into three divisions, Arts and Social Sciences, Professional Studies and graduate studies in Rehabilitation Counseling. The First Year Enrichment Program (FYE) is an immersion effort integrated into the fabric of the two undergraduate divisions: Arts and Social Sciences and Professional Studies. The FYE is merged with the Office of Student Academic Support Services (OSASS) and is under the direction of the Office of Academic Affairs. The University catalogue contains detailed information about these programs and the academic policies and procedures that govern them. All questions regarding classroom instruction, laboratory instruction, convocations, research opportunities, advisement in the major and other curricula matters should be referred to Academic Affairs. The Division of Academic Affairs also houses the Office of the Registrar, Cooperative Education and the Library.

### **OFFICE OF STUDENT ACADEMIC SUPPORT SERVICES (OSASS)**

The OSASS office provides first year students a structure and foundation with which to build a successful academic experience. During your time at the WU, you will seek out the OSASS office for one or more of the following services:

#### **Freshmen Academic Advising**

This is the primary role of the OSASS. Working with freshmen and transfer students we provide academic advice and counsel to help you select the best courses for your major and situation. By meeting with an academic advisor, you gain insight into your academic options, degree requirements, and university policies and procedures. We will also help you to make connections between your previous experience and Wilberforce University.

#### **Disability Services**

Wilberforce University recognizes the need for supportive services, which support the diversity of student needs. The OSASS office provides advocacy for students who have diagnosed disabilities and/or require accommodations or modifications in the classroom setting. In coordination with our academic and student services colleagues we strive to provide equal access to facilities and classrooms, along with any other services and opportunities provided here at Wilberforce University.

#### **Majors Fair**

Many new students have not made a firm decision as it relates to a major or career. The OSASS office encourages the exploration of all the opportunities here at Wilberforce University. We host a Majors Fair where the faculty members of various departments attend and share the opportunities that spring out of a degree in their areas. It is a great opportunity to get a stronger sense of what each major is about as well as careers in that field of study.

### **Mentoring Program**

Connecting with a fellow student who understands the 'ins and outs' of Wilberforce University can be a critical piece to being a successful student. OSASS facilitates a Peer Mentoring program, training of mentors, and development of various activities throughout the semester. Freshmen are assigned upper class mentors, whose presence will assist in your smooth transition from high school to college.

### **Probation Advising**

Due to incoming high school preparation or issues during their time here on campus some students find themselves in an academically precarious situation. OSASS provides probation advising to assist students in identifying the issues surrounding academic performance. Working with a holistic approach we assist students in navigating the various concerns that have negatively affected their in-class experience.

### **Strategies for College Success Course**

OSASS academic advisors are also instructors at Wilberforce University. The Strategies for College Success Course is a critical bridge to connecting your experiences throughout campus; as such, it is a mandatory course. Personal development, academic enhancement, and improved critical thinking are all outcomes of this course.

### **Study Abroad**

The study abroad program at Wilberforce University allows students to encounter an experience of a lifetime that will allow them to study abroad through semester, summer, or yearlong programs. Discovering the world from a global perspective, participants are able to acquire knowledge through academic work in other countries and develop a cross-cultural understanding through cultural immersion. Study abroad opportunities are available for all classifications and eligible students may apply for financial aid and scholarships awards toward an approved study abroad program. Interested students must meet with the Study Abroad Coordinator, complete the application process, and submit documentation before final approval to study abroad. Stop by the OSASS to learn more and to begin your journey!

### **Success Series 7 Workshops**

Every semester we offer workshops for all students to enhance learning skills and encourage student growth and engagement. Past workshops have focused on developing strong skills in time management, test taking, textbook reading, and goal setting. Check OSASS' calendar of events for a current schedule of workshops.

### **REGISTRAR**

The Registrar holds the academic portfolio of each and every student in perpetuity. This is the office that receives stores, holds and distributes each academic performance record. This office also serves the CLIMB program which is discussed after the operational details of the Registrar's Offices are presented.

The Registrar's Office is located in the Wolfe Administration Building, Room 102. Hours of operation: Monday through Friday, 8:00 a.m. to 5:00 p.m. The office remains open during the lunch hour (12:00 to 1:00 p.m.). Telephone number: (937) 708-5736 and Fax: (937) 708-5222.

Students are encouraged to meet with their academic advisor prior to scheduling an appointment with the Registrar. Appointments may be scheduled with the secretary (708-5736).

Every student is assigned a Wilberforce University Email Account. Students are encouraged to check their Wilberforce email (not personal email accounts) regularly. The Registrar's Office will communicate via email.

**Self Service BANNER (SSB) – [www.wilberforce.edu](http://www.wilberforce.edu)**

Every student may view their schedule and grades/academic history on SSB. Contact the Registrar's Office if your account is disabled. For security purposes, if you attempt to access your records unsuccessfully, after several attempts, the account will be automatically disabled. The Registrar's Office will reset the account. \*Student ID is required.

**Student Identification Card**

Every student must have a valid Identification Card. Validation stickers, for the current semester, are available in the Registrar's Office.

Requests for transcripts may be faxed (signature is required) to (937) 708-5222. Transcripts are not faxed or sent electronically. Cost per transcript is \$5.00. Same day service (first class mail) is available at a cost of \$8.00. Express mail service or overnight delivery is not available. Requests for transcripts and payment must be received no later than 2:00 p.m. on the day of the request. Payment must be made at the Bursar's Office. Same day service requests must be paid by cash or credit card. Contact the Bursar's Office (107 Wolfe Administration Building) at 1-800-441-6381 to authorize credit card payments. As a reminder, transcripts will not be released to individuals with outstanding financial obligations to the university.

Questions concerning Veteran Affairs, enrollment verifications, registration, deferments, etc. should be directed to the Registrar's Office.

- **Graduation Applications** are available in the Registrar's Office (102 Wolfe Administration Building). Deadline dates to apply for graduation are as follows (subject to change):

December Graduation (no ceremony)	August (day to be announced)
May Graduation	February (day to be announced)

Application for Graduation fee is \$25. Payment is due at the time the application is submitted to the Registrar's Office. Academic advisors must sign the form prior to submitting the form to the Registrar's Office (with payment receipt). Applications without payments will not be accepted. Payment must be made directly at the Bursar's Office (107 Wolfe Administration Building). Checks/money orders are to be made payable to Wilberforce University.

Before a student is eligible to participate in Commencement, all requirements (including cooperative education assignments) must be completed, and any outstanding balances must be paid in full. Students enrolled at other institutions (on a quarter system) must enroll during the winter quarter which ends in March. Official transcripts must be

received in the Registrar's Office no later than April 30 (for May graduation). Transcripts "issued to student" and "facsimile" copies are not acceptable.

Students not graduating on the expected date must re-apply for graduation (and pay the \$25 fee). Diplomas will be mailed to the address noted on the Application for Graduation 4-6 weeks after Commencement. The Registrar's Service Motto is ASK.

A – allow us to help you find quality information

S – search the library website and databases to locate tons of great resources

K – knowledgeable staff will help you navigate those resources available

### **REMBERT E. STOKES LIBRARY**

The automation of library resources provides for twenty-four hour of access to library materials including full text articles every day of the year. Students should use computers to communicate via e-mail, collaborate on projects with peers and research any topic using the extensive electronic resources available. There is a computer lab located in the LRC that provides all students with email and printing.

Institutional Research is responsible for data gathering and interpretation of information for institutional advancement.

The University Library is located on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Rembert E. Stokes Learning Resources Center. Here you will find a variety of areas to study for both group and individuals. The library's in-house collections include over 63,000 volumes and several hundred periodical titles. Start your search by using our computerized catalog kiosks. Computers are available for use throughout the library and over 40 million books are at your fingertips when using the OPAL and OhioLink library catalog. All academic libraries across the State of Ohio share their resources which means books, media, and periodicals can be shipped to the Stokes Library within 72 hours of ordering. You may also search academic journal indexes on-line and read or save full-text articles. To print information from the computers a code must be entered to verify your account. Just like the rest of the campus, the library is Wi-Fi ready for your own laptop. The Information Technology department can help you set up your accounts and you should see the computer lab manager for any account issues.

The Reserve Room is the key area of the library where many functions take place. You must first have an active library barcode on the back of your university I.D. card. This code must be re-activated each semester and the process is completed in the reserve room. Faculty may place important items on reserve in this area and students may check them out for a two hour period of time. Late fees are attached to your account if materials are not brought back in a timely manner. A convenient drop-off box is located outside the east entrance to the LRC. Videos, CD's, and headsets may also be checked out from the reserve room. When audio/visual equipment is needed in your classroom or for a university sponsored event, call the reserve room number at least 24 hours ahead so that the equipment can be in place. The library archives house important materials associated with the history of Wilberforce University and the AME Church. Contact the library archivist in a timely manner so a proper search of your topic can take place.

At the Stokes Library on the Wilberforce Campus we consider our students capable of maintaining the respect deserved of adult learners. We ask that quiet be maintained in study

areas and that food and beverages be disposed of in a proper fashion. Above all the faculty and staff are here to help you learn. Be respectful and considerate of their efforts and of the efforts made by your fellow students. We welcome all who choose to expand their horizons by using the resources available at your Wilberforce University Library.

Library Regular Hours of Operation – During Semesters

Mondays & Tuesdays: 8 a.m. to 10 p.m.  
Wednesdays thru Fridays: 8 a.m. to 6 p.m.  
Saturdays: 1 p.m. to 5 p.m.

We are open for normal hours with special hours starting on the first day of final exam schedule. Those special hours will be posted and emailed to your WU e-mail address just before final exams begin.

Wilberforce University Library: [www.wilberforce.edu/library](http://www.wilberforce.edu/library)  
Ohio Link: [www.ohiolink.edu](http://www.ohiolink.edu)

Library Director 937-708-5277 Reserve Room 937-708-5630  
Archivist 937-708-5277

Your success in college depends on having the right resources and knowing how and when to use them. That's where the library can help - just ASK us!

**ADULT AND CONTINUING EDUCATION**

**CLIMB (Credentials for Leadership in Management and Business) Program**

Wilberforce University offers a program allowing adults, who have completed a minimum of two years of college or an associate degree, to complete the Bachelor of Science degree on an accelerated schedule. The **CLIMB** Program offers majors in Organizational Management; Health and Human Services; Information Technology; and Criminal Justice Administration, which consist of nine interrelated courses offered one at a time and a capstone. Classes are held on campus and at off-campus sites.

The admittance criteria for enrollment in the **CLIMB** Program is that the applicant must be age 23 or older; have work experience; earned an associate degree or 60 semester hours of transferable college credit from a regionally accredited institution of higher learning; and be able to demonstrate proficiency in written communication and computer literacy.

The Adult & Continuing Education Office is located in the Wolfe Administration Building, Suite 207. Office hours are 8:00 a.m.–5:00 p.m., Monday-Friday. Call 937 708-5324 for additional information.

**ALUMNI AFFAIRS**

Greetings Wilberforce University family! It is our extreme honor and privilege to work with the distinguished students and alumni of Wilberforce University. We know first-hand how Wilberforce University prepares and equips its alumni for community service and excellence.

Our commitment to the alumni of Wilberforce University is to create a consistent channel of communication, engagement and opportunity between alumni and the university.

The success of Wilberforce University is a collective effort of alumni engagement through giving and service. Our goal is to offer multiple channels of opportunities and a wide array of meaningful volunteer roles. The Office of Alumni Affairs works closely with the Alumni Association to develop programming that will accomplish these goals. Through collaboration with local chapters and the university there are myriad ways for alumni to experience Wilberforce University.

The Office of Alumni Affairs seeks to engage all Wilberforce University alumni in a mutually beneficial life long relationship. The university encourages, supports and guides alumni to maintain the advancement of Wilberforce University greatness for current and future generations.

Student commitment to Wilberforce University both during and following their graduation begins and continues their alumni experience. Students are encouraged to join and actively participate in the Wilberforce University Pre-Alumni council. For more information, contact the Office of Alumni Affairs.

The Office of Alumni Affairs is located on the 2nd floor of the Wolfe Administration Building. The office can be reached at 937-708-5745.

#### **BURSAR'S OFFICE**

The Office of the Bursar is located on the first floor of the Wolfe Administration building. The Cashier's window is open **Monday through Friday from 9:00 a.m. to 4:00 p.m.** For questions regarding your student account, please logon to the student self-service at **ssb.wilberforce.edu**. If further assistance is needed, call the Bursar's Office at ext. 5502 to make an appointment with a staff member. Appointments are scheduled for Tuesday, Thursday and Friday.

The Bursar's Office will be your source for a variety of services:

**Cashing Money Orders:** Money orders will be cashed with student ID. And there is a maximum of \$100.00 per day per student. **NO PERSONAL CHECKS ARE ACCEPTED.**

**Envelopes:** Letter size envelopes are available for purchase.

**Postal Stamps:** U.S Postal stamps are available for purchase.

**Change:** Change is available for any denomination. Quarters can be purchased for vending and laundry machines.

#### **COOPERATIVE EDUCATION**

Under the leadership of Dr. Rembert E. Stokes, cooperative education was implemented at Wilberforce University in 1964 and became a mandatory cooperative education program in 1967. This placed Wilberforce among other forerunners in academia demanding dual excellence of its students. The mission of the Office of Cooperative Education & Professional Services is to be a premier center in providing excellent value-added work integrated learning (WIL), job search preparation, career exploration opportunities and graduate school admission information aimed at satisfying the career aspirations of all matriculating students and graduates of Wilberforce University.

Cooperative education is the heartbeat of the academic program at Wilberforce. Cooperative education affords the students the opportunity to get a head start in the workforce by applying theory learned in the classroom to actual paid work experience in their chosen field of study.

According to the National Office of Research and Development for Cooperative Education, Wilberforce is one of only two four-year institutions in the nation operating a mandatory program. The program has been cited for excellence in cooperative education in several other major publications: "Black Enterprise", "Careers", and the "Black Employment and Education Journal".

During the semester before you begin working, you should visit the Office of Cooperative Education and individually meet with your particular career development officer. He/she will assist you in completing the necessary forms, review your resume, and discuss interviewing techniques. You will also discuss your career interests and review available positions, if available. To learn more about this program, please visit [www.wilberforce.edu](http://www.wilberforce.edu).

### **DINING ON CAMPUS/FOOD SERVICE**

In addition to providing 19 meals per week, food services sponsors special dinners and provides food for residence cookouts and parties (contact the Dining Director for details). Moreover, special arrangements are made if the student has specific dietary needs, has a class conflict and needs a sack lunch or needs a special menu because he or she is sick. Please note, students must obtain a written form from their RD for a sick tray. Students must present a current, validated ID card to gain entrance to the residence hall dining room. Meals are served during these hours:

Breakfast	7:00 a.m. - 9:00 a.m.	Brunch on Weekends	11:00 a.m.- 1:00 p.m.
Lunch	11:30 a.m. - 1:30 p.m.	Dinner on Weekends	5:00 p.m.-7:00 p.m.
Dinner	5:00 p.m. - 7:00 p.m.		

### **Cafeteria Guidelines**

1. Students must show their ID to enter the cafeteria. Students without the proper ID will not be permitted to enter.
2. Students will not be allowed to re-enter the cafeteria after leaving.
3. Students must be properly dressed. Gentlemen must remove their hats and ladies will not be permitted to enter with rollers in their hair.
4. Students must "bus" their trays at all meals. Upon completion of the meal, students must take their trays to the dish belt and place their trash in the can.
5. Radios and tape players are not permitted in the cafeteria.
6. Tongs, dippers and other available utensils are to be used when getting food from the self-service area. Please do not use your hands.
7. Residence Life staff must approve trays for sick students.
8. Students are not permitted to go behind the serving line. The cafeteria staff will serve all meals.
9. To avoid accidents, students should report spills or breakage to the cafeteria staff immediately.

Students are not permitted to take food, silverware, dishes or equipment out of the cafeteria

10. Students are not to place wet products such as margarine, butter, and syrup or waffle batter in the toaster. Jellies, jams and butter should be placed on food items after they have been toasted.
11. Students who participate in disruptive behavior, such as thievery or damaging of cafeteria property, food dishes, tableware, coverings, plants, tables, chairs, etc., in addition to throwing objects, yelling, and fighting; and use of profanity or cursing, are in violation of the University's Code of Student Conduct and will be subject to disciplinary action.
12. We would like to add to the cafeteria section that pajamas are **not** permitted in the cafeteria, and any student that comes in their pajamas will not be admitted.
13. The Director of the Cafeteria is available to discuss students' concerns during the hours of 9:00 a.m. to 11:00a.m. and 1:00 p.m. to 3:00 p.m. when meals are not being served. The director's office is located in the back of the cafeteria and can be reached by entering the back door. The director can also be contacted at (937) 374-6515 during the above hours. In addition, students can write their comments and place them in the suggestion box in the cafeteria. The director receives all comments and will respond to them.

### **HUMAN RESOURCES**

The Human Resources Department of Wilberforce University is located on the first floor of the Wolfe Administration Building. The Human Resources Department is dedicated to providing equal employment and advancement opportunities to all individuals.

Wilberforce University is committed to providing a productive work environment that is free from discrimination or harassment on any basis and in which every employee is treated with respect. The University prohibits discrimination or harassment based on race, color, creed, gender, sex, ancestry, religion, national origin, marital or familial status, age, physical or mental handicap or disability, alienage, citizenship status, veteran status, sexual orientation or any other basis or personal characteristic protected by law, whether it is by an employee, vendor, business or academic visitor, student, temporary hire or independent contractor. This prohibition applies at all times while conducting business on behalf of the University and while conducting business with the University.

#### **Equal Employment Opportunity**

Wilberforce University is an equal opportunity employer and prohibits discrimination in employment opportunities, practices or decisions concerning all terms and conditions of employment including selection and hiring, placement, job assignment, promotion, lay-off, transfer, leaves of absence, compensation, access to benefits, training, discipline and termination.

#### **Policy Prohibiting Discrimination or Harassment**

Harassment is a form of unlawful discrimination and is offensive or intimidating conduct of a verbal or physical nature that denigrates or shows hostility or aversion toward an individual or group on the basis of one or more of the personal characteristics listed above which have the purpose or effect of: interfering with an employee's working conditions or performance; creating a hostile, intimidating, or offensive work environment; or otherwise adversely affecting employment opportunities.

Harassment on any basis is prohibited on University premises and on any work-related setting away from the University premises including but not limited to business trips, off-campus meetings and business-related social and civic events.

Sexual harassment is a particular type of harassment characterized by unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. It also can occur when: submission to that conduct is made a term or condition of employment; submission to or rejection of the conduct is a basis for employment decisions; or such conduct unreasonably interferes with an individual's work performance or creates a hostile, intimidating or offensive work environment.

Forms of harassment on any basis may include, but are not limited to: written or verbal abuse; offensive, derogatory, insulting or obscene comments, looks, gestures or jokes; display or circulation in the workplace of suggestive or inappropriate graphics, cartoons or objects; unwelcomed, intentional touching of another person or other unwanted intentional physical contact (e.g. pushing, shoving, patting, pinching, or brushing against another person's body) or whistling, staring, glaring or leering at another person; or threats.

#### **INFORMATION TECHNOLOGY SERVICES**

The Information Services at Wilberforce University oversees: 1) Information Technology Services, 2) Educational Technology Services, and 3) Telecommunications.

Information Technology Services manages university computing assets including the network infrastructure and computer labs.

#### **PHYSICAL PLANT SERVICES (Maintenance and Custodial Services)**

Physical Plant Services maintains the University buildings and grounds with concern for safety and security. Campus buildings and grounds are inspected regularly and repairs of potential hazards are made. However, students have a responsibility to help keep their living areas clean. Students residing on campus should report needed repairs to their RA or the RD so that the repair can be entered into the work request system. If an emergency occurs after normal working hours, students are then to notify their Resident Director. For work orders or request please email: [facilities@wilberforce.edu](mailto:facilities@wilberforce.edu).

#### **STUDENT FINANCIAL SERVICES (Financial Aid)**

The Office of Student Financial Services (SFS) is available to assist students and their parents through the financial aid process to secure federal funds to meet the cost of a college education. All new and returning students are encouraged to apply for financial aid to determine their eligibility for federal grants and loans. All university scholarships require students to complete the Free Application for Federal Student Aid (FAFSA). Our financial aid staff is available every step of the way to advise you and answer any questions. Together, we will help you realize the value of a Wilberforce education.

Types of financial assistance awarded are:  
Grants (federal, state, and institutional)

Scholarships (institutional, endowed, graduate, UNCF and numerous external scholarships)  
Federal Work Study  
Federal Direct Loans (Perkins, Parent PLUS, Subsidized and Unsubsidized)

Student Financial Services is located on the first floor of the Wolfe Administration Building. The hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Friday. The telephone numbers are: 1-800-367-8565 and 937-708-5727. The fax number is (937) 376-4752. Be sure to visit the University's website ([www.wilberforce.edu](http://www.wilberforce.edu)) for additional information pertaining to financial aid.

## The Division of Student Services

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## THE DIVISION OF STUDENT SERVICES

### **Mission Statement**

*The Student Services Division of Wilberforce University exists to support students in their personal, professional, and academic development, while encouraging the overall mission of the institution. Therefore, it is essential that the Student Services division create and perform services that enhance the experiences of our students.*

The Division of Student Services strives to provide a seamless, quality experience for all students from the time of admissions through graduation and membership in the alumni community, in a way that, aids in their success, nurtures their spirit, provides them with theoretical knowledge and presents them with practical experiences all aimed at preparing them to be productive and responsible world citizens. We strive to achieve these goals by:

- Providing a supportive environment
- Challenging students to make informed decisions
- Engaging students as critical thinkers
- Nurturing students to work in the spirit of service.

Involvement in college life supports student success inside the classroom and in the larger world. The Division of Student Services contributes to the overall mission of Wilberforce University by providing services designed to support students' personal, professional and academic goals. This Division also fosters opportunities for students' interpersonal and leadership growth through meaningful interaction with peers, faculty and administrators.

The division is comprised of seven critical areas: 1) Vice President for Student Services, 2) Athletics, 3) Campus Police, 4) Spiritual and Religious Life, 5) Residence Life, 6) Student Activities, and 7) Transportation Services. Within each of these central units is the responsibility for overseeing many of the out of classroom programs and services that affect your lives as students. This section will outline those areas.

### **ATHLETICS**

Athletics at Wilberforce University is an integral part of the collegiate experience. The excitement that surrounds athletics at colleges and universities today allows student-athletes the opportunity to experience teamwork and to achieve goals through competition.

Wilberforce University is a member of the Association of Independent Institutions (Aii) and the National Association of Intercollegiate Athletics (NAIA). The University has 2 intercollegiate athletic programs. The sports are Men's and Women's Basketball.

Wilberforce University athletics also sponsors the Wilberforce Cheerleader and Jazzer programs. Students are encouraged to participate in a very active and competitive program. All team members must be in good academic standing and possess good character. Our Athletic program offers one of the best chances outside of the family for students to learn respect, responsibility, integrity, servant leadership and sportsmanship.

### **CAMPUS POLICE DEPARTMENT**

Wilberforce University Police Department employs sworn peace officers that are vested with full arrest authority in the State of Ohio, pursuant to Ohio Criminal Code Section 1713.50. Wilberforce University Police Officers meet the requirements specified by the Ohio Peace Officers Training Council, which are mandated for all sworn Ohio law enforcement officers.

Wilberforce University Police Officers receive at least 17 weeks of formal basic training, 40 hours in-service training and participate in regular training designed to maintain their skill. Wilberforce Police Department's primary jurisdiction includes all property owned and operated by Wilberforce University. However, Wilberforce University Police Officers' arrest authority may extend to any place in Greene County pursuant to requests for mutual assistance. The department provides 24-hour-a-day patrol protection for the campus parking lots, residence halls, and other University-owned buildings.

#### **Vision**

Our vision is for the Wilberforce University campus to be the safest university environment in Ohio in which to live, study and learn.

#### **Mission Statement**

The men and women of the Wilberforce Police Department are dedicated to delivering total quality service to all the members of our community. We believe this can be accomplished by forming partnerships with our community to identify problems and engage in problem solving activities to help reduce or eliminate crime.

#### **Values**

The core values of the Wilberforce Police Department reflect those qualities in our great nation and the community. We consecrate ourselves to uphold these values which are the cornerstone of American justice: justice, unity, safety, trust, integrity, character, and excellence. In addition to campus police, security is provided throughout the campus through the residence hall desk monitors and the blue light system.

### **HOW TO REPORT EMERGENCIES**

The Campus Police office is located in the Wolfe Administration Building. The department is staffed 24 hours a day by both full time and part-time police officers and security officers. All emergencies and crimes should be reported to Campus Police by calling **313-9049 or 708-5701**.

Please provide as much information as possible, including:

- You name
- Call back number
- Description of the incident or problem

- Location
- If criminal in nature, description of the suspects

The Greene County Sheriff's Department may be reached by calling 376-5111 or 911. Their dispatcher can direct police, fire and ambulance services when needed.

## **FIRE PROCECURES**

### **When you discover a fire**

- Manually activate the fire alarm system from the nearest pull station.
- Immediately exit the building, closing doors behind you, but do not use elevator.
- Call 911.

### **When you hear a fire alarm**

- Stay calm and proceed to the nearest exit, use stairs and not elevator.
- Assist persons with special needs, but do not try to re-enter the building to help.
- If you believe someone is trapped inside their room, notify police or fire personnel immediately. Do not re-enter the building to help.
- Re-enter the building will you get an all clear.

### **When you are caught in smoke or flames**

- If caught in smoke, stay low and proceed quickly to the nearest exit.
- Take short shallow breaths through the nose and use a handkerchief or towel to filter the smoke.
- If caught in flames cover your head and hair with a blanket or overcoat hold your breath and move quickly to the nearest exit.

### **When using a fire extinguisher**

- Pull Safety pin from handle.
  - Aim at base of fire.
  - Squeeze the trigger handle.
  - Sweep from side to side to side at base.
- Electrical/Light Failure  
If you observe a major utility failure on campus call campus police at 313-9049
- Remain calm and when told to evacuate the building by a University official walk quickly to the nearest exit and ask others to do the same.
  - Unplug all electrical equipment, including computers and turn off the light switches.
  - Emergency lights are located in some of the buildings and will assist you in exiting a building.
  - If trapped in an elevator use the emergency phone or use your cell phone to call campus police at 313-9049.

- The President or designee will evaluate the power outage and make the decision as to campus closing and/or relocation of students to an alternate site, if power cannot be restored.

### **EVACUATION PROTOCOL**

There are a variety of emergencies that can happen on campus; fire, chemical spills, severe weather, power outage, etc. Do you know what to do? If you are inside a building and hear an alarm or see strobe lights flashing, there is a possibility that it is a real emergency and you want to immediately evacuate the building.

- Immediately evacuate the building.
- Do not use elevators.
- Assist the disabled.
- Take valuables and cell phone with you.
- Proceed to an assembly area outside and away from the building.
- Wait for campus officials to notify you when to return to normal activities.

### **SUSPICIOUS PERSON ON CAMPUS**

- Upon recognizing a suspicious person on the campus, notify the campus police of the situation.
- The police should locate the suspicious person and treat them as if they are simply a visitor who needs assistance.
- If the suspicious person refuses to speak with the police officer and flees from the campus, the officer will obtain an accurate description of the person and vehicle, if used.
- Members of the campus community will be advised about the suspicious person through a Campus Alert memo.

### **ACTIVE SHOOTER – Run, Hide, Fight**

**When an active shooter is in your vicinity:**

#### **RUN**

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Call 911 when you are safe.

#### **HIDE**

- If evacuation is not possible, find a place to hide.
- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.

- Remain very quiet.

## **FIGHT**

- As a last resort, and only if your life is in danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

## **FIRST RESPONDERS**

### **When Law Enforcement arrives:**

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.  
Remember: First Responders on the scene are not there to evacuate or attend to the wounded. They are there to stop the shooter. If you are faced with an active shooter, remember there are three things you can do, **Run, Hide, Fight**.

## **STUDENT WITH A GUN**

If a student is displaying a gun:

- Notify the campus police by calling 313-4094.
- If the weapon is not being brandished, attempt to isolate the student.
- If this cannot be accomplished, keep the student under surveillance.
- Keep calm until Campus Police arrives.
- Meet the responding officer at the door and advise him who the student is, where seated, and current behavior of the student.
- If the student is brandishing a weapon, treat the incident as an active shooter event.

## **MEDICAL AND FIRST AID**

- Notify Campus Police at 313-9049 for all medical and first aid requests.
- If serious injury or illness occurs immediately notify Campus Police. If Campus Police cannot be reached call 911.
- Give your name; describe the nature and severity of the medical problem and location of the victim.
- In the case of minor injury or illness, provide first aid care, if trained.
- Keep the victim still and comfortable.
- Ask the victim where they are injured.

- Check breathing and perform CPR as trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist and comfort the victim until medical personnel arrive.
- Look for emergency medical identification tags (bracelets, necklace, and anklets).
- Give all information to responding EMT responders.

### **TORNADO AND SEVERE WEATHER ACTION PLAN**

When conditions are favorable for severe weather to develop, a severe thunderstorm or tornado **WATCH** is issued. When a tornado is indicated by weather radar or has been sighted by spotters and other sources, a **WARNING** is issued and you should seek safe shelter immediately.

#### **Tornado Watch Procedures:**

When a tornado watch is issued the Campus Police officer shall immediately begin monitoring weather conditions including contact with Sheriff Dispatch, television and on-line resources to remain abreast of weather conditions in the area of the University.

The Campus Police officer will telephone the Chief of Police and the Vice President of Student Services and notify them of the issuance of the tornado watch, the specific area of the tornado watch, and the time period the tornado watch is to be in effect.

#### **Tornado Warning Procedures:**

In the event of the issuance of a tornado warning in the area of the University, the following procedure shall be followed:

1. The Campus Police officer shall notify the Chief of Police and the Vice President of Student Services about the issuance of the tornado warning, the specific area of the tornado warning, and the time period the tornado warning is to be in effect.
2. Activation of the One-Call notification system, including telephone, email, and text messaging. The One-Call message will include notice that a tornado warning is in effect and instructions necessary to remain safe. Those general instructions are included below.
3. The University may consider suspending campus functions including classes while a tornado warning is in effect.
4. Available Residence Life staff will be notified and will instruct available RA staff to advise floor members of the tornado warning by door-to-door contact along with instructions for locations of tornado shelters.
5. Flying debris and broken glass are the main cause of most serious injuries and deaths during a tornado. When a tornado warning is issued people in buildings should seek protective shelter away from windows, preferably on the lowest floor of the building. People should not go outside during a tornado warning.
6. If people find themselves outside during a tornado warning they should move to the nearest

building and move to an interior room or lowest hallway. People should stay clear of all areas containing glass panes or windows.

7. People who are outside and unable to find shelter should get into a ditch or other low area and cover their head with your hands.
8. If people are in a vehicle during a tornado they should get out of the vehicle and seek shelter in a building, low laying ditch or other low area.

#### **Pre-designated shelter areas for Tornado Warning:**

1. During a tornado warning people in the **Wolfe Building** should move into to the basement floor and get inside the snack room or stairwell area. People in **Walker, King, and Stokes**) should move into the **King Building tunnel** (The tunnel can be accessed through the Lower Lecture Hall side door and the lower floors of the **King Building**). People in the **Wellness Center, Multiplex, Henderson Hall, Music Building and Allen Commons, Living Learning Center** should move to an interior room or hallway on the lowest floor.
2. If time permits people in the **Wellness Center** and the **Multiplex** should move to the tunnel located in the **King Building**. People in the **Music Building Allen Commons, and Henderson** should move should move to an interior room or hallway on the lowest floor. People in the **Living Learning Center** should move to .an interior room or hallway on the lowest floor.

#### **MOTOR VEHICLE and PARKING REGULATIONS**

The law of the State of Ohio (Section 1713.50) permits the University Board of Trustees to assign duties to the Wilberforce Campus Police Department, which include the effective control and safety of university property. The State of Ohio motor vehicle laws and the following rules and regulations apply for parking and operation of all motor vehicles on Wilberforce University owned property.

##### ***Registration Fee Structure***

***(Aug – July)***

- **Residential Students:** \$8.56 per year.
- **Commuting Students:** \$8.56 per year.
- **Staff:** \$8.56 per year.
- **Visitors:** \$8.56 per year.
- **Climb Students:** \$8.56 per year.
- **Tenured Faculty:** No fee (must register vehicle).
- **Temporary workers:** No fee (must register vehicle).

#### **General Regulations**

1. **Vehicle Registration.** All persons operating motorized vehicles to and parking on the campus must register their vehicle with the campus police by completing a vehicle registration form.
2. **Obtaining Parking Permits.** Pay \$8.56 to the cashier at the bursar's office and bring receipt to the campus police office. Show proof of liability insurance and driver license to

obtain a parking permit.

3. **Display of Parking Permit.** Hang the current parking permit from the rear view mirror of the vehicle and it should be displayed so the permit number can be clearly visible.
4. **Additional Parking Permits.** Additional vehicles may be registered for a fee of \$5.00 per vehicle. Fees are not refunded in case of separation, withdrawal or suspension from the University.
5. **Parking Spaces.** Responsibility for finding a parking space resides with the vehicle operator. Lack of available space (in your assigned area) is not justification for violation of these regulations. The purchase of a permit does not guarantee a parking space at your assigned area.
6. **Liability.** The University assumes no responsibility for vehicles or their contents including lost or stolen parking permit.
7. **Open Parking.** Open parking is permitted Monday through Friday from 10 pm until 6:00 am, all day Saturdays, Sundays, and legal holidays (as observed by the University) except in handicapped and reserved parking areas.
8. **Parking Areas. Visitors** to the campus may park in visitor parking spaces at the Wolfe Building or the Multiplex. **Students Commuting** to campus may park in spaces not reserved for faculty at the King/Walker parking lot or the Multiplex parking lot. **Climb Students** are permitted to park Monday through Friday from 6 pm until 11 pm and all day Saturdays in the King/Walker parking lot. **Residential Students** are encouraged to park at their designated dorm parking lot. Students parking in faculty parking spaces will be ticketed. **Employees of the University** are permitted to park at their assigned building parking lot. **Faculty** members shall park in areas reserved for faculty (King/Walker and Stokes parking lots). **Board Members, University President and Vice-Presidents** are authorized to park in all areas except in handicapped areas.
9. **Handicapped Parking** is regulated by state law. Vehicles which do not display a valid handicapped hang tag, decal, or license plate will be state ticketed and/or towed.
10. **Temporary Parking Permits** are available to temporary workers at no cost from the campus police office.
11. **Special Needs Parking Permits** are available to students and staff who may experience special needs parking in handicapped parking.
12. **Impounding and Removal of Vehicles** are authorized when a vehicle is parked in such a manner as to create a hazard to public safety or to impede the orderly flow of traffic on campus. When a vehicle is parked with an illegal or invalid parking permit. When there is an accumulation of three or more unresolved vehicle violation notices. When a vehicle is used in the commission of a felony or misdemeanor.
13. **Impounded Vehicles** will be released after full payment is received for unresolved vehicle

violation assessments. The University is not responsible for damage resulting from vehicle impounding or any other condition as defined by these regulations or O.R.C. Chapter 4511.

14. **Assessments** must be paid by appearing at the cashier's office within 48 hours. Unpaid traffic fines will be treated as other debt. Delinquent fines will be placed on the student's bill and administrative sanction will be used to collect from employees.

15. **Appeals** of vehicle violations may be made by filing written notice with the Chief of Police. Appeal forms are available from the Wilberforce Campus Police Department. Appeals must be submitted by the person who registered the vehicle within ten (10) days of the date the citation was issued. Appeals received after ten (10) days will not be considered.

16. **Moving Violations** are subject to a campus citation assessment of \$20.

**Court Citations** are issued for parking in handicapped areas (\$250 to \$500 fines), driving without a valid driver license (state law requires an arrest to be made), driving without proper plates, and operating a vehicle without liability insurance.

#### **HEALTH AND WELLNESS CENTER**

This office takes an ecological model of psychology. The perspective is that human conditions can be addressed through multiple layers: from within an individual's thoughts and behaviors, through the immediate environments we live in, to the cultural environments and the guiding spiritual influences that impact each person's life. The trained professionals believe that empowerment derives from the health and wholeness of all of these parts, and that empowerment is both the right and the responsibility of each of us. We welcome all to call or stop by Empowerment Services to learn more about what psychology can offer.

#### **SPIRITUAL AND RELIGIOUS LIFE**

We provide outlets for students, faculty, and staff to assist in providing resources for workshops and spiritual growth. We offer an array of activities to keep students grounded in their spirituality.

#### **VICE PRESIDENT OF STUDENT SERVICES OFFICE**

The Vice President of Student Services manages Residence Life, Health and Wellness, and is the Chief Judicial Officer of the community. All living learning operations of the community are facilitated by the Vice President of Student Services' staff. The Vice President oversees the following areas: Residence Life, Wilberforce Campus Police Department, Judicial Affairs, Residence Life, Student Activities, Health and Wellness Center, Athletics and Transportation Services.

#### **JUDICIAL AFFAIRS**

##### **Purpose**

The Code of Student Conduct and related system serve to educate students as to their civic and social responsibilities as members of the campus community; to modify the behavior of the community members when such behavior is out of conformance with community standards; to provide opportunity for service and leadership to university students; to resolve, when feasible, disputes in a cooperative, educational and non-adversarial manner; to facilitate informed participation in the judicial process by students charged with violating the Code; to facilitate a

greater awareness of and respect for differences of culture, gender, religion, race, sexual orientation and ability; to create a safe environment that allows students to grow and learn. In the enforcement of the Code, all students will have the right to fundamental fairness which includes notice of charges and the opportunity to be heard. (See also, Judicial Hearing Board).

### **RESIDENCE LIFE**

***Philosophy & Objectives:*** The Office of Residence Life functions to create and foster a community environment that upholds the mission and values of Wilberforce University through the Residential experience. Residence Life recognizes that living in the residence halls is an integral part of the students' educational process where students are individually and collectively challenged and supported in the journey to become mature, contributing citizens in a global community. We believe that students learn and grow in many ways during their college experience and that residence hall living is a vehicle that can be a catalyst for positive growth. Through an on-campus living experience students gain a sense of belonging, acquire new skills, gain self-responsibility and integrate knowledge obtained both inside and outside of the classroom. The Residence Life Staff works to support students in their personal growth and to challenge students to successfully achieve their academic goals. With this holistic approach we create a community conducive to learning that allows our students to share in the responsibility of making campus life a "home away from home."

The Office of Residence Life believes that the most effective way to achieve its mission is to build a community that enables growth, learning, and self-authorship. Through these actions the Office of Residence Life creates an atmosphere where interaction is promoted, friendships are encouraged, respect and inclusion become expected, and celebration and fun is anticipated. Therefore, our community is built on 6 Principles:

1. A purposeful community where students, faculty, and staff share goals and collaborate for personal development, value clarification, and learning; a place where creativity and innovation are expressed.
2. An open community where freedom of expression is honored and where civility is powerfully affirmed; a place that fosters dialogue and advocacy.
3. A just community where the value of each person is paramount and where diversity education is pursued.
4. A disciplined community where individuals accept their obligations to the group and where well-defined policies and procedures guide responsible decision-making for the common good.
5. A caring community where the well-being of each member is compassionately supported and where service to others is encouraged.
6. A celebrative community where the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared.

## **Housing**

Sharing group responsibility is a unique and educationally valuable feature of group living. Residents in a group-living environment must exercise due regard for the welfare of their fellow students and the facilities in which they all reside. Residence hall personnel, with their many responsibilities, must be concerned for both the residents and the protection and maintenance of the physical facility. Students must not disregard the rights, responsibilities and duties of other residents or hall personnel nor create any circumstance that would jeopardize their life, limb or property. To do so is completely unacceptable.

## **Residence Hall Staff**

Residence Life has both professional and student staff trained to assist you with any issues or problems you may have while living in the residence halls. Please do not hesitate to contact our staff when you need help or have a question that needs answering.

## **Resident Advisors**

Resident Advisors (RA) lives with the residents on the floor. They are student staff members selected on the basis of their skills, interest, and activities that enable them to help students get the most from their experience at Wilberforce University. Each Resident Advisor is trained in assisting and/or referring students with academic and personal concerns to the appropriate University official (e.g. Counseling Center, Health Services, Academic Affairs, and Registrar). Resident Advisors responsibilities include: getting to know each resident on the floor, familiarizing students with Residence Life and University policies and procedures, assisting with the implementation of policies and procedures, and serving as a liaison between residents and the Office of Residence Life. RAs also plan and implement social, recreational, and educational/cultural programs.

## **Residence Hall Coordinator**

The Residence Hall Coordinator is a full-time professional live-in staff member who is responsible for the general supervision and management of the assigned residence hall, the advising and personal/disciplinary counseling of individuals and groups of students, and the implementation of student programs.

## **Director of Residence Life**

The Director is responsible for the overall management of the Department of Residence Life, including overseeing the Residence Life budget, construction and renovation projects, and residence hall operations.

## **Residence Halls**

Living and Learning Community (LLC) – Female hall

Henderson Hall – Male hall

***Quiet Hours***

- Sunday, Monday, Wednesday, and Thursday: 10pm- 10am
- Friday and Saturday: 11pm- 10am
- Time Out Tuesdays: 24Hours

***Visitation Hours***

- Sunday – Thursday: 5pm – Midnight
- Friday: 5pm – 1am
- Saturday: Noon – 1am

**STUDENT ACTIVITIES**

The mission of Student Activities is to assist in the overall mission of the institution in developing the total person. It is through this initiative that we build programming which meets the student’s social, academic, cultural, and community needs. Our goal is to provide students with proper training, guidance and resources so that once they leave Wilberforce; they can be active American citizens in an ever changing society. The Student Activities Office is located in the student union.

Wilberforce offers a diverse array of programs, activities and organizations that students can become involved with. Academic, Social, Religious, National and Greek organizations are available for all student enrolled at the institution. A list of active organizations can be found in the Office of Activities and Leadership.

**Student Mail**

Wilberforce University, in conjunction with the Wilberforce, Ohio Post Office, provides mail service five days per week, excluding weekends and holidays. The Student Mail Room and student mailboxes are located in the LLC and Henderson Hall. Students can contact the mailroom at ext. 5750. Mailroom hours will be posted at the beginning of each semester.

**Mail Box Assignments-** Students will receive mailbox assignments upon registering for campus housing. Each student is responsible for the protection and security of their mailbox. Students are encouraged not to share mailbox combinations or keys. General Mail Delivery (GMD) is the process that is used for students who do not receive an assigned mailbox. Students must have their ID to obtain mail. We are only responsible for retaining mail for thirty days, after that it will be returned to sender.

**Addressing Mail-** Below is the format for addressing student mail....

- Students Name**
- Campus Mailbox Number or General Mail Delivery**

**Wilberforce University**  
**P.O. Box 1002**  
**Wilberforce, Ohio 45384-1002**

**Key Replacement Fee-** Students who are assigned mailbox keys will be assessed a \$25.00 fee for lost or stolen keys. No Exceptions!

**Students Living Off-Campus-** Will need to receive mail at their place of residence.

### **TRANSPORTATION SERVICES**

The University's Transportation office services students on educational and cultural trips. Students can also take advantage of transportation to various local stores and malls for the convenience of students **staying on** campus without their own transportation. In addition, the department offers students the means to commute to and from major local transportation hubs such as Greyhound, Mega Bus and airports at no cost. Student Organizations that wish to travel as a group can do so with the approval of their faculty advisor. Once approval from the advisor has been received, a formal request can be submitted on line at the Wilberforce University website as mentioned above. The request must be submitted no later than 48 hours before expected departure. Requests can be denied due to no available vehicles or drivers or at the discretion of the Director.

Request forms can be found on the Wilberforce University website under Transportation on the lower left hand side of the main page or by following the link below:

[http://www.wilberforce.edu/student\\_life/transportation.html](http://www.wilberforce.edu/student_life/transportation.html)

### **Transportation Rules**

1. There will be no trips/pickups made between the hours of 12:00 am – 8:00 am
2. All travel requests need to be in a full 48 HOURS before expected travel date
3. There will be no trips on Sunday (unless posted by transportation or a request has been completed)
4. If your bus/train/plane is going to be delayed, call ahead to notify transportation. (If you do not call ahead you will forfeit your pick-up)
5. No weekend trips unless otherwise stated by the transportation department.
6. If there are not more than 5 students, it is up to the driver's discretion if the trip still leaves or not.
7. Those who disrespect the rules and regulations and/or the drivers of the van will have their transportation privileges revoked until further notice. No shows are also subject to losing van privileges.
8. All travel requests need to have proper documentation (i.e., bus ticket, plane ticket, obituary) or your request will not be honored.

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## **DISCIPLINARY PROCESS**

### **Honor Code**

The Community at WU, in order to make known the standards to which all community members subscribe has established the honor code. It is the obligation of all community members to uphold these standards should a member not do so it is the obligation of that member to report to the proper authorities. Should a member have knowledge of any other infraction it is the moral obligation of that member to report this to the proper authorities. Failure to uphold the standards of the university or to report any knowledge of infractions by community members will be considered equally serious and will be dealt with accordingly.

As a Wilberforcean, I will show both within and outside of the university, respect for order, morality, personal honor and the rights of others as is demanded of good citizens. I will respect my fellow community members and always strive to present my personal best. I understand the expectations that have been set forth and I will act with responsibility and care, being fully aware that I will be held accountable for my actions. I will not engage in activities that run counter to the mission and history of Wilberforce University. I am fully knowledgeable that my participation in illegal or risky behavior, including but not limited to, use or sale of illegal substances, participation in criminal activity or engaging in immoral acts, are in breach of the student code of conduct and will result in disciplinary action which could include dismissal from the university. I will give every effort to work in the spirit of collaboration and uphold the legacy and traditions of Wilberforce University and I will embrace the university's value of service to my fellow brother/sister; the community and God.

### **Standard of Student Conduct**

**A.** Every academic community has certain standards by which the activities of students are governed. The approval of students' applications for admission and their formal registration at Wilberforce University certifies their willingness to abide by the academic and social standards, policies and regulations of the University. Wilberforce attempts to provide an environment that is conducive to academic endeavors, social growth and individual self-discipline.

Formal disciplinary actions may be imposed by the University because it has a responsibility to ensure all members of the University to have the opportunity to attain their educational objectives. It also has the subsidiary responsibilities to protect the rights, health and safety of persons in the University community, to keep accurate records and to sponsor non-classroom activities, such as lectures, concerts, athletic events and social functions.

Authority to impose formal sanctions may be delegated by the President, Vice President of Student Services, or Vice President of Academic Affairs to student groups and to faculty/student groups. Disciplinary action may be taken against students for offenses that have occurred while they are registered or pending registration.

Such disciplinary action shall, where possible, follow the formal rules and procedures outlined below, provided that nothing in the rules shall be construed to interfere with the inherent rights of the University in time of emergency to promulgate and operate according to reasonable rules and regulations for the protection and continued functioning of the University community and its members.

At all times, the Vice President of Academic Affairs or Vice President of Student Services may, at his/her discretion, take administrative disciplinary action to include dismissal, suspension, etc. Such action may be taken in times of emergency or when there is evidence of danger to the health, welfare and moral climate of the institution. When such action is taken, a hearing may be set at a later date, within 60 calendar days.

If students show evidence of emotional and/or social problems and are referred to the Vice President of Student Services or designated counselors and/or Health Center, and they refuse the service, the University reserves the right to suspend those students for a minimum of one semester, if it is felt that their behavior is detrimental to themselves and/or to others. These students can be readmitted to the University after providing a letter from a psychiatrist stating that they have been under treatment and may, without danger to themselves or others, return to the University.

Wilberforce University endorses academic freedom—freedom to learn, freedom to think, freedom to speak, freedom to write and freedom to publish. It also endorses those amendments to the Constitution of the United States that guarantee the freedom of the press, speech, religion and to petition for redress of grievances. The right of students to criticize, dissent and protest is protected. However, academic freedom is not academic license. Therefore, in the interest of insuring the education that teachers are here to give and which students are here to receive, Wilberforce University will not condone any action that infringes upon the rights of others.

B. When students have been apprehended for the violation of a law in the community, the University will not request or agree to special consideration for them because of their status as students.

C. A University staff member may enter any room in the residence halls or any other University Housing for the purpose of maintenance or repair or in emergency situations. Entry to a room, where there is probable cause to believe that illegal activities or violations of University rules or regulations are taking place, or for purposes of search or seizure of evidence will be made only when authorized by the Vice President of Student Services chief officer or designate, preferably when the occupants are present. If there is cause to enter and the student is not available, a Resident Director shall accompany the person(s) wishing to enter. If a Resident Director is not available, then a Resident Assistant can witness the search.

D. The University shall provide all students procedural due process (fair play) in all disciplinary cases which may result in dismissal or suspension, except as otherwise noted. Minimum due process under normal conditions includes:

1. Written notice of nature of charges and witnesses.
2. Opportunity to be heard before the Vice President of Student Services, his/her designee or an impartial committee established by the University.
3. Procedures that meet the traditional notions of fair play and decency.
4. Examination of witnesses.
5. Support of evidence in the record to assure convictions.
6. Appeal procedures that are duly established and clearly defined.

The Vice President of Student Services reserves the right to immediately handle mass violations of University rules and regulations or emergency situations, should it be impossible to provide students with all of the necessary procedural rights and safeguards endemic to due process.

E. The President, by virtue of the authority delegated to him/her by the Board of Trustees, shall have final responsibility and authority for the discipline of all students enrolled in the University. This responsibility and authority may be delegated to the Chief Student Services officer or another personnel officer as designated by the President.

### **Student Judicial Hearing Board**

The Student Judicial Hearing Board will be comprised of students, one faculty member, and staff for the duration of one semester: The Board will meet as summoned by the Vice President of Student Services. The process for addressing violations is as follows:

A. The student will see the Vice President of Student Services, or designee, and will be informed of the infraction and given the option of having his/her case handled administratively by the Vice President of Student Services or by the Judiciary Hearing Board.

B. If the case is handled administratively, the Vice President of Student Services or designee, will hear the case and issue a decision.

C. If the case goes to the Judicial Hearing Board, then the Hearing Board will make a recommendation to the Vice President of Student Services or designee.

D. When suspension or dismissal is probable, those cases may go to the Judicial Hearing Board.

### **Administration of Student Conduct**

Every community has a framework within which its members live. As a University community, Wilberforce University has formulated guidelines for responsibility within the community. The goal of these guidelines is to provide a campus atmosphere that is conducive to study and educational growth and one, which enables and assists students to develop in a positive manner. Wilberforce University believes that personal growth is best fostered as individuals voluntarily adopt patterns of behavior that lead to the development of the whole person. The University also believes that achievement of its ideals requires adherence to certain basic expectations in lifestyles by all members of the community. By virtue of your enrollment at Wilberforce University, you consent to follow the policies and procedures at Wilberforce University. It is your responsibility and in your best interest to be familiar with the University's rules and regulations.

You will find that the rules and regulations form the parameters of individual behavior as well as the normative standards adhered to by the Wilberforce community. Throughout the year, changes to some of these policies may be approved. Students are encouraged to be alert for any public announcement made concerning changes to the rules and regulations governing student behavior. Enforcement of University policy, rules, and regulations is everyone's responsibility.

If you need any assistance in interpreting student conduct guidelines, contact the Office of the Vice President of Student Services.

#### **A. Introduction**

1. To meet these responsibilities, the Board shall adopt standards of conduct for the students and visitors to the campus, and may provide for suspension from classes and expulsion from University property of persons who violate such regulations.
3. The Board shall provide for the administration and enforcement of its rules and may authorize the use of University law enforcement.
4. In accordance with University policy, the President shall have the responsibility and authority for the discipline of all students. The authority to impose the formal sanctions specified in this document may be delegated to University officials or a designated hearing board officer by the President. Disciplinary action under this rule may be taken against a person who has been admitted as a student to the University, whether or not the individual is registered for classes. Disciplinary action may also be taken against student organizations. The President, on his/her own initiative, may review any case that comes within the purview of this rule.
5. This Code of Student Conduct is established to provide guidance for enforcing policy at the University, and all cases utilizing this policy shall be heard by the designated University hearing board or official.

#### **B. Procedural Standards**

The procedures for the administration of student conduct shall be readily accessible to students and student organizations and shall adhere to the following procedural standards.

1. The hearing board or hearing officer shall conduct hearings in accordance with this Code of Student Conduct.
2. Formal disciplinary action shall be instituted against a student only after a designated University official has determined that such action, rather than medical or counseling referral, is appropriate.
3. A student against whom a complaint has been made under this policy shall be informed in writing of the complaint and of the time, place and circumstance of the resulting hearing at least twenty-four hours in advance, excluding weekends.
4. A student may admit the facts contained in a complaint. The admission shall be in writing and shall be given to the designated University official. In such a case, the student shall be advised in writing of the time and place to appear before a hearing officer or the hearing board to assume any sanctions.
5. In proceedings involving more than one accused student, severance, if requested in writing, shall be granted by the conduct officer, hearing board chair, or hearing officer. Also upon reasonable request submitted in writing, a delay in the hearing may be granted by the conduct officer, hearing board chair or hearing officer.
6. The student against whom a complaint has been made shall be offered the opportunity at the hearing to appear alone or with another person, who may serve in an advisory capacity. A person serving in an advisory capacity may not participate directly in the hearing or address the board on behalf of the student unless, at the sole discretion of the hearing board or hearing officer, there exists a communication difficulty sufficiently severe as to prevent a fair hearing.
7. All hearings shall be closed to protect the student's right to confidentiality.

8. The hearing board or hearing officer shall evaluate the points of view presented by the parties in conflict and shall determine which is the more convincing, the more credible, and of greater weight. The consideration of information presented will be conducted in a closed session.
9. Sexual misconduct will be heard by a specially convened panel of listeners appointed by the Vice President of Student Services.
10. A copy of the findings, including the procedures for appeal, shall be given to the student.

**C. Offenses**

1. Behavior in violation of University policies or procedures. These policies shall be published in a manner reasonably designed to attract the attention of students.
2. Behavior in violation of the terms of sanctions imposed under this policy.
3. Behavior deemed detrimental or disruptive to the University community and/or prohibited by local, state or federal laws.

**D. Sanctions: For Individuals**

A student who displays conduct prohibited in the Student Code of Conduct is subject to disciplinary action. Disciplinary action may include but is not limited to, one or more of the following sanctions.

- **INTERIM SUSPENSION:** Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- **REPRIMAND:** A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- **GENERAL PROBATION:** An individual may be placed on General Probation when involved in a minor disciplinary offense: General Probation has two important implications: (1) the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; (2) if the individual errs again, further action will be taken. This probation will be in effect for no more than four (4) semesters.
- **RESTRICTIVE PROBATION:** Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the university community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any university award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any university or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate **SUSPENSION**.
- **SUSPENSION:** Exclusion from class(es), and/or all other privileges or activities of the college for a specified period of time. Students who

receive this sanction must get specific written permission from the Vice President of Student Affairs or Designee before returning to campus.

- **EXPULSION:** Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the university only with the approval of the President or designee.
- **RESTITUTION:** Paying for damaging, misusing, destroying or losing property belonging to the university, university personnel, or students.
- **LOSS OF ACADEMIC CREDIT OR GRADE:** Imposed as a result of academic dishonesty.
- **WITHHOLDING TRANSCRIPT, DIPLOMA, DEGREE CERTIFICATION OR RIGHT TO REGISTER OR PARTICIPATE IN GRADUATION CEREMONIES:** A student will not be allowed to register until all financial obligations are met.

**E. Other Administrative Sanctions: For Individuals**

Cancellation of Residence Hall Contract: This sanction is used in situations in which the Director of Residence Life has determined that the student should not be allowed the privilege of living in University residence halls. Students receiving this sanction:

1. Shall be given the opportunity to discuss the situations with the Vice President of Student Services.
2. Shall be advised of appropriate administrative appeal procedures.
3. May not be allowed to enter any residence hall or cafeteria for a specified period of time.
4. May be suspended or dismissed from the University.

**F. Sanctions: For Organizations**

1. **Disciplinary Reprimand:** Reprimand is a written statement of warning to the organization to take necessary corrective action to bring the organization into compliance with University policy. Organizations on Disciplinary Reprimand:
  - a. May lose selected privileges accorded registered groups.
  - b. May lose privileges of entering selected campus facilities or meeting in specified University buildings.
  - c. Shall make restitution (reimbursement for damage to destruction of, or misappropriation of University or property of any other person on University premises).
  - d. Shall receive such additional stipulations as are with the nature of the offense, the organization's own objectives, and the goals and mission of the University.
  - e. May be subject to either disciplinary probation or disciplinary suspension if involved in any subsequent act of misconduct, including violation of the terms of the Reprimand.
2. **Group Probation:** This is given to a university club or other organized group for a specified period of time. If group violations are repeated during the term of the

sentence, the charter may be revoked or activities restricted.

3. **Group Restriction:** Removing university recognition during the semester in which the offense occurred or for a longer period (usually not more than one additional semester). While under restriction, the group may not seek or add members, hold sponsored events in the university community, or engage in other activities as specified.
4. **Group Charter Revocation:** Removal of university recognition for a group, club, society, or other organizations for a minimum of two years. Re-charter after that time must be approved by the Vice President of Student Affairs or designee.

#### **G. Limitation on Sanctions**

The sanctions outlined in paragraphs D, E, and F of this rule may also be imposed on a student or organization by or in the name of the University only as stipulated by this policy. Sanctions shall be commensurate with the seriousness of the offense. Subsequent offenses shall result in suspension or dismissal from the University.

Decisions of the hearing boards or officers are in the form of recommendations to the Vice President of Student Services or his/her designee. These decisions and associated sanctions take effect within forty-eight (48) hours unless the defendant appeals in accordance with provisions of the policy.

Sanctions of disciplinary suspension or dismissal may be instituted only in those cases involving academic dishonesty, falsification of University documents, offenses against people or property, disruptions of University processes, offenses involving the possession, use and/or distribution of drugs, offenses involving the possession, storage and/or use of firearms, offenses considered felonies under the Ohio Revised Code, or violation of previously imposed sanctions.

The sanctions described above and in the procedures established by this policy are not intended to limit or otherwise apply to those steps, which may be taken by an individual instructor in the exercise of his or her professional obligations. The sanctions do, however, apply to any disciplinary action sought by an instructor beyond those for which the instructor is professionally responsible: for example, dismissal or suspension or any other action that would affect the status of a student in the general University community.

#### **H. Appeals**

A student or student organization found to have violated this Code of Student Conduct has the right to appeal the original decision to the Vice President of Student Services. No additional appeal will be heard. An appeal is not a rehearing of the case. The following reasons apply:

1. An appeal must be in writing and must be within 48 hours of the date of the notification of the decision.
2. Appeals are limited to the following reasons:
  - a. The decision is viewed as arbitrary or unreasonable.
  - b. The decision is not in accordance with the facts presented.

- c. The decision was reached through a procedure not in accordance with this rule.
  - d. New information is available which may suggest modification of the decision.
  - e. The sanction is too severe for the conduct violation.
3. If there are substantial new facts that were unavailable at the time of the hearing, the case may be referred to the original hearing officer or board for reconsideration.
  4. Barring introduction of substantial new facts, an appeal is limited to a review of the proceedings of the previous hearing.
  5. An appeal initiated by the student charged cannot result in a more severe sanction.
  6. If decision is upheld and student was suspended or dismissed.

#### **I. Hearing Boards**

A Student Judicial Hearing Board shall be established under the leadership of the Vice President of Student Services. The Hearing Board shall be composed of a member of the Student Services staff, student members, and faculty members, each having one vote. Student members shall be appointed by the Student Government Association. Faculty members shall be appointed by the faculty. All appointments must be approved by the Vice President of Student Services. The appointing bodies shall appoint alternate members, the number to be determined by the Vice President of Student Services. The chair of each Hearing Board shall be a student who will be selected by the Vice President of Student Services. In all cases, a quorum of the Board shall consist of a composition of at least one student, one faculty member, and one member of the Student Services staff. All decisions of the board shall require a majority vote of the members present. Vacant positions not filled within fifteen (15) regular academic days will be filled by the Vice President for Student Services. If a member is absent from three consecutive sessions, the Vice President of Student Services shall appoint another person to that position.

#### **J. Hearing Officers**

The Vice President of Student Services will appoint several members of the faculty and/or professional staff to act as hearing officers for one-year terms. The Vice President of Student Services may appoint additional hearing officers when necessary. A special panel of listeners will be appointed to hearings concerning sexual misconduct.

#### **K. Responsibility for Administration of this Policy**

The primary responsibility for the supervision of student conduct at the University has been delegated to The Vice President of Student Services. The Vice President of Student Services may establish such administrative procedures as are necessary to fulfill the intent of this policy. These administrative procedures shall be in writing and published in conjunction with this policy.

#### **L. Amendments**

1. The Campus Affairs Committee and SGA may recommend amendments to this policy to the Vice President of Student Services.
2. All amendments to this policy must be approved by the Board of Trustees.
3. Any amendment to this policy shall become effective only after general notice of such change has been given to the student body, faculty and administrative staff.

## **OPERATIONAL PROCEDURES ON ADMINISTRATION OF STUDENT CONDUCT**

### **A. Introduction**

The Vice President for Student Services is authorized to establish such administrative procedures as necessary to fulfill the intent of said policy. The Vice President of Student Services or his/her designee shall serve as the Student Conduct Officer. The Director of Residence Life is a member of the Student Judicial Hearing Board. It is the responsibility of these officials to provide hearing boards and officers with technical advice, training and secretarial staff; establish procedures to insure an ongoing evaluation of student conduct rules; collect and maintain all records of formal disciplinary action; establish means to inform all members of the University community of student conduct policies and issues; and serve as a consultant to students and staff in the use of the student conduct program.

### **B. Jurisdiction & Charge**

It should be understood that these procedural directions are subject to change by the Vice President of Student Services. The procedures are intended to assure proper administration of the Code of Student Conduct.

### **C. Code of Student Conduct**

This Code of Student Conduct is the set of rules that protect persons and property of the University Community.

<b><u>OHIO CRIMINAL CODE</u></b>		
Wilberforce University has the responsibility of upholding federal, state and local laws. Any individual who violates the Ohio Criminal Code and is arrested for that violation is subject to immediate suspension from the University. The suspension is in effect until a person is acquitted or convicted for the crime for which he/she was arrested. If convicted, he/she is dismissed pursuant to Section 3345.28 of the Ohio Revised Code. Arrest for any of the following offenses will automatically cause an immediate suspension.		
2925.03 – Trafficking in Drugs	2917.01 – Inciting to Violence	2907.03 – Sexual Battery
2925.02 – Corrupting another with Drugs	2913.21 – Misuse of Credit Cards	2907.02 – Rape
2923.42 – Participating in Criminal Gang	2911.12 – Burglary	2905.11 – Extortion
2923.13 – Carrying Concealed Weapons	2911.11 – Aggravated Burglary	2905.02 – Abduction
2921.35 – Aiding Escape	2911.02 – Robbery	2905.01 – Kidnapping
2921.34 – Escape	2911.01 – Aggravated Robbery	2903.31 – Hazing
2921.33 – Resisting Arrest	2909.25 – Making Terroristic Threats	2903.211 – Menacing by Stalking
2921.03 – Intimidation of Public Officials	2909.24 – Terrorism	2903.21 – Aggravated Menacing

Students who violate federal, state and local laws will also face separate University Disciplinary Action.

### **Administration of Regulations for Student Behavior**

The University attempts to provide for all students an environment that is conducive to scholarship, social growth, and individual self-discipline. In pursuit of this goal, students are expected to abide by local, state, and federal laws, as well as to adhere to all University rules and regulations. The rules listed provide guidance for campus conduct. Violations of these policies include but are not limited to:

- a. Falsification or misrepresentation of self or other information to a University office or official.

- b. Interference, obstruction or disruption of University activities or University officials in the performance of their duties.
- c. Destruction, defacing, or theft of University property or property of any person(s) while on University premises or University-related premises.
- d. Assaulting or inflicting bodily harm on any person(s) on University premises or University related premises.
- e. Intentionally/recklessly creating a risk of bodily harm to any person(s) or property on University premises or University-related premises by fire or other means.
- f. Intimidating or threatening any person(s) with bodily harm while on University premises or University- related premises.
- g. Unauthorized entry into or continued unpermitted presence on University premises or University-related premises.
- h. Misuse or alteration of fire-fighting equipment, alarms or other safety devices.
- i. Intentionally making repeated telephone calls, email, IMing or text messaging to or from the University for the purpose of abusing, threatening, annoying, or harassing another person.
- j. Interference with or disregard for emergency evacuation procedures, such as willful disregard of an emergency or a fire alarm signal.
- k. Possession, use, sale and/or distribution of marijuana or any narcotic, hallucinogenic, or other drug or drug paraphernalia except as provided by law.
- l. Possession, use, sale and/or distribution of alcohol, bottles or containers or intoxicating liquor.
- m. Violation of terms and conditions of a University contract.
- n. Failure to stop and identify oneself upon request of University officials acting within scope of their duties.
- o. Sexual misconduct, sexual assault, rape and/or touching with the intent of making advances in which one of the participants has not knowingly consented, or engaging in sexual activities that are disruptive to the good order of the University.
- p. Allowing or keeping pets in University facilities.
- q. Unauthorized access or attempted access to University records or other students' computer work or misuses of University computer facilities.
- r. Possession, storage, sale and/or use of any firearm of any description.
- s. Possession, storage, sale and/or use of a deadly weapon (including but not limited to clubs, guns, dangerous knives, dirks, or marital arts weapons), dangerous chemicals, or explosive devices specifically modified to be used as a weapon.
- t. Academic cheating, altering faculty records, stealing or benefiting from stolen tests or examinations.
- u. Unauthorized use of University vehicles, equipment and supplies.
- v. Failure to adhere to the residence hall rules regarding quiet hours and visitation.
- w. Forgery, alteration or misuse of University documents.
- x. Disorderly conduct or disruptive behavior, such as quarrelling, cursing, public intoxication or indecency which disturbs the peace of others.
- y. Violation of the Ohio Hazing Law.
- z. Violation of the University's Sexual Harassment Policy. (See Policy.)
- zz. Illegal internet activity including and not limited to piracy, theft or sale of copy written properties.

#### **D. Offenses**

The following guidelines are presented to insure that behavioral violations are dealt with appropriately and quickly. Variance from these procedures may be necessitated by certain time lapses caused by vacation periods. Such variance, if challenged, will be evaluated on an individual basis with respect to availability of staff to implement the following procedures:

##### **1. Residence Halls**

Offenses occurring within residence halls should be reported to the Resident Director or the staff member on duty. The Resident Director of the hall in which the violation occurs or the Resident Director on duty shall implement the following procedures:

- a. The Resident Director, after receiving the incident report, will determine which of the following actions is appropriate:
  1. The Resident Director may attempt to resolve the problem personally.
  2. The Resident Director may refer the incident to the Director of Residence Life.
  3. The Director of Residence Life may refer the incident to the Vice President of Student Services.
- b. The Vice President of Student Services acts as the University's Student Conduct Officer.
  1. The Vice President of Student Services insures that the information is appropriate, accurate, and complete.
  2. In the interest of educational discipline, the Vice President of Student Services discusses the incident with the principal parties and issues a copy of the incident report to the charged student.
  3. The Vice President of Student Services documents any additional information and/or recommendations on a separate form.
  4. In the event the student charged is unavailable for discussion of the incident, a copy of the incident report shall be mailed to the address of record of the student charged.
- c. If the Vice President of Student Services determines that the behavior can be corrected, and if all parties agree, the Director of Residence Life, in conjunction with the Resident Director, may administer a behavioral contract which must be signed by both parties.
- d. If the Vice President of Student Services, Director of Residence Life or Residence Directors mediate the incident and determine that behavior can be corrected and, if all parties agree, the Vice President of Student Services may administer a behavioral contract which must be signed by both parties.
- e. If the Vice President of Student Services determines that the incident requires formal disciplinary action, the incident report and written recommendations are then forwarded within two working days to the Student Judicial Hearing Board or a Hearing Officer.
- f. A hearing is scheduled and announced to the student.

##### **2. Other Locations.**

Offenses occurring at the locations listed below shall be routed to the Vice President of Student Services within seven calendar days of the date of the violation. During those (7) days, the following shall occur.

- a. Violations not related to a student's residence unit shall be reported to the appropriate University faculty or staff member, who shall arrange a preliminary interview to determine if disciplinary action is warranted. If formal action is necessary, the case will be referred to the Student Judicial Hearing Board or a Hearing Officer.
- b. Student Organization Violations. Instances of conduct violations by a student organization shall be reported directly to the Vice President of Student Services. The Vice President of Student Services shall arrange a preliminary interview to determine if disciplinary action is warranted. If formal action is necessary, the case will be referred to the Student Judicial Hearing Board or a Hearing Officer.

#### **E. Enforcement**

Responsibility for the enforcement of all University disciplinary sanctions must be assumed by all University staff and faculty.

#### **F. Hearing Officer**

Hearing officers shall be utilized during times when a hearing board cannot be convened. Hearing officers may also be used if the caseload is such that a timely hearing cannot be held. In such instance, the student may choose to wait until the case can be scheduled for a board hearing.

#### **G. Procedures for Student Conduct Hearings**

1. Only principals in the case will be allowed in the hearing or witness room. All others must wait outside until the hearing board or other officer makes the determination.
2. The following are guidelines for conducting student hearings:
  - a. The chair of the hearing board or hearing officer calls the meeting to order, conducts introductions, explains the process, and takes whatever action is necessary to preserve the decorum of the hearing. The student conduct officer may end testimony on direct examination or cross-examination if he or she determines that no new evidence is being offered.
  - b. The chair or hearing officer reads the charges against the student charged and asks whether the student maintains guilt or innocence of the charge.
  - c. The chair or hearing officer reminds the complaining party and student charged that only information, which is pertinent to the incident eliciting the formal charge, is appropriate. Background information, etc. will be introduced only in the pre-sanction portion of the proceedings.
  - d. The chair or hearing officer asks that witnesses be separated from each other.
  - e. The complaining party presents the facts of the case, including names of witnesses.
  - f. The hearing board or hearing officer may question any of the participants.
  - g. The student charged presents the other side of the case and witnesses.
  - h. The hearing board or hearing officer may question any of the participants.
  - i. The chair or hearing officer asks for any concluding remarks.
  - j. The chair or hearing officer conducts the deliberation portion of the hearing without the presence of the principals, witnesses, or observers. After deliberation, the decision and the reasons for the decision are given to the Conduct Officer.
  - k. The hearing board or hearing officer then conducts a pre-sanction hearing. The student conduct officer informs the board or hearing officer of the student's behavior sanction record at the University.

- l. The chair or hearing officer conducts the deliberation portion of the pre-sanction principals, witnesses or observers. After deliberations, the hearing board reports the sanction and reasons for the sanction to the hearing officer.
- m. Upon conclusion of the cases, the hearing board chair or hearing officer will adjourn the hearing.
- n. The student charged shall be notified by the Student Conduct Officer within one working day of the hearing board's decision, reasons for the decision, sanctions, and reasons for the sanctions, and the procedures for appeal.

#### **H. Appeals**

Appeals must be in writing and based on one or more of the reasons listed under H in the previous section. Cases in which the decision of the Vice President for Student Services is not to affirm, the Vice President of Student Services may reverse the finding of guilt or return the case to the board or officer for further consideration consistent with the Vice President for Student Services directions; the severity of the sanction, however, cannot be increased. An appeal is not to be conducted as a new hearing but only a review of what occurred at the original hearing. It is the prerogative of the Vice President of Student Services to determine whether the parties involved will be present for the appeal.

#### **I. Reports & Records**

1. All hearings may be tape-recorded. The tape recording would be used by the hearing board or officer in the deliberation portion of the proceeding. Additionally, tapes would be kept for the duration of the appeal period. Students wishing to appeal a decision may listen to these tapes.
2. Notification of the outcome of the decision will be conveyed to both the student charged and to the complaining party and/or appropriate University officials, and in severe cases to parents or guardians. Year-end reports of student conduct cases will be disseminated to appropriate University officials.
3. Records of all disciplinary cases shall be kept on forms provided by the Vice President of Student Services Office. These forms include a notice of hearing, notice of charges and a report of the student conduct hearing. Copies of these, along with all pertinent information, shall be the official record of a disciplinary case.
4. An alphabetical file of students' charges shall serve as a cross-reference to case records. Entries in these files will be removed five years after the date of the incident. Other than the record of each case, which shall be kept regardless of the final decision in the case, no other official record of disciplinary action shall be maintained by the University, nor shall a notation of the decision of any case appear on the student's official transcript.

#### **J. Deviations from Established Procedures**

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

## **ACADEMIC DISHONESTY**

Wilberforce University is committed to the principles of intellectual honesty and integrity. We believe that students will acquire the most from their educational experiences and their quest for knowledge when they engage in independent and original scholarship. Furthermore, Wilberforce University believes that academic dishonesty violates the most fundamental values of the university and depreciates the achievements of the entire Wilberforce family. Therefore, academic dishonesty is one of the most serious offenses that a student can commit while at Wilberforce University.

### **What Constitutes Academic Dishonesty?**

#### **Cheating**

Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

##### Examples of Cheating:

- Unauthorized use of notes, text, or other aids during an examination.
- Copying from another student's examination, research paper, case write-up, lab report, homework computer disc, etc.
- Talking during an examination
- Handing in the same paper for more than one course without the explicit permission of the instructors.
- Sabotaging another student's work or record
- Perusing a test before it is given
- Hiding notes in a calculator or scheduler

#### **Fabrication**

Intentional and unauthorized falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.

##### Examples of Fabrication:

- Making up the data for a research project
- Altering the results of a lab experiment or survey
- Listing a citation from a source not used
- Stating an opinion as a scientifically proven fact

#### **Facilitating Academic Dishonesty**

Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.

##### Examples of facilitating academic dishonesty:

- Inaccurately listing as co-author of a paper, case write-up, or project someone who did not contribute
- Sharing a take-home examination, homework assignment, case write-up, lab report, etc., with another without express permission of the instructor
- Taking an examination or writing a paper for another student

#### **Participation in Academically Dishonest Activities**

##### Examples of academically dishonest activities:

- Stealing an examination

- Purchasing a pre-written paper through a mail-order service or the Internet
- Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarizing, or other academically dishonest acts.
- Alteration, theft, forgery, or destruction of academic work of other students, library materials, laboratory materials, or academic records, including transcripts, course registration cards, and examination grades.
- Intentionally missing an exam or assignment deadline to gain an unfair advantage.

### **Plagiarism**

Intentionally or knowingly representing the words or ideas or work of others, as if it is one's own, for any academic exercise, without providing proper documentation of the source by way of footnote, endnote, or intertextual note is plagiarism.

The following academic work related activity (s) demand documentation:

- Word-for-word quotation from a source, including another student's work
- Paraphrasing the idea of others, including another student's work
- Unusual or controversial facts - facts not apt to be found in many places
- Radio and television programs, interviews, and telephone conversations
- Students, each claiming sole authorship, while submitting separate reports that are substantially similar to one another.

### **Unauthorized Collaboration**

Refers to instances when students, each claiming sole authorship, submit separate reports that are substantially similar to one another. While several students may have the same source materials (as in group case write-up) the analysis, the interpretation, and reporting of that data must be each individuals'.

### **Sanctions for Academic Dishonesty**

Each of your instructors will state their specific penalties for academic dishonesty in the course syllabus. It is your instructor's responsibility to assess how your grade will be affected by academically dishonest conduct. Any cases referred to the Vice President for Academic Affairs may result in suspension or dismissal from the university.

### **POLICY ON DRUGS/ALCOHOL**

Wilberforce University is a community characterized by a sense of purpose, serious study and wholesome recreation. Students are required to be familiar with the rules that regulate their behavior on campus. The University's Code of Student Conduct specifically states that the possession, use, and/or distribution of paraphernalia or alcohol and drugs on University property or at University sponsored activities are strictly prohibited. Students violating these policies may be suspended or dismissed from the University. In addition, students may also be subject to risk for violation of city, county, state and federal laws regarding the use of alcohol and drugs.

The University complies with the Federal Drug-Free Workplace Act of 1988: Section 1213 of the Higher Education Act of 1965, as amended and has enacted the following policies:

1. No person shall manufacture, distribute, dispense, sell, possess or use alcoholic beverages or controlled substances on the premises of Wilberforce University except as otherwise provided in the Employee handbook. No person shall manufacture, distribute, dispense, sell or illegally possess or illegally use alcoholic beverages or controlled substances while engaged in activities on behalf of WU.
2. Students who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including expulsion.
3. As an on-going condition of matriculation, students are required to abide by this prohibition and are to notify the University in writing within five (5) days of any conviction for a violation of any criminal drug statute.
4. If a student receives such a conviction Wilberforce University shall take appropriate action against student up to and including expulsion.
5. Wilberforce University provides information about drug counseling and treatment.
6. Wilberforce University reserves the right to search and inspect for the maintenance of a safe learning environment.

### **Counsel and Audit**

Questions regarding this policy should be directed to the Vice President of Student Services.

### **WILBERFORCE UNIVERSITY IS A SMOKE-FREE COMMUNITY**

Wilberforce has a “SMOKE FREE” policy for all campus buildings and grounds. Smoking in university offices and facilities, including on University grounds is strictly prohibited. Violators are subject to disciplinary action up to and including termination. To report violations to the university call: 937-708-5807. For violations in accordance with Chapter 3794 of the Ohio Revised Code call: 866-559-OHIO (6446).

### **POLICY ON SEXUAL MISCONDUCT**

Wilberforce University will not tolerate sexual assault of any kind. Therefore, any unwelcome sexual advance, request for a sexual favor, obscene phone call, indecent exposure, act of date or courtship violence, sexual harassment, or other sexual misconduct that is against another's will or that substantially interferes with another's academic efforts, employment, participation in university-sponsored programs or activities is a violation of accepted standards of the University.

Sexual offenses on the part of any member of the University community, students, faculty or staff are prohibited and subject to institutional disciplinary action and/or criminal prosecution. The Ohio Revised Code outlines sexual assault to include:

- |         |   |
|---------|---|
| 2907.02 | Rape  |
| 2907.03 | Sexual Battery  |
| 2907.04 | Corruption of a Minor   |
| 2907.05 | Gross Sexual Imposition   |
| 2907.06 | Sexual Imposition   |
| 2907.07 | Importuning   |
| 2907.21 | Compelling Prostitution, or any unwanted touching or act that is nonconsensual and committed by the offender for the purpose of sexual gratification. |

These are criminal offenses and are subject to criminal charges in the State of Ohio. The violations of State Law noted above are also violations of the University's Code of Student Conduct and may be adjudicated through the University's judicial system. Certain types of these offenses, including rape and sexual battery, may trigger a mandatory academic dismissal hearing pursuant to Ohio Revised Code 3345.22.

### **Reporting of Sexual Misconduct**

Students are encouraged to report any form of sexual misconduct to Campus Police or to the Vice President of Student Services. Students will be provided with referral to resources and support in addition to information about judicial processes for these matters.

## **POLICY ON AIDS**

### **A. Introduction**

The University desires to protect the health and safety of the University community by adopting and observing the following position and guidelines on AIDS in accordance with medical knowledge as it develops. The University is committed to educating members of the campus community about AIDS, both to help limit the spread of the disease and to protect persons with AIDS from discriminatory actions and breaches of privacy.

The University also seeks to provide competent health and counseling services to students affected by communicable diseases, and to treat them with respect, compassion, and due regard for their privacy. Cases of AIDS or related conditions, and inquiries, complaints or grievances related to AIDS, will be dealt with by appropriate members of the University staff on an individual basis in accordance with these guidelines and with the best current medical information and legal opinion. These guidelines are subject to revision at any time in light of new information or opinion.

### **B. Position and Guidelines**

ANY REFERENCE TO AIDS applies to persons who have AIDS (Acquired Immune Deficiency Syndrome) or ARC (AIDS. Related Complex), and to currently healthy persons with positive tests for antibody to HIV, the virus that causes AIDS.

#### 1. Non-Discrimination

No person will be denied admission to or enrollment in the University, suspended, dismissed, excluded from or limited in the use of residential, dining, or recreational facilities, or denied participation in instructional, cultural, religious, athletic, social or other activities, solely because of a diagnosis or of AIDS. No person will be denied employment, dismissed from employment, or restricted as to work assignment or opportunities for job change or promotion, solely because of a diagnosis of AIDS, A.R.C or positive antibody test for HIV.

#### 2. Confidentiality

A person's health condition is confidential. Every reasonable effort should be made to protect the privacy and confidentiality of persons with AIDS. When requesting information or advice from a source on or off campus regarding a person with AIDS, members of the University community are cautioned against revealing the person's name or giving other identifying information. Members of the University

community should not disclose the identity of a person with AIDS except under the following circumstances:

- a. Where the law requires disclosure, such as when a physician who has diagnosed a case of AIDS has to report the patient by name to public health authorities.
- b. A member of the University community may, unless prohibited by legal privilege, reveal to the Vice President of Student Services in charge of that member's area the identity of a student or employee under his or her jurisdiction or supervision who has AIDS. The VP may in turn inform the President of the University.

No member of the University community, except duly designated information officers, should make any statement to representatives of the media about a case or alleged case of AIDS. When, according to current medical knowledge and legal opinion, the behavior of a person with AIDS poses a danger to that individual or to others, the VP may reveal such diagnosis and status to other University officials, law enforcement officials, the individual's family, and others, as appropriate. Factors to be considered include the nature of the risk (how AIDS is transmitted), the duration of the risk (how long that person has been infectious), the severity of the risk (what the potential harm is to third parties), and the probabilities that the disease will be transmitted and will cause varying degrees of harm. Such revelation will be made only after consultation with legal and medical authorities. Initial consultation will be with the University Attorney and the Medical Director of the Health Center.

1. University Action:

Unless the Vice President of Student Services determines that his/her review indicates a danger of exposure to health and safety risks of the person with AIDS, or others, no person will be denied admission to or enrollment in the University, suspended, dismissed, excluded from or limited in the use of university facilities, or denied participation in University activities. Without such prior determination, likewise no person will be denied employment, dismissed or restricted as to work assignment or opportunities for job change or promotion. After the VPSS review of any individual case, he/she shall evaluate whether the University can reasonably accommodate the person with AIDS. If the VPSS determines that his/her review indicates a danger of exposure to health and safety risks of the person with AIDS, or others, the University may take appropriate action, which may include:

1. Interruption of class attendance.
2. Change in living arrangements.
3. Change in academic, athletic or social activities.
4. Change of employment assignment.
5. Medical leave of absence.

**C. Counseling and Education**

While not required to do so, any persons with AIDS are urged to make their condition known so they can receive proper services from appropriate University Departments, with the full confidence of the University's support as set forth in this statement.

Counseling of a person with AIDS should include advice to avoid activities that may lead to spread of the disease to others, including sexual contact, blood donation, and sharing of needles, razors, and other articles that may become contaminated with blood. The infected person should also be advised to make the condition known to doctors, dentists, and others who may be at special risk of acquiring the AIDS virus.

The University urges all members of its faculty, staff, and student body to become informed about AIDS. Professional staff members in personnel services, health education, health care, and counseling are expected to have sufficient knowledge to provide clear and accurate answers to basic questions about the nature, transmission, and health consequences of AIDS. The University will plan and sponsor educational programs directed to all segments of the campus community to impart current information and guidance about AIDS.

Should I get an HIV Test?

The following are behaviors that increase your chances of getting HIV. If you answer yes to any of them, you should definitely get an HIV test. If you continue with any of these behaviors, you should be tested every year. Talk to a health care provider about an HIV testing schedule that is right for you.

- Have you injected drugs, including steroids or shared equipment (such as needles, syringes, works) with others?
- Have you had unprotected vaginal, anal or oral sex with men who have sex with men, multiple partners, or anonymous partners?
- Have you exchanged sex for drugs or money?
- Have you been diagnosed with or treated for hepatitis, tuberculosis (TB), or a sexually transmitted disease (STD), like syphilis?
- Have you had unprotected sex with someone who could answer yes to any of the above questions?
- All pregnant women should be screened for HIV as early as possible during each pregnancy.

If I do not want to go to my doctor, where can I go to get tested for HIV?

The Ohio Department of Health (ODH) provides free and confidential HIV testing. The HIV test used provides results within 20 minutes and does not involve needles. Patients learn their status in a single visit and newly diagnosed HIV-positive patients are linked to medical care immediately.

To find an HIV test site in your area, visit [www.preventhivstdohio.gov](http://www.preventhivstdohio.gov) or call 1-800-332-AIDS.

## **POLICY ON STUDENTS RESIDING IN UNIVERSITY HOUSING WHO HAVE A MEDICAL CONDITION OR PHYSICAL DISABILITY**

A Wilberforce University resident student who is or becomes ill or who has or develops a medical condition including but not limited to illness, physical or other disability or pregnancy must notify the Director of Health Services immediately.

The Director of Health Services will assess the student's condition to determine the extent and level of medical supervision that is required. The student is required to present to the Director of Health Services, a medical certification from the student's medical services provider.

The medical certification must describe:

- the student's medical condition or disability;
- the estimated end date of the medical condition or disability; and
- any resulting limitations on activities normally associated with attending a university and residing in university residence housing;
- The student will be required to provide updated medical information every thirty days or as otherwise stipulated by the Director of Health Services.

The Director of Health Services will determine the student's continuation as a residential student on a case by case basis in consultation with the student, the student's family and the student's attending physician. The determination of the Director of Health Services is final.

Wilberforce University's Health Center is an outpatient clinic which provides basic health services to registered students under the student insurance plan. Wilberforce University cannot take responsibility for un-insured students and does not accept responsibility or liability for the health of the student.

### **Pregnant Students**

A resident who becomes pregnant should immediately notify the Director of Health Services. The student may be permitted to remain in on-campus housing until the fifth (5th) month of pregnancy, provided she gives the Director of Health Services the following information in writing:

- The estimated date of birth.
- A statement from her physician regarding her health and that of the fetus.
- A statement from the attending physician indicating that participation in normal college activities will not harm her or the fetus. (This information will be shared with and maintained by the Wilberforce University physician).
- A waiver releasing Wilberforce University from any responsibility or liability for her health or the outcome of the pregnancy.
- The name of the physician providing prenatal care.

Wilberforce University assumes no responsibility or liability for the health of the mother or the outcome of the pregnancy. The Director of Health Services in consultation with the student, and the student's attending physician will judge continuation as a residential student beyond the second trimester on an individual basis.

*Note:* Under no circumstances will a student be permitted to reside in a residence hall with his or her child. Pregnant students are responsible for completing all requirements for their courses within the semester and, when appropriate, College requirements for graduation.

### **POLICY ON DRESS AND APPEARANCE**

The university experience is not just a place to excel in academic areas; it is also a place where a student develops an accentuated sense of self-respect and dignity, principles that become the outer garment of all the practical/intellectual things learned in the classroom. An indication of respect for self and others is reflected in one's presentation to others in attitude, behavior, and appearance. Here at Wilberforce, we expect students to provide an appearance that is always worthy of respect and dignity. As emerging scholars, young professionals and physical examples of God's grace, your appearance and carriage are of the utmost importance

Therefore, we expect the following:

- Young men to remove hats upon entering any building on campus,
- Young men to wear their pants in a way that does not sag off the waist revealing undergarments,
- Young men not to wear wave-bandanas, doo-rags or stocking caps around the campus,
- Young women not to wear head scarves, wraps or "doobies" around the campus,
- Young men and women not to wear pajamas, sleepwear, or house slippers around the campus,
- Young men and women to wear clothing that is presentable and does not inappropriately reveal the body,

In referring to around the campus the following areas are noted: to class or lab, to administrative offices, to academic offices, to the café, to the multiplex or generally outside of the residence hall.

Additionally, students are always expected to present themselves in a professional manner in both demeanor and appearance, and there are several times in the life of the university in which students are required to wear professional or business attire. Convocations, Chapel and special events deemed as such by the President are such times. Therefore the following Dress code is enacted for those times:

- Business or Business casual attire.
- Men must wear shirts with collars (mock necks and turtle necks will be accepted).
- Men's shirts must be tucked in and belt's worn.
- All Shirts (men's and women's) must have sleeves. Women in sleeveless dresses or sweaters must cover the arms with a wrap, jacket or sweater.
- All students must be in slacks (men) slacks, skirts or dresses (women) and dresses and skirts must be appropriate in length.
- All students must wear appropriate shoes (no sneakers, vans, timberlands or the like, unless there is inclement weather.

## **WITHDRAWAL POLICY FOR WILBERFORCE UNIVERSITY**

### **Official Notification of Withdrawal**

If a student wishes to withdraw from the university the following the procedure as outlined must be followed. The student should go to the Registrar's Office in the Wolfe Building and initiate/begin the formal withdrawal process. Notification may be made in writing or orally to any designated campus official, by telephone or website.

A student begins the formal withdrawal process when he/she contacts the appropriate office of the intent to withdraw. The Registrar's Office is the first office that a student must contact. If any other university office is aware of a student's intent to withdraw (initiated a formal withdrawal process), the department/office must direct the student to the Registrar's Office. A follow-up to the inquiry can be made via telephone or email to alert the Registrar's Office of the student's intent to withdraw.

If a student is considering withdrawing and approaches the school with questions or concerns about the process, this does not constitute the beginning of the formal withdrawal process. The student is asked to submit and sign a document stating his/her intent to withdraw (orally, in person, or by facsimile). This document becomes a part of the permanent student file.

### **Completion of the Withdrawal Form -Forms are available in the Registrar's Office**

- Student completes the top section of the form in its entirety (Student ID Number, Name and Permanent Home Address) signs and dates the form.
- After the student completes the form, the Registrar or designated official signs and dates the form (Registrar's Office section).
- Date of Determination (DOD): Registrar or designated official enters the DOD. This is the date the student initiates the formal withdrawal process/first time the office is aware of the student's intent to withdraw. The date the institution determined the student withdrew is the same as the date the student began the official withdrawal process.
- Official Withdrawal Date: This date may be different from the Date of Determination (DOD). The Registrar's Office contacts faculty members (via email or hard copy) asking for the last date of attendance for the student in all classes. The last actual date of attendance, as provided by the faculty members, is the date that will be noted on the form (Official Withdrawal Date).
- The student's registration is immediately adjusted to reflect the withdrawal code (W) before the student leaves the office.
- Student is directed to designated offices (as noted on the form) to obtain authorized signatures. Respective offices will have an opportunity to discuss the student's account informing the student of his/her responsibilities before the student leaves campus.
- After meeting with designated officials and obtaining signatures from the Bursar's Office and Student Financial Services (Registrar, Bursar, and Student Financial Services are located in the same building), the student will be directed to the Housing Office (located in Henderson Hall) to turn in keys or any other university property.
- The student returns the completed form to the Registrar's Office (Wolfe Administration Building). At that time, a copy of the completed form is given to the student.
- The student is asked to complete a Withdrawal Survey.

- The Official Withdrawal Process is complete.

### **Unofficial Withdrawal**

An unofficial withdrawal (student does not initiate the formal withdrawal process) constitutes when the student does not inform anyone that he/she is leaving campus (the student “walks out”). The date of the institution’s determination that the student withdrew is defined as the date the school could have reasonably become aware that the student had withdrawn.

### **Administrative Withdrawal**

The university may also administratively withdraw a student for disciplinary reasons, academic, legal, etc. at any time during the semester. In cases like these, the student may be immediately removed from campus. It is the responsibility of the office initiating the expulsion/removal from campus to notify the Registrar’s Office so that all other university offices are aware of the student’s withdrawal. Completion of the Unofficial Withdrawal will be initiated by the Registrar’s Office and distributed to designated offices. In most instances that a student is Administratively Withdrawn following a university led disciplinary process they will have a 48 hour period to vacate the residence halls, unless otherwise noted.

### **Official Notification of Medical Withdrawal**

The student initiates the intent to withdraw for medical reasons. Follow the same policy/guidelines as noted in the Official Notification of Withdrawal policy. The student must provide written documentation from his/her medical physician about the student’s medical condition. This document will become part of the student’s permanent file.

Before students are allowed to return to school, after a medical leave, the student must submit a signed release form from the attending physician.

### **Unofficial Notification of Medical Withdrawal**

The student does not initiate the intent to withdraw for medical reasons (emergency admittance to a medical facility). Follow the same policy/guidelines as noted in the Unofficial and Administrative Withdrawal (AW) policy. The student must provide written documentation from his/her medical physician about the student’s medical condition. This document will become part of the student’s permanent file.

Before students are allowed to return to school, after a medical leave, the student must submit a signed release form from the attending physician.

### **No Shows**

No Show students are classified as pre-registering for courses during the current semester. However, the student did not return to study the following semester. Students in this classification are not considered as withdrawals. The last date of attendance is the last semester they were registered/enrolled.

*Please note:* Unless otherwise noted, Students who withdraw have a 24 hour period from the DOD to vacate the residence halls.

## **POLICY PROHIBITING DISCRIMINATION OR HARASSMENT**

Wilberforce University is committed to providing a productive academic and co-curricular living-learning environment that is free from discrimination or harassment on any basis and in which every Community member is treated with respect. The University prohibits discrimination or harassment based on race, color, creed, gender, sex, ancestry, religion, national origin, marital or familial status, age, physical or mental handicap or disability, citizenship status, veteran status, sexual orientation or any other basis or personal characteristic protected by law, whether it is by an employee, vendor, business or academic visitor, student, temporary hire or independent contractor. This prohibition applies at all times while conducting business (including classes and co-curricular activities) on behalf of the University and while conducting business with the University.

### **Policy Prohibiting Discrimination or Harassment**

Harassment is a form of unlawful discrimination and is offensive or intimidating conduct of a verbal or physical nature that denigrates or shows hostility or aversion toward an individual or group on the basis of one or more of the personal characteristics listed above in paragraph 1 and which has the purpose or effect of: interfering with a student's living, learning or working experiences or performance; creating a hostile, intimidating, or offensive living, learning or working environment; or otherwise adversely affecting living, learning, working or other opportunities.

Harassment on any basis is prohibited on University premises and away from University premises within any academic and/or co-curricular related setting including but not limited to academic or co-curricular sponsored or related off-campus classes, professional or other conferences and meetings, social activities, and civic events.

### **Sexual Harassment**

Sexual harassment is a particular type of harassment characterized by unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. It also can occur when submission to that conduct is made a term or condition of academic or co-curricular education; submission to or rejection of the conduct is a basis for academic or other university decisions; or such conduct unreasonably interferes with an individual's academic or other performance or creates a hostile, intimidating or offensive living learning environment.

Forms of harassment on any basis may include, but are not limited to: written or verbal abuse; offensive, derogatory, insulting or obscene comments, looks, gestures or jokes; display or circulation in the living learning environment of suggestive or inappropriate graphics, cartoons or objects; unwelcome, intentional touching of another person or other unwanted intentional physical contact (e.g. pushing, shoving, patting, pinching, or brushing against another person's body) or whistling, staring, glaring or leering at another person; or threats.

### **Reporting Discrimination or Harassment**

The University strongly encourages students who believe that they have been unlawfully discriminated against or harassed on any basis, or who have observed such conduct, to promptly report the conduct to the Vice President of Student Services. The Vice President's office is located in Henderson Hall and at extension 5611.

The Vice President of Student Services will receive the information concerning the reported conduct and promptly direct the matter for review. The University will maintain confidentiality

throughout the review process to the extent practical and appropriate under the circumstances. The Vice President of Student Services will provide, as deemed necessary, counseling and referrals for supporting resources.

**No Retaliation**

The University prohibits retaliation against or intimidation of anyone who reports, in good faith, an instance of discrimination or harassment or who provides information in good faith about a report of discrimination or harassment, even if the report turns out to be erroneous. If you perceive that you are experiencing retaliation for reporting or providing information about discrimination or harassment, contact the Vice President of Student Services promptly.

Individuals who are deemed to have knowingly and maliciously either filed a false report of discrimination or harassment or provided false information about a report of discrimination or harassment will be subject to the full range of disciplinary action up to and including dismissal.

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## **RESIDENTIAL FACILITIES**

Wilberforce University is a residential institution, providing a variety of housing facilities for students. Students must provide their own sheets, pillow, pillowcases, blankets, towels & washcloths, window curtains & personal toiletries. All residence hall rooms are equipped with Wi-Fi internet. The University requires all students living in University residence halls to participate in the University meal plan.

### **Residence Halls**

There are two residence halls (1 male hall, 1 female hall). Entry is attainable through an open foyer. Inside entrances are locked and residents have unlimited access with an ID/facility card which activates the lock to enter the building. All rooms are furnished. Laundry facilities are located either on the lower level or floor of each residence hall.

### **Requests to Live Off Campus**

Exemptions to live off campus may be granted to students who meet the following criteria:

1. Students living with parent(s) or legal guardian(s) in nearby communities (Xenia, Wilberforce, Yellow Springs, Fairborn, Cedarville, Springfield, Dayton, Cincinnati, Middletown, Columbus) who commute to school.
2. Married students.
3. Students who are single parents/ with custody.
4. Students who are 21 years of age or older.
5. International students.
6. Documented medical reasons.
7. Senior students (90 hours or above).
8. Students who have been granted permission by the Vice President of Student Services or his designee.

**NOTE: Students with meal and housing exemptions who are found living in the residence halls or eating in the University cafeteria will be fined and have their exemption revoked.**

## **RESIDENCE HALL POLICIES**

### **Alcohol and Drugs**

The rules of the University forbid the use, possession, or transportation of intoxicating liquors or drugs by Wilberforce students on campus. The University is aware of, and sensitive to, the destructive nature of drugs and alcohol abuse upon the educational process. Therefore, students who are reported to have abused these substances will be required to get professional assistance and/or be subject to immediate dismissal. Any student found to be selling drugs or alcohol may automatically be dismissed. For the full narrative of the Alcohol and Drug policy please see (*Appendix A*).

### **Appliances**

In an effort to reduce circuit overloading and potential fire hazards, the types of electrical appliances allowed in the residence halls are limited to UL approved clocks, curling irons, electric razors, radios, refrigerators (small dorm size), stereos, televisions and computers (see also "Cooking Appliances").

**Assessment for Damages**

Residents will be held responsible for any damage done to their rooms or to any part of the residence hall and its equipment. Residents must exercise care in filling out the room checklist, which is issued at the beginning of each semester. Residents will be held responsible for any damages to their room over and above those noted on the form.

**Candles/Incense**

Candles and incense are not allowed in Wilberforce University facilities.

**Children**

Children are not permitted in classes, residence halls, university facilities, including King, Stokes, and Walker buildings. Children are not to accompany students to classes or work-study sites. Children are permitted in the Alumni Multiplex, Allen Commons and Cafeteria at events that are open to the public, and must always be accompanied by an adult.

**Code of Student Conduct**

The Code of Student Conduct emphasizes the University's obligation to promote your personal freedom, maturity and responsibility. As a student, you accept the responsibility to conform to all University rules and regulations. Failure to meet this obligation will result in appropriate disciplinary action, which may include a fine, probation, suspension or dismissal from the University, relocation to another residence hall, and termination of your University housing contract and/or other sanctions. Any member of the University community may report an individual who is in violation of the Code of Student Conduct. Residence Life staff members as well as the University Conduct Officer (Vice President of Student Services) will assist students who wish to report others. (See also, Code of Student Conduct).

**Computers- Campus Computing**

All residence hall rooms have access to WiFi. Students will be able to access the wide array of resources on the Internet, communicate via e-mail, and access library materials on the Ohio Link system. Internet access, electronic mail (WU e-mail) accounts, and the open access computer labs are resources provided to the students for their pursuit of educational objectives. Abuse of these resources will not be tolerated, and disciplinary action will take place as warranted. Serious disciplinary actions will result for tampering with the computer systems or other campus networks. Every student has the responsibility to maintain and enhance the University's image, and to use the Internet and Electronic Mail in a productive manner. To ensure that the responsibilities are clear, guidelines have been established for using the Internet and Electronic Mail. A brief summary is outlined below.

**Computer Labs**

There is an open-access computer lab in the King building which is only open during regularly scheduled times. Students using these labs are required to comply with the posted rules of operation in the labs, and to refrain from engaging in activities or horseplay that would interfere with other students attempting to study.

**Internet Communications**

Students are representing the University when accessing the Internet via university-provided resources. They are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Use of the Internet must not disrupt the operation of the University's network or the networks of other users. It must not interfere with your productivity or the productivity of others. Each student is responsible for the content of all text, audio or images that they place or send over the Internet or Electronic Mail. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on University systems should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on University systems should not violate or infringe upon the rights of others. No abusive, profane, offensive language or material is to be transmitted through these systems.

### **Copyright Issues**

Copyrighted materials should not be transmitted illegally via the Internet. The use of software applications meant to facilitate illegal file sharing is not permitted on the Wilberforce University network—violation of this policy may result in network access for that computer being terminated. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the University or legal action by the copyright owner.

### **Security**

All messages created, sent or retrieved via our systems over the Internet or e-mails are the property of the University, and should be considered public information. The University reserves the right to access and monitor all messages and files on its computer systems as deemed necessary and appropriate. All communications including text and images can be disclosed to law enforcement or other third parties as required by law without prior consent of the sender or the receiver. Circumvention of any system security measures to attempt to access privileged information will result in disciplinary proceedings.

### **Harassment**

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Harassment through messages (i.e., pornographic messages or materials) will be dealt with in the same severity as outlined in the Handbook section discussing criminal actions. Violations of any guidelines listed above as well as any additional policies established by the University may result in disciplinary action up to and including dismissal. If necessary, the University will advise appropriate legal authorities of any illegal violations.

### **Confiscation Policy**

Certain items are prohibited in the residence halls because of health, fire, state laws and safety reasons or University policy. If items such as appliances are found in their rooms, the appliances may be confiscated and not returned. Weapons, alcohol, illegal drugs and drug paraphernalia will not be returned since a violation of state law has occurred. Weapons are turned over to the Wilberforce University Police Department.

### **Cooking Appliances**

For environmental, health and safety reasons, cooking is not permitted in students' rooms. Appliances will be confiscated and a fine assessed for acts of cooking. Because of the danger of creating a fire hazard, only the following appliances may be retained or used in student rooms: desk lamps, fan, iron, clock, radio, television, portable hair dryer, tape recorder, stereo. PLEASE UNPLUG AFTER USE. NO OTHER COOKING APPLIANCE, SUCH AS MICROWAVES OR HOT PLATES MAY BE RETAINED OR USED IN THE RESIDENCE HALL ROOMS.

### **Damages and Billing**

When damage occurs to facilities, the responsible individual(s) will be billed, and judicial action is possible. When damage occurs which cannot be attributed to the responsible individual(s), all students in the hall or floor section will be held responsible for the cost of repair. Should you become aware of the individual(s) responsible for the damage, contact your RA or RD. The cost billed is the actual cost for materials and labor. In addition to fines and administrative costs, each student will be billed for his/her portion of this fee.

### **Gambling**

Gambling is prohibited in University or University-related facilities and at University-sponsored activities and is subject to dismissal, fines and other judicial action.

### **Guest Registration**

All guests must comply with the policies and regulations of Wilberforce University. A resident is entirely responsible for the behavior of his/her guest(s) and is held liable for property damage and/or violation of University policy. A guest of the host resident may not infringe upon the rights of the other roommate. All overnight guests must register with the residence hall staff. Those granted permission for overnight visits are permitted to stay for a maximum of 48 hours. A guest staying longer than 48 hours will be considered an illegal resident. Residents of the living unit will be liable for rental charges and disciplinary action. For health and safety reasons the University reserves the right to limit the number of guests per building. NOTE: The University does not allow minors (under 18 years of age) to be overnight guests unless they are a part of a University-sponsored event. A resident found breaking visitation rules may be subject to having their Residence Life privileges suspended up to or including dismissal, fined or Judicial Hearing.

### **Health and Safety Inspections**

Health and Safety Inspections will be conducted during each semester to determine the general condition of each room and its furniture. The accumulation of excessive trash can affect the health, safety, and campus welfare within and outside of the halls. Those found neglecting trash, or littering inside and/or outside of the halls, will be subject to judicial action. This would be considered a violation of terms and conditions of university contract (Honor Code). If a resident's room has been deemed unclean and unsanitary then they will be given an initial warning to clean up their room for re-inspection. Residents will face disciplinary action if they continue to fail the inspection and leave their room in poor condition after receiving a warning from the Office of Residence Life. Each resident is responsible for keeping the campus community clean and well maintained. **Fine:** \$50 per bag of trash or item.

### **ID /Facility Card**

The Wilberforce University identification card identifies you as a current member of the Wilberforce community. Depending on your relationship within the University, your ID card can also be used as an electronic door key, for admittance to the WU Cafeteria, Computer Lab access and, when combined with a Library barcode, provides access to the University's Library resources.

The ID card is the property of the university, must be carried at all times, and is non-transferable. It may be used for such purposes as the university designates and may be revoked at any time. This card must be presented and/or surrendered upon demand by a university official; failure to do so, or lending this card to anyone, is considered misuse and may subject the holder to disciplinary action, under the Code of Conduct. Lost, stolen or damaged cards must be reported promptly to the Office of Information Technology.

### **Lock-Out Policy**

If students get locked out of their rooms, the Resident Director will let them into their rooms for a \$5.00 fee. To minimize abuse of this service, a \$25.00 fine will be submitted to the Bursar's Office for additional lockouts.

### **Lost Key or ID/Facility Card**

If a student loses a residence key, a new one can be obtained at the Facilities Management once the \$75.00 replacement fee is paid. Lost, stolen or damaged Student ID/Facility Cards must be reported promptly to the Office of Information Technology. The cost for a replacement Student ID/Facility Card is \$25.00.

### **Noise**

Due to the close proximity of the residence halls, noise heard outside of each resident's living unit must be maintained at a reasonable level. Residents are expected to exercise good judgment and consideration in creating a living environment conducive to the achievement of the education mission of the University. For this reason, stereos, radios, and televisions should be played at volumes that cannot be heard outside the resident's living unit. If excessive noise results from abuse of volume levels, the resident may be required to remove the equipment from the residential facility.

### **Offensive Sign and Pictures**

Signs with curse words, sexually explicit drawings, derogatory names and statements, racial slurs, and violent acts are not permitted on room doors or on any facility within the University. Students will be assessed \$200 for removal.

### **Opening & Closing of Residence Halls**

There is an official opening time and date for each academic semester. This information is sent to each student during the preceding semester. Upon arrival on campus, students should go directly to their assigned check-in station. During the first week of each semester, the Resident Assistant will contact each student on the floor to complete a room condition form. The student and the R.A. will check the condition of all items in the student's room. It is important that all damages are noted on the form to correctly identify those damages that occurred prior to the student occupying the room. When necessary, specific remarks should be written on the room condition report. At the end of each academic semester, there is an official checkout period. Students must follow specific instructions for leaving items in rooms. Students who fail to check

in/out of their assigned rooms will be fined. NOTE: Residence Halls are officially closed when classes are not in session. This includes the Winter Break (the period following the Fall semester); the Spring Break (typically the 1st week in March) and the Summer Break (the period following the Spring semester). Students are not allowed to stay on campus or reside in the residence halls unless they have received approval from the Vice President of Student Services.

### **Personal Property**

The University and the Residence Hall Staff assume no responsibility for one's loss of property due to theft, vandalism or fire. Students are encouraged to carry their keys and lock doors at all times. Students are strongly encouraged to consider carrying some form of personal insurance if their family policy does not cover them while they are away from home. Information on insurance plans can be obtained in the Vice President of Student Services Office.

### **Pets**

For environmental, health, and safety reasons no pets can be kept in the residence halls.

### **Public Area Furnishings**

Furniture is provided in residence hall public areas (e.g., lobbies, lounges, Allen Commons) for use of all students. This furniture must remain in these areas; relocation of this furniture is prohibited and is considered theft. If any of these furnishings are found in residents' rooms, there is an automatic fine of \$50.00.

### **Public Signs**

The tampering with public signs (e.g. road signs and public service signs such as exit signs) is prohibited. Any unauthorized display of public signs will be subject to confiscation.

### **Quiet Hours**

The residence hall is a community that strives for an atmosphere conducive to study and rest so students will be able to perform well at Wilberforce University. With this goal in mind, quiet hours are in effect 8:00 p.m. - 8:00 a.m. Sunday through Thursday and 12:00 a.m. to 12:00 p.m. Friday and Saturday. These hours are minimal quiet hours for each residential unit on campus. If residents within any residential unit believe that quiet hours should be extended, the Resident Director within that unit may take a vote of all residents who would be affected by that change. According to the majority vote, extended quiet hours may be implemented or minimal quiet hours may be retained. During quiet hours noise may not be heard outside of one's room so as not to disturb fellow residents. Quiet hours are extended to twenty-four hours during finals week. Students are encouraged to share responsibility for upholding quiet hours and others' rights to study and sleep. Consideration hours are in effect at all other times.

### **Refrigerators**

Only University-approved refrigerators may be used in residence hall rooms. Fines for violations will be assessed. To qualify for approval, a student-owned refrigerator must meet the following specifications: 1. Be less than ten years old; 2. Be five cubic feet or less; 3. Be no higher than 36", no wider than 25", and no deeper than 25"; 4. Be approved by a representative of the Residential Services staff. Students should have a specification sheet for refrigerators. REFRIGERATORS CANNOT BE STORED IN STUDENT ROOMS FROM ONE YEAR TO THE NEXT. REFRIGERATORS LEFT IN STUDENT ROOMS AT THE END OF THE YEAR BECOME THE PROPERTY OF THE UNIVERSITY.

**Residence Hall Council**

The Residence Hall Council is the active link of communication between the Residence Hall Staff and the students. This is an excellent way for the new members of the campus to become involved in University governance. The role of the Residence Hall Council is to plan and implement programming for residence halls. In the fall, each floor in the residence hall elects a person to attend the Residence Hall Council meetings. The council meets regularly to plan residence hall functions and activities. Residence hall students are welcome to attend the Council meetings. The Residence Hall Council participates in all of the University events. All residence hall students are encouraged to become involved in the Residence Hall Council.

**Room Decorations**

Wilberforce University encourages students to express their individuality and creativity through their room decorations. Painting of rooms is not permitted, but students may decorate with contact paper, curtains, carpets, pictures and plants to personalize their home away from home. It is important to consider all University safety regulations. Decorations must be arranged so as not to prevent easy exit in case of fire. Structural modifications or building on to the students' rooms is prohibited. Residents are advised to use masking tape -not nails- for hanging items on the doors, walls or ceiling.

**Room/Hall Changes**

Students desiring to change rooms may do so only during the time designated by the Director of Residence Life, but not during the first 10 days of the semester. The time at the beginning of the semester during which room and hall changes cannot be made is used by Residence Life to finalize assignments, assign any late students and determine who has moved in and who has not returned to campus. Students who change rooms without permission of the Director of Residence Life will be fined \$100.

**Sales Solicitation/Canvassing**

To protect your right to privacy in the residence halls, no group or individual may solicit, sell, act as a vendor or operate a business venture of any kind without permission.

**Smoking**

The University has adopted a "SMOKE FREE" policy for ALL CAMPUS GROUNDS and BUILDINGS. Violators are subject to disciplinary action.

**Trash Policy**

For the health and safety of our students, as well as for Wilberforce University property, students are not permitted to throw trash any place other than in the designated dumpsters. All residence hall students are responsible for putting their trash directly into the dumpsters, located outside each residence hall.

The Facilities Department will dispose of any trash located in, around or outside the residence halls that has been disposed of improperly, attractive to animals or an eye sore for the university. If the Facilities Department has to remove trash and a student(s) has been identified as being responsible for the trash then a fine of \$50 per bag of trash or item will be assessed. If

the responsible student has not been identified then each resident of that wing/floor/hall will be assessed a \$5 fine to cover the cost of the trash removal. If a student is found in continuous violation of this policy then the student will lose their housing privilege and face judicial sanction. All students are asked to assist the Office of Residence Life and the Facilities Department in maintaining a clean and sanitary living environment. Remember, it is your community. PLEASE KEEP IT CLEAN! **Fine:** \$50 per bag of trash or item

### **Trespassing**

No unauthorized person shall, without privilege, knowingly enter, remain or reside in the residence halls. Violators are subject to arrest.

### **Vandalism**

Vandalism hurts everyone. Residents and guests will be held responsible for any acts of vandalism that they commit. Residents will be responsible or share in the payment of damages of any acts of vandalism that are committed in their residence hall and on their floor. Students found guilty of committing any act of vandalism will face disciplinary actions including fines and payment for the costs of repairing the vandalism.

### **Vending Machines**

Vending machines are installed for student convenience. If these machines are out of order, report this to the Department of Residence Life. Tampering or misuse of any service equipment will result in removal of the equipment and subject students to disciplinary actions.

### **Visitation**

Students who live in the Wilberforce University Residence Halls may have visitors of the same sex in their personal rooms at any time in which the Residence Hall is officially open for student occupancy. Visitors of the opposite sex can visit from Sunday through Thursday from 6:00pm – 11:00pm and on Friday and Saturday, from 3pm–2am.

Visitation is a privilege and not a right. The University reserves the right to suspend or cancel visitation at any time. The hours for visitation are:

<u>Sunday and Thursday:</u>	5:00 pm – 12:00 am
<u>Friday and Saturday:</u>	3:00 pm – 1:00 am

- Visitors must abide by all rules and regulations of the residence halls and the University.
- Visitors must remain with their host/hostess and are not permitted to loiter in the halls.
- The maximum number of visitors in a room is two per resident.
- Visitors must sign in at the security desk and leave their ID with the Residence Hall Desk Monitor.
- Hosts and hostesses must go to the security desk to sign in their visitors.
- They must also escort their visitors out of the residence back to the security desk.
- Visitors must pick up their ID when they check out at the security desk on leaving the residence halls.

The visitation policies may vary from semester to semester, and the privileges afforded by this policy are subject to the following procedures and regulations:

The presence of visitors must in no way interfere with basic academic atmosphere of the residence hall, particularly during evening and early morning hours when classes meet the following day. Except when official social activities are in progress, the personal room areas of the Residence Hall must be kept quiet enough for reasonable study or sleep by student residents.

In the event that an incident occurs or the safety of the residents is threatened, the Resident Assistant, Residence Hall Director, Director of Residence Life, or Wilberforce University Police Officer may cancel visitation immediately. The rights of a resident always supersede those of any visitors at any time - even if it is a time when visitors are permitted. If a resident is inconvenienced by the presence of any visitor at any time, the resident should ask the host or a residence life staff member to have the visitor leave. At Wilberforce, students living in the residence halls will have their residence hall contract canceled if they violate the visitation policy. Current fines for visitation violations are as follows:

- 1st Violation.....\$25.00 Fine, Letter of Warning, 1 month loss of privilege
- 2nd Violation .....\$50.00 Fine, 1 year probation with loss of privilege
- 3rd Violation..... Charged with Violation of Probation and referred to Student Judiciary Hearing Board for possible disciplinary suspension. If there is another violation, the student's residence hall contract will be immediately cancelled.

**Cancellation of Residence Hall Contract**

This sanction is used when the Director of Residence Life has determined that the student should not be allowed the privilege of living in University residence halls. Students receiving this sanction:

- a. Shall be given the opportunity to discuss the situations with the Director of Residence Life.
- b. Shall be advised of appropriate administrative appeal procedures, and may not be permitted to enter any residence hall or the cafeteria.
- c. May be suspended or dismissed from the University.

Co-habitation is strictly prohibited in the Wilberforce University residence halls. Any student who has an unauthorized overnight visitor will have their residence hall contract cancelled in accordance with the guideline stated above. If the visitor is a Wilberforce University student, the visitor will also receive the same sanction. If the visitor is not a student, the visitor will be placed under arrest for trespassing by the Wilberforce University Campus Police Department and taken to the Greene County Jail. The visitor will also be barred from campus. There will be no exceptions.

**Washer & Dryer Service**

Washers and dryers are conveniently located in each residence hall complex. Do not leave articles unattended in the laundry room. It is the students' responsibility to keep the area clean. If these machines are out of order or money is lost, contact the Residence Life Office.

**Weapons**

The unapproved carrying and or possession of a dangerous weapon or material of any type or description, including, but not limited to, firearms, compressed air guns, water guns, pellet guns, BB guns, illegal knives, explosive devices, incendiary devices, fireworks, ammunitions, or any other dangerous "ordinance" as defined by Ohio law. Those found with the above possessions are subject to university discipline as well as to criminal sanctions. Students who are found with any lethal weapon are immediately dismissed from the university and will be arrested.

### **Windows**

Throwing any object out of a window is prohibited. Screens are not to be removed except in cases of extreme emergency. Windows are not to be used as an entry or exit. Residents will be charged to replace or repair missing or damaged screens. Items are not allowed to be fastened to, or hung from, the outside of any residential facility.

## **ROOM ENTRY AND SEARCH**

### **A. Policy and Intent**

The University makes every effort to insure privacy in all residence halls. Nevertheless, designated University officials have the right to enter students' rooms for matters pertaining to general health and safety; to perform reasonable custodial, maintenance and repair service; to inspect for damages or cleanliness; and for suspected rule violation. In addition, designated University Officials may enter and search a student's room if there is any reason to believe that the premises are being used for an illegal purpose or a purpose which violates health or safety regulations or interferes with normal University operations. Evidence of such unauthorized use of University premises may be confiscated and used in disciplinary proceedings. The following policy is intended to define procedures for room entry and room searches that preserve as much as possible the integrity of students and their right to privacy. It should be clearly understood that the guidelines outlined for search and entry at the University are intended for internal protection and control. However, nothing herein can limit the ability of bonafide law enforcement or judicial agencies to seek and obtain legal search warrants to enter and search rooms or University campus.

### **B. Definitions**

1. "Room entry" means entrance into a student's room to fulfill the duties of authorized personnel or to inspect the conditions within the room for health and safety reasons.
2. "Room search" means a formal seeking of evidence to reflect reasonable cause to believe that health and safety regulations or the Code of Student Conduct has been violated.

### **C. Conditions for Room Entry**

Rooms can be entered only with reasonable cause to believe that one of the conditions for entry is satisfied. The occupants will be notified of the reason for any room entry. The following are guidelines for room entry:

1. A clear indication that established conduct standards, health, and/or safety regulations are being violated. This requires the utmost care and sensitivity to the issue of maintaining privacy for students in the residence hall setting. It is recognized that fruitless room entry can quickly destroy staff-student relations.

2. Health officials and members of residence hall staff conduct periodic health and safety inspections. The spirit of these inspections is for preventive and corrective action and is in no way designed to include room search.
3. A student's room may be entered to affect maintenance and general repair or servicing of telecommunication lines and equipment within the student's living area.
4. A student's room may be entered in cases of imminent danger to health or safety.
5. When fire drills are in progress, the residence hall staff, to fulfill their responsibilities, must inspect rooms to ensure that the hall is vacated.

#### **D. Procedures for Room Entry**

1. No student room should be entered without knocking and identification of self. Entry, following the knock, shall be preceded by a time lapse of sufficient duration to provide the occupant or occupants with an opportunity to open the door themselves. This provision shall also apply to maintenance personnel.
2. Rooms should be entered in the absence of the occupant or occupants only when a maintenance or repair emergency exists.
3. If it should be necessary under the conditions outlined for authorized University personnel or their agents to enter a room when the occupant or occupants are not present, the student will be notified of the entry and the reason for the entry. Every attempt will be made to give students advance notice of improvements and repairs to the rooms. In emergency situations when imminent danger to life, safety, health, or property is reasonably feared, entry will be made without advance notice.
4. The privacy of the occupant or occupants with respect to other students should be maintained when University personnel enter a student's room. Other students or individuals should not be permitted to enter the room in the absence of the occupant or occupants.
5. Students feeling abused by the above policy may appeal directly to the Director of Residence Life and Vice President of Student Services. The appeal should be in writing and presented to the Director of Residence Life and Vice President of Student Services within ten days of the actual occurrence.
6. The following personnel shall be authorized to enter residence hall student rooms under the conditions prescribed:
  - a. Full-time professional members of the residence hall staff.
  - b. Resident Assistants under the supervision of a Full-time Residence Life Staff.
  - c. Full-time members of the maintenance staff of the Physical Plant Services.
  - d. Non-University personnel contracted to perform maintenance or repair services on behalf of residence life or Physical Plant Services.
  - e. In the absence of the Residence Director, a Resident Assistant with a WU police officer may act in cases of immediate and clear emergency regarding health and safety. Other cases should be referred to the Director of Residence Life.
  - f. Residence hall staff and WU police officer cannot enter students' rooms without "reasonable cause".

#### **E. Conditions for Room Search**

Rooms will be searched only with reasonable cause and the occupant or occupants will be informed of the reason of any room search. A formal search permit will be required from the Vice President of Student Services, the Director of Residence Life or his/her designee. There are two basic situations which precipitate administrative room search:

1. A clear indication that the established Code of Student Conduct or health and safety regulations are being violated.
2. An emergency that makes it necessary for a staff member to search a room for a particular item, such as a discarded sleeping pill bottle or a particular telephone number or address. In an emergency situation, word-of-mouth approval will suffice and a formal search permit will not be necessary.

#### **F. Procedures for Room Search**

1. For internal operations not anticipating civil or criminal prosecution, the individual(s) or agency concerned must secure a search permit from the Vice President of Student Services or the Director of Residence Life. In cases of possible civil or criminal prosecution, it is the policy of the Police or Sheriff's Department to secure a legal search warrant in accordance with the Ohio Revised Code requirements.
2. When it is necessary for authorized University personnel or their agents to search a student's room when the occupant or occupants are not present, one full-time professional member of the residence hall staff must be present.
3. No student room shall be entered without knocking. Entry, following the knock, shall be preceded by a time lapse to provide the occupant or occupants an opportunity to open the doors themselves.
4. The student should be given the opportunity to open all drawers, luggage, etc., during the room search, except in those cases where a weapon or drugs are involved.
5. In the absence of reasonable cause for such action, a general search or a search of a number of rooms in a given area is prohibited.
6. Contraband seized during a room search will be turned over to the Wilberforce Police Department. Wilberforce Police Officers cannot conduct a room search without a warrant issued by a judge. Incriminating items that are located in plain view of a Wilberforce Police Officer, who has a lawful right to be in the room when the item is seen, may seize contraband or other evidence of a crime. Any Wilberforce Police officer who makes a lawful arrest inside a student residence room may search the arrestee and the area in the arrestee's immediate control.
7. When the search is completed, the individuals conducting the search must complete a search inventory form, specifying the date, room searched, name of the occupants, residence hall staff conducting the search, circumstances constituting "reasonable cause", and detailed explanation of materials seized and ownership. This form and materials confiscated by the residence hall staff must be forwarded to the Office of the Vice President of Student Services. Materials confiscated by Wilberforce University Police Department or local police or Sheriff's Departments must be noted on the form.
8. All materials confiscated by the residence hall staff, Wilberforce University police or local police or sheriff's Departments must be marked, secured and held pending University judicial action and/or criminal prosecution.
9. A student who believes this policy has been violated has the prerogative of appealing directly to the Vice President of Student Services. The appeal must be in written form and presented within ten days of the actual occurrence.

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## **THE FORMATION OF STUDENT ORGANIZATIONS**

The University supports the right of individuals to organize and participate in organizations within the context of the general University, student, alumni, and community interests. Because groups must be coordinated and students must be informed regarding possible involvement, all student organizations, including but not limited to academic groups, interest groups, fraternal organizations, recreational clubs, political and social and religious groups must register with the Director of Student Leadership and Activities.

### **Formation Procedures**

The Student Government Association will hear all applications for formulation of student organizations. The applicants must set up a day and time with the Student Government Association that is best for both parties. The following guidelines must be adhered to:

- A.** An organization seeking registration must have a minimum of six (6) full time (12 hour) students as active members at the time registration is sought. In order to retain its registered status, this minimum number of members must be maintained.
- B.** All organizations seeking registration must have their first five programs written up and ready to present for approval. The five programs must be the required programs (University Engagement, Bonding to University, Service to Others, Religious Community). Please review the Organization Registration Checklist for the full definitions of each of these programs.
- C.** All organizations seeking registration must submit two copies of their constitution and/or bylaws, one electronic and one hard copy to The Student Government Association. The same must be submitted to the Director of Student Activities.
- D.** The officers of the proposed organization will be invited to appear before the Student Government Association. Ample opportunity shall be allowed for full discussion of the proposed organization.
- E.** Organizations seeking registration will be notified by letter or by email of the results of their request. The Director of Student Activities will present their recommendation to the Student Government Association and together, they will make the final determination regarding organizational registration and will adopt such procedures as necessary for the Implementation of the registration process.
- F.** All student organizations seeking registration must abide by federal, state and local laws as well as university rules and regulations.
- G.** All organizations seeking registration must have their first five programs written up and ready to present for approval. The five programs must be the required programming listed as: 1-Social Event , 1-University Engagement, 1- Bonding to University, 1- Service to Others, and 1-Religious Community Event.

H. All organizations seeking registration must have a faculty/staff advisor before submitting their application for approval.

I. All organizations will be reviewed each semester.

## **Student Organizations**

### **A. Definitions**

1. A "student member" is one who is enrolled and regularly attending at least 12 credit hours of University course work.
2. Registered group status is given to those student organizations that register with the Director of Student Activities. In order to be registered, a group must include at least six (6) persons on good academic and disciplinary standing and currently enrolled for 12 credit hours.
3. A "group function" is an event, meeting, or a gathering sponsored by a registered group.

### **B. Responsibility**

Registered groups are responsible for the conduct of their members and guests at group functions as well as for all costs incurred at such events.

### **C. Registration:**

Registration permits an organization to use the Director of Student Activities for assistance in scheduling the university services and facilities. Registration does not imply either University approval or disapproval of the organizations purposes. Until an organization has been officially registered, it cannot hold meetings except for organizational purposes. In addition, it cannot post any materials, displays, etc., which use the organization name.

### **The following criteria must be adhered to:**

1. All organizations must register at the beginning of each semester with the Director of Student Activities
2. Current constitution must be on file in the Office of Campus Activities
3. Names of members of said organization must be submitted.
4. Names of officers of said organization must be submitted.
5. Name(s) of the advisor(s) of said organization must be submitted.
6. If there are any, a listing of Membership Intake Activities must be submitted for consideration or approval. Once the organization is registered it has the privileges and benefits allowed by the Student Government Association (SGA) President's Council Board.

### **D. Student Participation Requirements:**

1. Students must be registered for at least 12 credit hours.
2. Students must maintain satisfactory scholastic standing of at least a 2.5 cumulative GPA.
3. Students cannot be on disciplinary probation.

### **E. Advisor Requirements:**

1. Must be currently employed as a full time member of the university's faculty or staff.
2. Must attend the organization's meetings and supervise all activities.

#### **F. Membership Intake:**

1. All registered student organizations are required to adhere to the Ohio Hazing Law and the University Hazing Policy. **(See Wilberforce University Greek Membership Intake)**
2. All membership activities are limited to once a semester.
3. The names of the students being considered and the procedures for membership intake must be submitted to the Vice President of Student Services. More information from the Vice President of Student Services will be given to those organizations that require membership intake.

**NOTE:** For Greek membership requirements, please refer to the Greek Intake Handbook, which can be obtained from the Vice President of Student Services.

### **USAGE OF UNIVERSITY FACILITIES**

#### **Statement of Policy**

The Director of Student Activities, as well as the Academic Affairs Office, are the official university agents responsible for coordinating the use of university facilities for other than authorized instruction. All requests for such use of facilities shall be submitted to The Director of Student Activities as well as the Academic Affairs Office by way of completing a proposal. Advertising for an event prior to approval is expressly prohibited and may result in revocation of the privilege to use any facilities.

- A.** Facility is defined as any area of the building under the jurisdiction of the Wilberforce University Board of Trustees.
- B.** Utilization of University facilities for authorized instructional purposes takes precedence over all other uses.
- C.** University facilities may be used for activities other than authorized instruction only when these activities relate to the University's mission of teaching and service. Furthermore, the University reserves the right to permit utilization of its facilities only when it determines the proposed activity is in full compliance with all University policies, rules, regulations, and procedures, and is in the best interest of the University.

#### **Eligible Groups/Individuals**

1. Officially recognized units of the University (divisions, departments, committees, offices, faculty/staff members and students) may request space in connection with their official University duties or responsibilities.
2. A registered student organization may request space for activities.

#### **Facilities Available for Scheduling**

Due to the wide variety of University facilities, The Director of Student Activities as well as the Academic Affairs Office will develop specific priorities and conditions for each individual facility.

1. Auxiliary Services-Health and Wellness Center, Wolfe Atrium etc...
2. Allen Commons
3. All parking lots, residence halls, lobbies, lounge areas and related facilities.
4. All other classrooms, conference rooms, seminar rooms and lecture halls.

5. Gymnasium: Alumni Multiplex building
6. Library
7. Outdoor facilities

**Requirements for Facility Usage**

**A. All events, including any of the following, must be registered with The Director of Student Activities.**

***Activities:***

- |                            |             |                   |                         |
|----------------------------|-------------|-------------------|-------------------------|
| 1. Sales and solicitations | 2. Parades  | 3. Assemblies     | 4. Speakers             |
| 5. Major Events            | 6. Meetings | 7. Social Events* | 8. Religious Activities |
| 9. Games & Activities      |             |                   |                         |

(\*) A .social event is, any form of on-campus entertainment or activity sponsored by a registered student organization or a University group, which involve active participation (**See Activity Request Guidelines in Appendices online**).

**B. General Requirements:**

1. Any organization/group requesting to use the campus facilities must obtain the Proposal Form from The Director of Student Activities Office.
2. All social events on the Wilberforce campus will end no later than 11:00 p.m. during the week, and 2:00 a.m. on weekends (excluding Homecoming and Dawn Dance).
3. Appropriate supervisory personnel must be present at all social events. **It is expected that the advisor to the registered student organization will be in attendance as well.**
4. **Exceptions to this rule may be granted by the Vice President of Student Services. The organization requesting an exemption must do so in writing (via email) no later than five days prior to the scheduled event. A copy must be given to The Director of Student Activities Office.**

**C. Party Requirements**

The University has the right to deny entry to anyone they deem unsuitable (e.g. intoxicated, abusive). Any violation of the policies will subject the event to an immediate cancellation or termination, and possible denial to the sponsoring organization of authorization to schedule future events.

1. University parties are held throughout campus (excluding Homecoming and Dawn Dance).
2. Only registered organizations can request the facility for the said usage.
3. Parties must begin at the earliest 10:00 pm and end at 2:00 am (excluding Homecoming and Dawn Dance).
4. Advisors or their designee (university personnel or grad chapter member) must be present.
5. Security coverage by the university must be provided.
6. No more than 700 students will be allowed entry into the party.
7. Anyone entering the party will be subject to search by metal detectors.

8. Paid admittance may be accepted until 1:00 am. There will be no entry or re-entry after 1:00 am.
9. The organization will be responsible for the clean-up of said facility after the activity.

## **SOLICITATION AND SALES**

### **Statement of Policy**

To insure the orderly functioning of the University and to permit registered student organizations or University departments an opportunity to supplement their allocated resources, the University permits only these organizations and departments to engage in sales and/or solicitations as a part of their legitimate service, educational, or fund-raising activities. The implementation of this policy shall be the responsibility of the University administration. For the purposes of expediency and consistency, student organizations, departments and other University non-student organizations should follow the same administrative policy and procedures.

### **A. Solicitation**

1. "Solicitation" in this section means any effort to ask for donations or contributions of money, goods or services, or for written advocacy of a cause in print or on university web site.
2. Solicitation strictly among the membership of a particular registered student organization or University department, by that group or University department, does not fall within the purview of this rule, but is governed by the groups' or departments' own regulations.
3. It is the responsibility of the Vice President of Student Services to develop operational procedures to implement this rule.
4. Individuals may not ask for donations or contributions of money, goods, or services or for written advocacy of a cause unless sponsored by a registered student organization or a University department.
5. Solicitation of money, goods, or services is permitted inside buildings and only from behind tables that have been previously reserved with the Director of Student Activities.
6. DOOR-TO-DOOR SOLICITATION IS EXPRESSLY PROHIBITED IN ALL UNIVERSITY FACILITIES.
7. Solicitation for credit card companies is strictly prohibited.

### **B. Sales**

1. "Sales" means the activity of exchanging a product or service in return for money, goods or other services.
2. It is the responsibility of the Vice President of Student Services to develop operational procedures to implement this rule.
3. Individuals may not sell among the general University population while on University property unless the project is sponsored by a registered student organization or a University department and approved by the Director of Student Activities.
4. Sales are permitted inside buildings and only from behind tables that have been previously reserved with the Director of Student Activities. Outside sales are permitted under special circumstances. (DOOR-TO-DOOR SALES ARE EXPRESSLY PROHIBITED IN RESIDENCE HALLS AND ACADEMIC/ADMINISTRATIVE BUILDINGS.)

5. A member of the sponsoring organization or University department must be present at the sale site at all time. Members of student organizations and University departments directing or participating in the sale must be currently registered for classes or be employed by the University.

#### **GUIDELINES REGARDING SALES**

Any registered student organization or University department wishing to engage in solicitation, sales, or fund-raising on campus shall contact the Director of Student Activities. Student violators of this rule or of its attendant administrative procedures are subject to disciplinary action under the Code of Student Conduct.

- A. The Director of Student Activities will evaluate the sales request based on the purpose of the activity and the overall financial structure of the organization.
- B. A student organization or department representative shall provide the Director of Student Activities with a list of the names of the individuals directing sales or fund-raising, the time period for the activity, the intent and use of the revenue, and the method and location of the activity.
- C. Student organizations and University departments are required to display a copy of the activity form signed by the Director of Student Activities at the sale site.
- D. A validated University identification card of the student or students or staff present and directing or participating in the sale is required and must be shown upon request by a University staff member.
- E. Anyone engaged in sales on the University property without a valid activity form, clearly displayed will be notified to cease operation and abandon the premises. In cases in which individuals refuse to leave the premises after notification, the notifying University staff member involved will take appropriate action.
- F. All solicitations and sales must be conducted from behind the reserved table or display.
- G. All outside vendors will be assessed a set-up charge of ten dollars (\$10.00) per table per day. Only cash or money order will be accepted for payment. Payment will be made to the Director of Student Activities. The fee is non-refundable. A receipt will be issued to the vendor. This receipt will stand as proof the vendor has complied with and is knowledgeable of this rule. Provided all other procedural stipulations are met and understood by the vendor, the solicitation or sale can proceed. All outside vendors are required to obtain and display a receipt.

#### **SALE AND DISTRIBUTION OF FOOD BY ORGANIZATIONS**

Registered student organizations, recognized residence hall groups, and University departments may sell or distribute food only if they do so in conformity with the following:

**A. Sales or distribution of food may not take place in the cafeteria.**

**B. Requirements for fundraising purposes:**

1. Light snack items such as donuts, rolls, cookies and beverages not requiring refrigeration can be sold or distributed from behind reserved tables. MEAT, MEAT SPREADS, CHEESES, FISH, FISH SPREADS, CREAM PRODUCTS, MERINGUES OR OTHER PREPARED FOODS MAY NOT BE SOLD IN THIS MANNER.
2. All food must be individually wrapped or enclosed beneath plastic or kept in a covered box. All food shall be stored and displayed as to be reasonably protected from flies, dust and pollution caused by unnecessary handling or other contamination. The service is such that the customer serves

himself/herself. Proper serving utensils, such as tongs, must be provided. The organization sales persons are responsible for seeing to it that customers do not serve themselves by hand or in other inappropriate ways.

3. The selling and distributing organization is responsible for normal cleaning of the sales site at the end of the daily sale or distribution period, including proper wrapping of all perishable garbage, placing garbage in the appropriate trash container and removal of all food crumbs and liquid spills.

**C. Requirements as a part of a program:**

1. Foods requiring temperature control through heating or refrigeration cannot be sold.
2. Only pre-packaged snacks can be sold.
3. Foods cannot be cooked in the residence halls or any of the University facilities.

**D. Request for waiver**

A request for waiver of any part of the provisions of this rule must be submitted in writing to the Vice President of Student Services by the appropriate representative of the students, student organizations or university department.

**STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association is an elected body of students who promote and represent the general welfare of the student body.

**Purpose of SGA**

- A. To act as the agency of the student body in the presentation of student opinions in matters affecting student life and affairs.
- B. To provide social and educational services that is in the interest of the university community.
- C. To further the students' appreciation of the privileges and benefits they possess at Wilberforce University.

**Goals Of SGA**

1. To enhance the relationship between the Student Government Association and students of Wilberforce University.
2. To enhance the relationship between the student body, faculty, staff, administration, campus organizations, and the community.
3. To resurrect the efforts of "Central force" with the expectation of building a strong and effective working relationship with Central State University.
4. To increase student morale and professionalism through educational and inspirational programs and activities.
5. To thoroughly investigate and address the needs and concerns of the student body.
6. To enhance the relationship between Wilberforce University and other Historically Black Colleges and Universities.

**SGA Executive Committee**

The Elected officers of the SGA Executive Committee shall be the President, Vice President, Second Vice President, Secretary, Treasurer, and Board of Trustees Representative. The officers of the SGA Executive Committee shall be elected by the entire student body in the

Spring Semester and shall take office at the beginning of the Fall Semester. (See SGA Handbook for further details.)

### **SGA President's Council**

All recognized groups and organizations shall be represented on the SGA President's Council either by the organization's president or by a designated representative. All recognized student organizations, sororities, fraternal organizations, social organizations, honor societies, Pre-Alumni clubs, and religious organizations shall each have one representative and one vote at business meetings. Any elected officer of the SGA executive committee not otherwise representing a recognized organization shall have a seat and vote on the SGA President's Council. In addition, the Presidents of all residence hall councils. The Presidents of all four classes, and four elected officers of the freshman class shall each have a seat and vote on the SGA Presidents Council. The Vice President for Academic Affairs and the Vice President for Student Services shall serve as Ex-Officio.

### **WILBERFORCE UNIVERSITY MEMBERSHIP INTAKE GUIDELINES**

The primary purpose of the fraternities and sororities on the campus of Wilberforce University is to provide greater educational opportunities by complementing the goals of the institution. The basic philosophy of the university's Greek system is one of education. It centers on encouraging the growth and development of each member's potential through the responsible practice of specific principles. The entire programming of the chapter is formally and informally structured around these principles.

Membership in a Greek organization can provide a family atmosphere on campus. There can also be scholarship and academic incentives and many opportunities for leadership development. Most Greek organizations stress the importance of community services through projects and social activities. Most importantly, they are places where strong bonds of friendship are formed.

Students who benefit from the Greek experience at "dear old" W.U. must seek to perpetuate it. Indeed, it is an important aspect of our campus life.

The primary responsibility for the administration of the Greek organizations has been delegated to the Vice President of Student Services. The Vice President in association with the advisors to the Pan-Hellenic Council supervises all Greek organizations and monitors the membership intake process. Each chapter has an advisor and all Greek chapters are governed by the Pan-Hellenic Council. The University does not recognize "little brother" or "little sister" organizations, i.e. sweethearts.

Advisors should be members of the Wilberforce University's faculty or senior staff. If this is not possible, the local graduate chapter may recommend a member or members to serve as advisor(s). This recommendation must be approved by the Vice President of Student Services.

Wilberforce University students, as individuals or members of an organization, are expressly prohibited from engaging in hazing. This infers the need for self-discipline and respect for the rights and privileges of others by those who are involved in Greek organizations. All members of Greek organizations are expected to adhere to the University's Code of Student Conduct. Enforcement of University policies, rules, and regulations is everyone's responsibility.

**Pan Hellenic Council Advisors:**

The Pan Hellenic shall have two advisors. One will be the Director of Student Activities and the other will be the Vice President of Student Services. Advisors are not required to be members of the organizations, but a current member of a fraternity or sorority but who does not advise a local chapter.

All fraternities and sororities are required to adhere to the following operational procedures regarding membership intake:

**A. PRIOR TO ANY ACT OF MEMBERSHIP INTAKE:**

1. The chapter advisor and all members of each fraternity or sorority will sign a contract with the advisor to the Pan-Hellenic Council certifying that their membership intake process will not involve hazing, pledging activities or pre-selection of members.
2. Each prospective member will receive a copy of the Rights of membership intake from the advisors to the Pan-Hellenic Council.
3. Each prospective member will receive a copy of the Ohio hazing Law.
4. The chapter advisor and president of each fraternity or sorority must submit a schedule of membership activities to the advisor to the Pan-Hellenic Council and the VPSS.
5. Following the information meeting, each chapter must submit the following to the VPSS and to the advisors to the Pan-Hellenic Council: Names of all perspective members and requests for transcripts. The VPSS will verify that each prospective member has met the University's requirements to be a member of a Greek organization. Forms will be provided by the advisors to Pan-Hellenic Council.
6. The advisor to each chapter must submit all information required by the University prior to having membership intake. Informational and/or interest meetings are considered part of the membership intake process.
7. Chapters which fail to complete any of the above procedures in the time allotted will not be permitted to have a membership intake program that semester.

**B. OHIO HAZING LAW**

Any person, who is subjected to hazing, as defined in Division (A) of Section 2903.31 of the Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering that result from the hazing. The action may be brought against any participants in the hazing: any organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing; and any local or national director, trustee, or officer of the organization, who authorized, requested, commanded, or tolerated the hazing. If hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other

educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it against the school, university, college, or other educational institution itself. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743 of the Revised Code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or the educational institution, it is an affirmative defense that the school, university, college, or other educational institution was actively enforcing a policy against hazing at the time the cause of action arose.

As used in this section, “hazing” means doing any act or coercing another, including the victim, to do any act of initiation into any student Greek or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. **In accordance with the National Pan Hellenic Council there should be no physical, mental, or verbal abuse, scare tactics, horseplay, practical jokes, or tricks, or any humiliating, or demeaning acts which might negatively affect any prospective member prior to or during the intake process and the ceremonial ritual while becoming a member of the affiliate organizational chapter.**

1. No person shall recklessly participate in the hazing of another.
2. No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

#### **C. PROSPECTIVE MEMBERS AND CHAPTER MEMBERS**

1. May not pressure or harass members of the faculty to change a previous grade so that grade requirements for membership intake can be met.
2. May not participate in any pre-initiation activities of any kind (visits, projects, gifts, step-practice, etc.).
3. Before, during, and/or following membership intake, candidates are not allowed to change their appearance in any way that would set them aside from other members of the fraternity or sorority. This includes, but is not limited to, type of clothing, specific hairstyles, shaving heads, the application or lack of makeup, specific jewelry, etc.
4. All members are encouraged to attend all workshops, seminars, meetings required by the national organization. This includes any regional and/or state meetings.

#### **D. MEMBERSHIP REQUIREMENTS**

1. Must have completed no less than 30 hours, be currently enrolled as a full time student and have at least a 2.7 cumulative grade point average.

2. Must have successfully completed the previous semester as a full-time student at the University.
3. Must have met all financial obligations to the University.
4. Must not be on disciplinary probation as defined by the Code of Student Conduct.
5. Must complete a physical prior to the membership intake process and another within five working days of the conclusion of the membership period. (Note-the university has the option of requesting an additional physical at any time during the membership intake process.) All physicals must be taken at the Student Health Center.
6. Must have a 2.5 cumulative grade point average at the end of the semester in which the membership intake was initiated to remain active.
7. Must have a 2.5 semester grade point average the semester before initiation.

#### **E. MEMBERSHIP INTAKE PROCESS**

1. Each organization will be permitted to have a membership intake period in the fall and spring semester of each academic year.
2. The date for the membership intake process(s) shall be established in the fall semester of the academic year. There will be no exceptions or extensions.
3. All phases of the membership intake process must be conducted and supervised by the chapter advisor and members of the graduate chapter.
4. Six weeks of the academic semester will be set aside for membership intake. One to two weeks will be established for informational gathering. Members must be taken into the fraternity or sorority within the following four weeks.
5. The Pan-Hellenic Council, in conjunction with the Pan Hellenic advisors and the Vice President of Student Services will establish the starting date and the concluding date for the membership intake period.
6. Informational meetings are permitted within the framework of the allotted membership intake period.
7. Informational meetings may be advertised once the schedule of membership activities has been approved by the advisors to the Pan Hellenic Council and the Vice President of Student Services.
8. All signs announcing informational or interest meeting must be posted 48 hours in advance. The Director of Student Activities must approve and sign the posters. They are to be posted in the following areas: on the window of the Office, on the library door, at the entrance area to Henderson, LLC and Allen Commons, and on the window of the staircase leading to the second floor in the Learning Resource Center, and in the student lounge in King Science Building.
9. Informational meetings, selections interviews, votes, letters of acceptance/ denial, ceremonial rituals, and instruction /orientation/education processes cannot start prior to the date established by Pan-Hellenic Council or extend past the concluding date.
10. The membership intake requirement is limited to the ceremonial ritual followed by orientation and education.
11. There will be no group contact with prospective members between the informational meeting and the ceremonial ritual without the supervision of the advisor.

12. All membership intake activities must follow University procedures in scheduling activities.
13. All membership intake activities must end at 12:00 midnight, unless specified by chapter advisors.
14. Candidates must attend classes.
15. Ceremonial activities may take place off campus, with the approval of chapter advisors with prior notification to the Vice President of Student Services.
16. Candidates are not permitted on Central State University's campus or any college/university's campus for intake activities or purposes.

**F. CHAPTER**

1. Each chapter is responsible for the actions of alumni and/or guest brothers or sisters authorized to be present at chapter activities by the chapter advisor and/or chapter president. Any actions by unauthorized alumni and/or guest brothers or sisters may result in disciplinary sanctions against the chapter.
2. Membership intake programs must be in accordance with each fraternity's or sorority's National, State, and Regional guidelines and University's policy.
3. All officers of each fraternity or sorority must have a 2.5 cumulative grade point average.
4. A schedule of membership intake activities must be submitted to the chapter advisor and the advisors to the Pan-Hellenic Council prior to the beginning of the membership intake process. This must include the dates, times and places of any ceremonial activities that will take place off campus. Forms will be provided by the advisors to Pan Hellenic Council.
5. Chapters must have met all financial obligations to the University.
6. Chapters must be in good standing with their national organization.

**G. CHAPTER ADVISORS**

1. Chapter advisors or his/her designee and members of the Graduate Chapter must be present at all scheduled membership intake activities.
2. Chapter advisors must meet with the advisor to the Pan-Hellenic Council prior to the beginning of the membership intake period so that all activities can be clarified and approved.
3. The chapter advisor has the responsibility to actively enforce the state law and the chapter's national guidelines against hazing.
4. The chapter advisor and/or president of each fraternity or sorority must submit a schedule of membership intake activities to the advisor, to the Pan-Hellenic Council and the Vice President of Student Services.
5. The chapter advisor or alumni chapter designee must be present at all activities.
6. The chapter advisor must receive all mail addressed to the chapter. Chapter advisors must handle all communications related to membership intake.
7. Members of the local alumni chapter are encouraged to attend all activities and assist the advisors.

**H. VIOLATIONS**

1. Each member of a Greek organization is expected to abide by all rules and regulations of the University as defined by the University's Code of Student Conduct.
2. Any chapter found in violation of the membership intake guidelines, will be subject to suspension. The chapter's National, State and Regional offices will be notified of any suspensions.
3. Each Member of the Greek organization must maintain a 2.5 cumulative grade point average. Failure of any member to obtain a 2.5 cumulative grade point average will result in the individual being placed on "inactive status" until the individual reaches a cumulative grade point average of 2.5.
4. Any chapter involved in any pre or post-initiation activities of any kind will not be permitted to have a membership intake for the current academic year. Additional sanctions may be taken.
5. Any chapter which endorses a "little sister" or "little brother" organizations in any way or in any form will be placed on suspension, i.e. selling ads for balls, recognition in fraternity or sorority publications or activities. Students participating in "little sister" or "little brother" organizations will be subject to disciplinary action for conduct in violation of the University's Code of Student Conduct.
6. Violation of any and/or all guidelines concerning membership intake will be forwarded to the Greek Hearing board for review and recommendation of appropriate sanctions.

#### **I. SANCTIONS: For Organizations**

1. Interim Suspension. The President and/or designee may impose an interim suspension on any Greek organization when there is basis to believe the fraternity/sorority has violated the rules and regulations of the University's fraternity and sorority membership intake guidelines or the Code of Student Conduct. An organization placed on interim suspension shall be notified in seven working days of charges and an opportunity to appear for a hearing within a reasonable period of time (seven days) after the imposition of the interim suspension.

##### Organizations on Interim Suspension:

- a. Shall receive suspension of charter and/or registration status.
- b. Shall lose selected privileges accorded Greek organizations.
- c. Shall lose privileges of entering selected campus facilities or meeting in specified University buildings.
- d. Shall not be allowed to participate in membership intake activities for the duration of the suspension.
- e. Shall not advertise or promote activities on or off campus.
- f. Shall not be permitted to attend or participate in Pan-Hellenic meetings or activities. However, the advisors of the suspended chapter may attend any Pan-Hellenic meetings or activities.
- g. Shall be reinstated only by the Vice President of Student Services who shall establish appropriate criteria for removal from suspension.

2. Disciplinary Reprimand. Reprimand is a written statement of warning to the organization to take necessary corrective action to bring the organization into compliance with the University policy.

Organizations on disciplinary Reprimand:

- a. May lose selected privileges accorded registered groups.
- b. May lose privileges of entering selected campus facilities or meetings in specified University buildings.
- c. Shall receive such additional stipulations as consistent with the nature of the offices, the organization's own objectives, and the goals and mission of the University.
- d. May be subject to either disciplinary probation or disciplinary dismissal if involved in any subsequent act of misconduct, involving violation of the terms of the Reprimand.

3. Disciplinary Probation. This sanction is one that places the organization in severe jeopardy with regard to its continued existence on the premises of the University.

Organizations on disciplinary probation:

- a. Shall receive temporary suspension of registration status.
- b. Shall lose selected privileges accorded registered groups.
- c. Shall not be permitted to have membership intake activities for the duration of the probation.
- d. May lose privileges of entering selected campus facilities or meeting in specified University buildings.
- e. Shall receive such additional stipulations as are consistent with the nature of the offense, the organization's own objectives and the goals and mission of the University.
- f. May be subject to disciplinary suspension if involved in any subsequent act of misconduct, including violation of the terms of this probation.
- g. Shall not be permitted to attend or participate in Pan-Hellenic meetings or activities. However, the advisor of the chapter may attend any Pan-Hellenic meetings or activities.
- h. Shall be reinstated only by the VPSS who shall establish appropriate criteria for removal from probation.

4. Disciplinary Suspension. This sanction is one that causes the organization to cease all activity on the property of or in the facilities of the University.

Organizations on disciplinary suspension:

- a. Shall receive suspension of charter and/or registration status.

- b. Shall lose selected privileges accorded Greek organizations.
  - c. Shall lose privileges of entering selected campus facilities or meeting in specified University buildings.
  - d. Shall not be allowed to participate in membership intake activities for the duration of the suspension.
  - e. Shall not advertise or promote activities on or off campus.
  - f. Shall not be permitted to attend or participate in Pan-Hellenic meetings or activities. However, the advisors of the suspended chapter may attend any Pan-Hellenic meetings or activities.
  - g. Shall be reinstated only by the VPSS who shall establish appropriate criteria for removal from suspension.
5. *“Inactive Status”*. Members must maintain a 2.5 cumulative grade point average to be active in University Greek organizations. Students who fail to maintain a 2.5 grade point average will be placed on “Inactive Status”.

Members placed on “Inactive Status”:

- a. Shall not be permitted to function as a member until the 2.5 cumulative grade point average is achieved.
- b. Shall not be permitted to participate in the membership intake process or any other activity of the Greek organization.
- c. Shall not be permitted to attend or participate in Pan-Hellenic meetings or activities. However, the chapter advisor may attend any Pan-Hellenic meetings or activities.
- d. Shall be reinstated only by the Vice President of Student Services who shall establish appropriate criteria for removal from the “Inactive Status”.

## **J. APPEALS**

- 1. Fraternities or Sororities organizations may appeal the decisions of the hearing board or hearing officer to the Vice President of Student Services or his/her designee. No additional appeal will be heard.
- 2. Appeals are limited to the following reasons:
  - a. The decision is viewed as arbitrary or unreasonable.
  - b. The decision is not in accordance with the facts presented.
  - c. The decision was reached through a procedure not in accordance with this rule.
  - d. New information is available which may suggest modification of the decision.
  - e. The sanction is too severe for the conduct violation.
- 3. An appeal must be in writing and must be submitted within three (3) working days of the date of notification of the decision.

4. Barring introduction of substantial new facts, an appeal is limited to a review of the proceedings of the previous hearing.
5. An appeal initiated by the organization charged cannot result in a more severe sanction.
6. If there are substantial new facts that were unavailable at the time of the hearing, the case may be referred to the original hearing officer or board for reconsideration.

#### **K. GREEK HEARING BOARD**

A Greek Hearing Board shall be established under the leadership of Pan Hellenic Advisors to hear all cases involving violations of fraternity/sorority membership intake guidelines. The Hearing Board shall be composed of the Pan Hellenic Advisors, one Advisor from each fraternity or sorority and the President of Pan Hellenic Council or his/her designee, each having one vote. The advisor and the members of the fraternity or sorority being charged are not permitted to participate on the Hearing Board. All hearings shall be closed. Decisions of the hearing board are in the form of recommendations to the Vice President of Student Services. The board shall also decide what sanctions, if any, are appropriate and the duration of sanction.

The Hearing Board shall evaluate the points of view presented and determine which is the more convincing, the more credible, and of greater weight.

#### **L. UNIVERSITY RESPONSIBILITIES**

The University attempts to provide for all students and student organizations an environment that is conducive to scholarship, social growth, and individual self-discipline. In pursuit of this goal, students must adhere to all local, state, and federal laws as well as all University rules and regulations contained in the Code of Student Conduct.

- M. **All guidelines will be reviewed by the Pan-Hellenic Council representatives, chapter advisors, and the Vice President of Student Services at the end of the academic year. All revisions must be approved by the Vice President of Student Services. Revised editions will be distributed at the beginning of each academic year.**

#### **What Students “get out of” Participating in Clubs and Organizations**

Student leaders have communicated to our office the importance of having Advisors understand some of the basic reasons why students participate in clubs and organizations. These student leaders hope that this information influences the types and levels of expectations Advisor may have for students.

- Develops friendships
- Improves relationships and fosters closer ties between faculty and students
- Complements and reinforces classroom learning
- Teachers self-discipline, initiative, leadership and responsibility
- Allows students to apply learned concepts in real-life situations
- Acts as an arena for testing beliefs, values, attitudes and morals

- Contributes to the identity and development of student personalities
- Exposes students to differing, diverse, and conflicting viewpoints
- Helps students identify with the campus culture, making them more likely to stay and graduate
- Channels anxiety and stress into positive, enjoyable and productive pursuits
- Exposes the student body to influential and/or controversial speakers or topics
- Teachers and promotes hobbies, sports and other leisure activities at nominal costs
- Provides support for students with common needs or interests
- Motivates students to strive for and maintain academic excellence
- Plans major events which benefit and unite the entire campus community
- Broadens the perspectives of students in areas of diversity
- Improves opportunities for students to develop networks with their peers and others
- Improving Leadership and communication skills
- Teaches students to work effectively with and within a group
- Promoting closer contact with faculty, staff and other influential role models
- Exploring social issues

Additionally, campus activities are fun for all involved. Since most students spend a significant amount of time obtaining a college education, the enjoyable aspects of participating in activities are far from irrelevant. Furthermore, students who find college fulfilling and rewarding are more likely to persist and reach their educational goal.

Participation in campus activities, then, is simply one important aspect of the education which can be derived from the college experience. Not unlike the curriculum, activities are designed to educate and to facilitate student development.

## Frequently Called Numbers

Office of the President.....	5704	Information Technology .....	5448
Academic Affairs.....	5685	Institutional Advancement .....	5709
Vice President of Student Services.....	5611	Library .....	5630
Admissions .....	5721	Payroll.....	5457
OSASS.....	5648	Physical Plant Services .....	5783
Adult & Continuing Education .....	5324	Publications .....	5715
Alumni Affairs .....	5741	Registrar's Office.....	5736
Athletics.....	5416	Residence Life .....	5321
Bursar's Office .....	5748	Student Services .....	5528
Cafeteria.....	5778	Student Activities.....	5810
Campus Police .....	5780	Student Financial Services.....	5727
Computer Lab.....	5534	Student Government .....	5775
Cooperative Education & Career Services .....	5737	Transportation.....	5260
Enrollment Management .....	5544		
Finance & Administration.....	5711		
Health and Wellness Center.....	5506		
Human Resources.....	5798		

*Alma Mater*

In the State of old Ohio  
Glorious to view  
Stands our noble Alma Mater  
Dear old W.U.

Men and Maidens throng the campus  
From all states they come  
And from o'er the rolling waters  
To this common home

**Chorus:**  
Swell the chorus ever on  
To gold and green be true  
Hail to thee, our Alma Mater  
Dear old W.U.

*The "PAW" is brought to you by  
The Division of Student Services  
And property of Wilberforce University  
Editor: Vice President Rev. Dr. John E. Freeman  
Artwork: Marilyn J. Gadd, Director of Public Relations*

*Appendix*

*Appendix A:*

**WILBERFORCE UNIVERSITY**

**Drug and Alcohol  
Abuse Prevention Program**

**2014 - 2016**

**Wilberforce University**

**Drug and Alcohol Abuse Prevention Program – 2014 - 2016**

The Drug Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education’s General Administrative Regulations require each institution of higher education (IHE) such as Wilberforce University (WU) to certify that it has developed and implemented a drug and alcohol abuse prevention program (DAAPP). The program must be designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities. The DAAPP disclosure must include each of the following elements:

- A written statement about WU’s standards of conduct that prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A written description of legal sanctions imposed under federal, state and local laws and ordinances for unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, and rehabilitation/re-entry programs that are available to students and employees; and,
- A statement that the IHE will impose disciplinary sanctions on students and employees for violations of the institution’s codes of conduct and a description of such sanctions

**I. Standards of Conduct**

**A. Employees**

Wilberforce University’s policy states “that the possession, use, sale, purchase, transfer, or being under the influence of any illegal drugs or alcohol while University premises or on University business is strictly prohibited.

Employees may obtain a copy of the following policies located in the (WU) Employee Handbook Alcohol and Controlled Substance Use, Drug-Free Workplace, and Tobacco use by contacting the Human Resources Office

The following measures are taken to ensure that the University's DAAPP disclosure is actively distributed to all employees that are hired at different points throughout the year.

- Human Resources updates and distributes the College's DAAPP to all new employees in their new employee packet provided to each new hire (we do not currently update, however policies and procedures are reviewed during new employee orientation).
- Human Resources updates and distributes the DAAPP by email to all employees each year (we do not currently update and distribute to all employees).

An employee who violates College policies and/or any alcoholic beverage or controlled substance laws while in the workplace, on WU property or acting on behalf of WU shall be subject to disciplinary action determined to be appropriate in WU's discretion based on the circumstances. Disciplinary actions may include, but are not limited to, probation, suspension, termination, referral for prosecution or the required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued employment.

Information concerning WU's Drug-Free Workplace Policy may be obtained by contacting the Human Resources Office.

#### **B. Currently Enrolled Students**

Students are required to abide by WU's Student Code of Conduct. A student's failure to abide by the Student Code of Conduct may result in sanctions listed in below.

The following acts are considered violations under the code. The code prohibits: Possessing, manufacturing, using, distributing, selling or being under the influence of alcohol and/or any controlled substance in violation of any local, state, or federal law on college premises, at any college-sponsored activity, or in university-owned vehicles

The current WU Student Code of Conduct can be found at

<http://www.wilberforce.edu/current-students/student-information/>.

As members of the WU community, students are expected to abide by University policy. Wilberforce University policy states that "no person shall manufacture, distribute, dispense, sell, possess or use alcoholic beverages or controlled substances on the premises of Wilberforce University (WU) except as otherwise provided in the Employee handbook <http://www.wilberforce.edu/wuhr>. No person shall manufacture, distribute, dispense, sell or illegally possess or illegally use alcoholic beverages or controlled substances while engaged in activities on behalf of WU.

Students may obtain a copy of the following policies located in the (WU) Student Handbook Alcohol and Controlled Substance Use, Drug-Free Workplace, and Tobacco Use by contacting the Human Resources Office or going to the following URL of the college's website <http://www.wilberforce.edu/current-students/student-information/> and selecting Student handbook

## **II. Sanctions**

Consistent with federal, state, and local laws, WU will impose sanctions on students and employees for violation of WU's policies and standards of conduct, up to and including expulsion, termination, and referral for prosecution. Possible sanctions are described in more detail below.

## A. Disciplinary

### 1. Employees

The current Drug Free Workplace Policy states:

- Any employee who sells or manufactures a controlled substance while on the job or on university premises will be subject to immediate dismissal.
- Any employee, who uses, gives or in any way transfers a controlled substance to another person while on the job or on university premises will be subject to disciplinary action up to and including dismissal.
- The term "controlled substance" means any drug listed in Title 21 United States Code Controlled Substances Act, Subchapter I, Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, methamphetamines, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
- Each employee is required by law to inform his/her supervisor or the President in writing within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the college's premises. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court.
- If an employee is convicted of violating any criminal drug statute while at the workplace, he or she will be subject to disciplinary action up to and including termination. This action may include, but is not limited to, probation, suspension, termination, or the required successful completion of a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment.

### 2. Students

A student who displays conduct prohibited in the Student Code of Conduct is subject to disciplinary action. Disciplinary action may include but is not limited to, one or more of the following sanctions.

- **INTERIM SUSPENSION:** Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- **REPRIMAND:** A written communication which gives official notice to the student that any subsequent offense against the

Student Code of Conduct will carry heavier penalties because of this prior infraction.

- **GENERAL PROBATION:** An individual may be placed on General Probation when involved in a minor disciplinary offense: General Probation has two important implications: (1) the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; (2) if the individual errs again, further action will be taken. This probation will be in effect for no more than four (4) semesters.
- **RESTRICTIVE PROBATION:** Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the university community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any university award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any university or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate **SUSPENSION**.
- **SUSPENSION:** Exclusion from class(es), and/or all other privileges or activities of the college for a specified period of time. Students who receive this sanction must get specific written permission from the Vice President of Student Affairs or Designee before returning to campus.
- **EXPULSION:** Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the university only with the approval of the President or designee.
  - *The university policy for all academic and judicial actions to include: probation, suspension, and expulsion are to be reflected on a student's academic transcript of record due to the university policy.*
- **RESTITUTION:** Paying for damaging, misusing, destroying or losing property belonging to the university, university personnel, or students.
- **LOSS OF ACADEMIC CREDIT OR GRADE:** Imposed as a result of academic dishonesty.
- **WITHHOLDING TRANSCRIPT, DIPLOMA, DEGREE, CERTIFICATION OR RIGHT TO REGISTER OR PARTICIPATE IN GRADUATION CEREMONIES:** A student will not be allowed to register until all financial obligations are met.
- **GROUP PROBATION:** This is given to a university club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

- **GROUP RESTRICTION:** Removing university recognition during the semester in which the offense occurred or for a longer period (usually not more than one additional semester). While under restriction, the group may not seek or add members, hold sponsored events in the university community, or engage in other activities as specified.
- **GROUP CHARTER REVOCATION:** Removal of university recognition for a group, club, society, or other organizations for a minimum of two years. Re-charter after that time must be approved by the Vice President of Student Affairs or designee.

#### B. Legal

1. Federal Laws: <http://www.justice.gov/dea/druginfo/ftp3.shtml>  
(website last visited on 11/25/14)

2. Ohio Alcohol Laws:  
<http://codes.ohio.gov/orc/4301>

3. Local Laws:  
There no local drug or alcohol laws that supersede any federal or state laws.

### III. Health Risks

#### A. Drug Abuse

According to the National Institute on Drug Abuse, Drug addiction is a brain disease. Although initial drug use might be voluntary, drugs of abuse have been shown to alter gene expression and brain circuitry, which in turn affect human behavior. Once addiction develops, these brain changes interfere with an individual's ability to make voluntary decisions, leading to compulsive drug craving, seeking and use.

The impact of addiction can be far reaching. Cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis, and lung disease can all be affected by drug abuse. Some of these effects occur when drugs are used at high doses or after prolonged use, however, some may occur after just one use.

<http://www.drugabuse.gov/related-topics/medical-consequences-drug-abuse>  
(website last visited on 11/25/14)

Specific health risks associated with commonly abused drugs are provided by the National Institute of Drug Abuse (NIDA) at <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/commonly-abused-drugs-chart>  
(website last visited on 11/25/14)

The following link provided by the U.S. Department of Justice, Drug Enforcement Administration is a list of the frequently used drugs and the risks associated with their use: [http://www.southwesterncc.edu/sites/default/files/Drugs\\_of\\_Abuse-Uses\\_and\\_Effects.pdf](http://www.southwesterncc.edu/sites/default/files/Drugs_of_Abuse-Uses_and_Effects.pdf) (website last visited on 11/25/14)

### ***B. Prescription Drug Abuse***

Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy).

### ***C. Nicotine Abuse***

Nicotine can be found in cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco, chew). Known health risks include chronic lung disease, cardiovascular disease, stroke, cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes, and addiction.

### ***D. Alcohol Abuse***

Known health risks include increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction, and fatal overdose.

According to the National Institute on Drug Abuse

Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.

<http://www.drugabuse.gov/drugs-abuse/alcohol> (website last visited on 11/25/14)

## **IV. Drug and Alcohol Programs**

According to the National Institute of Drug Abuse (NIDA), the Principles of Drug Addiction Treatment, more than three decades of scientific research show that treatment can help drug-addicted individuals stop drug use, avoid relapse and successfully recover their lives. (<http://www.drugabuse.gov/publications/drugfacts/treatment-approaches-drug-addiction>

(website last visited on 11/25/14)

Based on this research, 13 fundamental principles that characterize effective drug abuse treatment have been developed. These principles are detailed in NIDA's Principles of Drug Addiction Treatment: A Research-Based Guide. The guide also describes different types of science-based treatments and provides answers to commonly asked questions. (<http://www.drugabuse.gov/publications/principles-drug-addiction-treatment-research-based-guide-third-edition/principles-effective-treatment> (website last visited 11/25/14)

### ***A. Students***

The following national and local resources/services are available to inform and support GTCC students on matters related to drug and alcohol abuse prevention:

<http://www.drugfreenc.org> (website last visited 11-25-2014)

<http://www.smartrecovery.org> (website last visited 11-25-2014)

<http://www.na.org> (website last visited 11-25-2014)  
<http://www.aa.org> (website last visited 11-25-2014)  
<http://www.collegedrinkingprevention.gov/CollegeStudents/> (website last visited 11-25-2014)

Narcotics Anonymous.....1-866-375-1272 (Phone number last confirmed 11-25-2014)

**Resources in Dayton, OH:**

Alcoholics Anonymous..... (937) 222-2211  
Alcohol and Drug Services..... (937) 461-5223  
Family Services..... (937) 222-9481

**Resources in Xenia, OH:**

Alcoholics Anonymous.....(937) 372-3366  
Alcohol and Drug Services..... (937) 376-8700  
Family Services..... (937) 562-6000

***B. Employees***

The following resources/services are available for employees at WU: Employees (Regular status) desiring information on or confidential assistance with substance abuse may contact the college's Employee Assistance Program (EAP). Other resource links for both temporary and regular status employees include the following national and local resources which are available to inform and support employees on matters related to drug and alcohol abuse prevention:

<http://www.drugfreenc.org> (website last visited 11-25-2014)  
<http://www.smartrecovery.org> (website last visited 5-13-2014)  
<http://www.na.org> (website last visited 5-13-2014)  
<http://www.aa.org> (website last visited 5-13-2014)

Narcotics Anonymous.....1-866-375-1272 (Phone number last confirmed 5-13-2014)

**Resources in Dayton, OH:**

Alcoholics Anonymous..... (937) 222-2211  
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Family Services..... (937) 222-9481

**Resources in Xenia, OH:**

Alcoholics Anonymous.....(937) 372-3366  
Alcohol and Drug Services..... (937) 376-8700  
Family Services..... (937) 562-6000

**V. Annual Notification of the DAAPP**

***A. Employee Notification***

Notification of the information contained in the DAAPP will be distributed to all current employees of the college via email on or before October 1<sup>st</sup> of each year.

***B. Student Notification***

Notification of the information contained in the DAAPP will be distributed via email to all currently enrolled students for academic credit on or before October 1<sup>st</sup> of each year.

**VI. Oversight Responsibility**

The Director of Human Resources (employees) or designee and the Vice President of Student Services (students) or designee shall serve as the main contacts that will have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to employees and students and the biennial review.

**VII. Biennial Review**

- The Biennial Review will be conducted each even year, starting in 2014.
- The following departments or areas will be represented on the biennial review committee: Campus Police, Student Success, Counseling, Student Conduct, Human Resources, and Financial Aid.
- Hyperlinks and phone numbers included in the DAAPP will be checked before the annual distribution the DAAPP to students and employees.

**For more information contact:**

Reverend Dr. John Freeman  
Vice President for Student Services  
Wilberforce University  
1055 Bickett Road  
Email: [jfreeman@wilberforce.edu](mailto:jfreeman@wilberforce.edu)



## WILBERFORCE UNIVERSITY

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**Policy Number:** 400-00X  
**Policy Title:** SHARED GOVERNANCE  
**Responsible Officer:** Office of the President  
**Responsible Office:** Executive Assistant to the President  
**Effective Date:** December 4, 2014

Wilberforce University is a private Historically Black University. As such, the university is committed to the following principles of Shared Governance.

I. The Board of Trustees recognizes the distinctive, complementary and supportive roles that the Trustees, President, administrators, the Faculty, the staff, and students have in the shared governance process of Wilberforce University. As such the implementation of shared governance will involve the following principles:

II. Final authority and responsibility of Wilberforce University rests with the Board of Trustees who delegates authority to the President for the effective administration of Wilberforce University.

III. The President selects her administrative team, and they work with all campus constituents (faculty, staff, and students) allowing them opportunities to participate and share their knowledge and expertise in the decision-making process that relates to the mission, curriculum, budget priorities, research, tenure and promotions, issues impacting students' ability to complete their education, and other issues that arise from time to time that may affect the welfare of the collective whole.

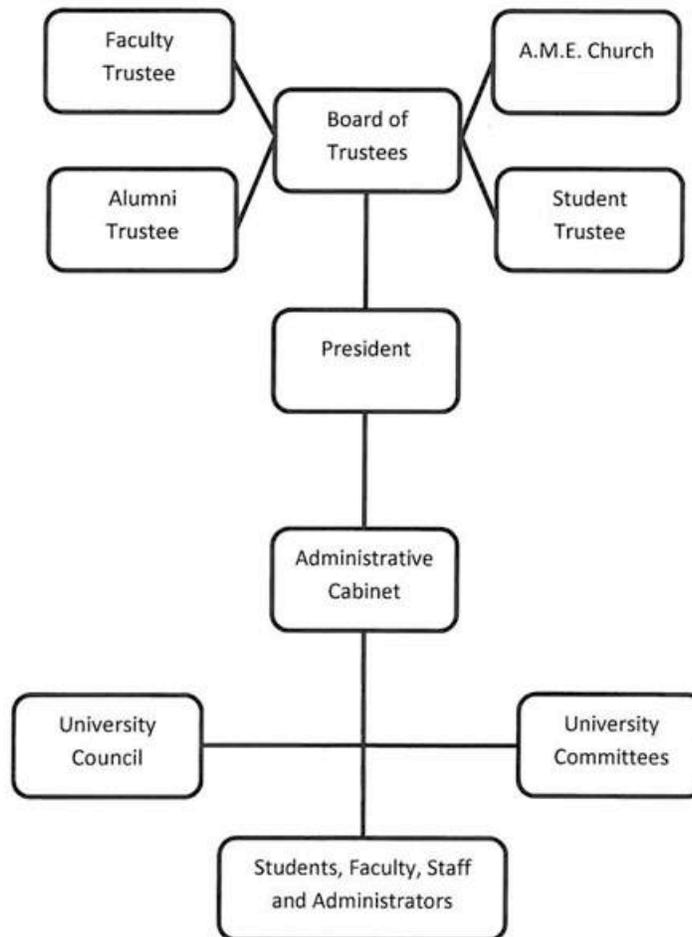
IV. Sharing appropriate information and receiving timely feedback.

V. Recognizing and respecting the specific goals and needs of Wilberforce while being accountable to the constituents represented.

VI. While participating in the shared governance process by faculty, staff, and students, it is understood that final authority and responsibility for decision-making rests with the Board of Trustees and the President of Wilberforce University.



## Wilberforce University Shared Governance Model





Wilberforce University  
Shared Governance Form

Item for Consideration:

What policy, procedures or regulations will be impacted?

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Justification:

Why do you think this is an item for Shared Governance?

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Impact of this item on University

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What is your recommendation for a solution or recommendation for resolving this matter?

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Please return to the Office of the President.