

WILBERFORCE  
UNIVERSITY

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# STUDENT HANDBOOK

STUDENT'S RIGHTS AND RESPONSIBILITIES

2018-19

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<http://wilberforce.edu/community-standardstitle-ix-sexual-misconduct/>



# WILBERFORCE UNIVERSITY

Wilberforce University publishes the student handbook bi-annually for the purposes of informing students about their rights, responsibilities and privileges on campus. Wilberforce University does not accept custodial responsibility for any enrolled student or campus visitor. The WU Student Handbook does not constitute a contract between the university and the student. While policies and programs are presented accurately within this handbook, the university reserves the right to revise any section or part without notice or obligation. Any changes made to the handbook within the year will be highlighted. At any time, a student may come to the Office of Student Engagement and Success and request the previous copy.

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# 2018-19 STUDENT HANDBOOK

## **INTRODUCTION**

To create an environment where students thrive academically, socially, spiritually, physically, and intellectually, we have implemented the policy and procedures that govern expectations for behaviors. These behaviors are expressed in the Wilberforce University Student Code of Conduct. Each student is responsible for reviewing this handbook, abiding by the expectations outlined, and is presumed to have knowledge of the Wilberforce University Student Code of Conduct as a condition of their enrollment.

## **WILBERFORCE UNIVERSITY PREAMBLE**

Wilberforce University is currently experiencing a renaissance. Excellence, Innovation, and Kindness characterize the *Wilberforce Renaissance*. At Wilberforce University, this renaissance is further defined by operational efficiency, fiscal responsibility and strength, and intentional focus on providing a rich student engagement experience. This renaissance is a cultural rebirth of Wilberforce University, based on the rediscovery of its significant history as America's first private HBCU founded by African Americans and a renewed commitment to building upon the noteworthy and venerable legacy. The *Wilberforce Renaissance* allows us to operationalize our mission and act as a bridge to intellectual curiosity and rigor, academic achievement, social change, and the cultivation of an entrepreneurial spirit in the 21<sup>st</sup> Century.

## **WILBERFORCE UNIVERSITY HISTORY**

Wilberforce University can trace its origin to some of the most agonizing history that our country has endured. During 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 the 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 Americas 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, as 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.

## **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:**

### **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 MOTTO**

*Suo Marte –*

“By One's Own Toil, Effort, Courage”

## **INSTITUTIONAL COLORS**

Kelly Green & Gold

## **MASCOT**

Bulldog



Greetings from the Division of Student Engagement and Success,

The Division of Student Engagement and Success is charged with assisting in maintain student community standards. We enjoy working with students and are excited about Wilberforce Bulldogs because you are among the best and the brightest.

We commit to creating an environment that supports your journey at Wilberforce University. As a member of this community, you should always recognize your promise and use this notion as your motivation. You have made such a wonderful choice in attending Wilberforce University, and through that choice we commit to ensuring you become your very best.

## Division of Student Engagement and Success

The Division of Student Engagement and Success facilitates student development and success through intentional activities, practices, and learning opportunities. The Division of S.E.S. works to engage students through the following departments:

- Campus Life & Engagement
- Student Activities & Intramural Programs
- Residential Life & Housing
- Community Standards & Title IX
- Counseling Services
- Health Services
- Religious and Spiritual Life

Each of these departments has a specific role in ensuring your success, but works together to create experiences that impact your personal, physical, mental, spiritual, and intellectual growth.

We recognize that our students are the best and the brightest, and could have chosen another institution, but you have chosen this venerable institution. As a division, we are committed to fulfilling the legacy of our ancestors who created this space to ensure that African Americans would have access to a quality higher education experience. The S.E.S. team will do everything we can to ensure your success.

## **STANDARDS FOR STUDENT CONDUCT 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 of our community fail to uphold these standards, or witness another community member commit an infraction and not report to the proper authorities, they will be considered in equal violation 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 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.*



## **FOUNDATION FOR STUDENT CONDUCT POLICY AND DISCIPLINE PROCESS**

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.

The University may impose formal disciplinary actions because it has a responsibility to ensure all members of the University attain their educational objectives. It also has the subsidiary responsibility 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 Presidents to 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 President or designated Executive, Senior or Vice Presidents 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 Dean of Students 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 mental health professional 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.

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.

A University staff member may enter any room in the residence halls or any other University Housing for the purposes 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 President, Executive, or Dean of Students or designee, 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.

The University shall provide all students procedural due process in all disciplinary cases that may result in dismissal or suspension, except as otherwise noted. Minimum of due process under normal conditions includes:

1. Written notice of nature of charges.
2. Opportunity to be heard before the Dean of Students, his/her designee or an impartial committee established by the Division.
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 Office of Student Engagement and Success, which includes the Dean of Students 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 necessary procedural rights and safeguards endemic to due process.

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 Executive Vice President or Dean of Students or another personnel officer as designated by the President. Questions regarding this policy should be directed to the Dean of Students.

## **STUDENT RESPONSIBILITIES**

- It is the responsibility and the duty of every student to become acquainted with this Student Code of Conduct. Every student is presumed to have knowledge of the Student Code of Conduct and to agree to abide by the Honor Code and Student Code as a condition of his or her enrollment. Students have the responsibility to be fully acquainted and comply with the published Student Code of Conduct, Honor Code and Academic Dishonesty Policy in its entirety.
- Students have the responsibility of assuming the consequences of one's own actions, and of avoiding conduct detrimental in its effect upon fellow students and the University community. Wilberforce University students are expected to adhere at all times to acceptable standards of conduct both on and off campus which reflect positively upon himself, the University, and the student body. A student has the responsibility to comply with the policies of the Code as well as all federal, state, and local laws, and all University policies and procedures.
- Students have the responsibility to understand that student actions reflect upon the individuals involved and may have consequences for the entire University community.
- Students have the responsibility for seeing that the essential order of the University is preserved. There can be no assembly or gathering which interferes with the educational programs of the University and/or which violates University regulations or violates statutes governing unlawful assembly.
- Students have the responsibility for becoming fully acquainted with the University Catalog, Student Handbook, and other published policies for the guidance of students at Wilberforce University.

## **POLICY ON STUDENT CONDUCT**

### **A. Ohio Criminal Code**

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

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 or expulsion from the University. The suspension is in effect until a person is acquitted or convicted for the crime for which he/she was arrested.

Arrest for any of the following offenses will automatically cause an immediate suspension:

Trafficking in Drugs	Carrying Concealed Weapons
Inciting Violence	Aggravated Burglary
Sexual Battery	Burglary
Rape	Robbery
Extortion	Aggravated Robbery
Abduction	Escape
Kidnapping	Resisting Arrest
Hazing	Intimidation of Public Officials
Menacing by Stalking	Terrorism
Aggravated Menacing	Making Terroristic Threats
Corrupting another with Drugs	Misuse of Credit Card
Participating in Criminal Gang	

## **B. VIOLATION OF FEDERAL, STATE, and/or LOCAL LAWS**

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. Behavior that is deemed in violation includes, but is 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) while on University premises or University related premises or during university related event.
- 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 purposes 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. Violation of sexual misconduct policy which includes but is not limited to, acts of 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 or on University property.
- 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, bb guns, dangerous knives, dirks, or martial arts weapons), dangerous chemicals, or explosive devices specifically modified for use 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 of which disturbs the peace of others.
- y. Violation of the Ohio Hazing Law.
- z. Illegal Internet activity including and not limited to piracy, theft or sale of copy written properties.

## **PROCESS**

The following guidelines are presented to ensure 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:

### **Residence Hall Violations**

Offenses occurring within residence halls may be reported to the Residence Life Professional Staff, i.e. Resident Director, Director of Residence Life, Associate Dean of Campus Life or Dean of Students or the staff member on duty. The residence life staff after receipt of the violation will determine appropriate next step:

- The Residence Life Staff may attempt to resolve discipline allegations.
- The Resident Director may refer the incident to the Office of Student Engagement and Success to begin the disciplinary process.

### **Other Campus Locations**

Offenses occurring at the locations listed below shall be routed to the Office of Student Engagement and Success to determine the nature of the allegation and begin the adjudication process.

## **STUDENT JUDICIAL HEARING BOARD**

The Student Judicial Hearing Board will be comprised of students, faculty members, and staff for the duration of one semester. In the event of an allegation, a designee of the Office of Student Engagement and Success may convene the Student Judicial Hearing Board. The process for addressing violations through the Student Judicial Hearing Board is as follows:

- A. The student will be informed of the infraction and given the option of having his/her case handled administratively by the Dean of Students or designee or by the Student Judicial Hearing Board.
- B. If the case is handled administratively, the Dean of Students or designee, will hear the case and render a decision.
  - a. If the case goes to the Judicial Hearing Board, then the Hearing Board will make a recommendation.
- C. If the case goes to the Student Judicial Hearing Board, then the Hearing Board will make a recommendation to the designee of the Office of Student Engagement and Success.
- D. 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.

**E. Jurisdiction & Charge**

It should be understood that these procedural directions are subject to change and that students can receive judicial sanctions while a criminal case is pending or has been dismissed. The procedures are intended to assure proper administration of the Student Code of Conduct.

**F. Code of Student Conduct**

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

**CODE OF CONDUCT HEARING BOARD PROCEDURE**

- 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.
- 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.
- The chair or hearing officer reads the charges against the student charged and asks whether the student maintains guilt or innocence of the charge.
- 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.
- The chair or hearing officer asks that witnesses be separated from each other.
- The complaining party presents the facts of the case, including names of witnesses.
- The hearing board or hearing officer may question any of the participants.
- The student charged presents the other side of the case and witnesses.
- The chair or hearing officer asks for any concluding remarks.
- 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.
- 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.
- 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.
- Upon conclusion of the cases, the hearing board chair or hearing officer will adjourn the hearing.

The student charged shall be notified by the Office of Student Engagement and Success designee 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.

## **APPEALS**

Appeals must be in writing within (30) days of completion of hearing and only if there is new evidence that was not presented during the case, or process discrepancy. In the event new evidence is presented or process discrepancy the Dean of Students will review the information and decide to convene a new hearing, dismiss appeal, or adjudicate the case. An appeal is not to be conducted as a new hearing but only a review of what occurred at the original hearing if new evidence is provided or process discrepancy. It is the prerogative of the Dean of Students to determine whether the parties involved will be present for the appeal.

## **REPORTS & RECORDS**

- All hearings may be recorded. The recording will be used by the hearing board or officer in the deliberation portion of the proceeding. Additionally, recordings would be kept for the (30) days after the appeal period. Students wishing to appeal a decision may listen to these tapes.
- 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.
- The Office of Student Engagement and Success designee shall keep records of all disciplinary cases. These documents of which may include a notice of hearing, notice of charges and a report of the student conduct hearing. Copies of these documents, along with all pertinent information, shall be the official record of the disciplinary case.

## **DEVIATIONS FROM PROCEDURE**

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

## **SANCTIONS**

Wilberforce University will impose sanctions on students for violation of its policies and standards of conduct, up to and including expulsion, and referral for prosecution. Possible sanctions are described in more detail below:

- **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.
- **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 Dean of Students 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, and 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 Senior Vice President of Student Engagement and Success or designee.



## **ACADEMIC INTEGRITY POLICY**

Wilberforce is committed to the fundamental values of academic integrity. Academic integrity means honesty and responsibility in scholarly endeavors and behaviors; it means that all academic work should be the result of an individual's own effort. Academic assignments help students learn and allow them to exhibit this learning. Grades are an assessment of the extent to which learning has been demonstrated in assignments. Therefore, academic work and grades should be the result of a student's own understanding and effort. All members of the Wilberforce community—including students, faculty, and staff—are responsible for maintaining academic integrity, which includes knowing what the Wilberforce University academic integrity policies are and being able to identify academic misconduct.

Academic misconduct includes any action which improperly impacts the assessment or representation of a student's academic achievement. Academic misconduct may result in disciplinary action, including expulsion from the University. For more information, please refer to the University Catalog for a more detailed explanation of policy and procedure.

## **ALCOHOL AND DRUG POLICY**

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. Wilberforce University is a dry campus, alcohol may not be consumed by students on campus (residence halls, campus activities, etc.). 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:

- 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 Wilberforce.
- Students who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including expulsion.
- 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.
- If a student receives such a conviction, Wilberforce University shall take appropriate action against student up to and including expulsion.
- Wilberforce University reserves the right to search and inspect for the maintenance of a safe learning environment.

## **ATTENDANCE POLICY**

The pursuit of knowledge in the classroom is central to student success. To this end, Wilberforce University expects students to attend classes. Students who have three unexcused absences will not be allowed back to class until they have been cleared by the Provost. Students who have obtained three unexcused absences must make an appointment with the Provost to return to class. See University Catalog for more details.

## **CAMPUS MAIL POLICY**

The Office of Business and Finance oversee the U.S. Mail Delivery System at Wilberforce University. The University Mailroom location is in the Wolfe Administration Building, and is operated by a staff member who can be contacted at 937-708-5715. Student Union Mailboxes location is in the Allen Commons and are overseen by the Office of Student Activities. Students are assigned a mailbox in the Allen Commons, Student Union. Students will maintain their mailboxes for the time they attend, students who withdraw or are dismissed will be assigned a different mailbox upon your return.

### **A. CAMPUS MAILING ADDRESS**

Students should have their mail sent to the following address:

Wilberforce University  
Student's Name  
Mailbox Number  
1055 N. Bickett Road  
P.O. Box 1002  
Wilberforce, OH 45384

### **B. OBTAINING MAIL ON CAMPUS**

Each mailbox is mechanically operated, and needs a combination number to access it. Students are assigned a mailbox and provided a combination number. Students receive mailbox and combination information during the Campus Check-in process or New Student Orientation. The mailbox combination number is the responsibility of the student for his/her entire stay at Wilberforce University.

### **OPERATING YOUR MAILBOX**

Example of your combination- (1), (9), (10)

**Step 1:** Turn the lock several times to clear combination.

**Step 2:** Turn right to the number (1).

**Step 3:** Turn to the left going past 9 once, before landing on (9).

**Step 4:** Turn to the right to (10).

**Step 5:** Hold lock and pull open.

### **C. LOSS OF YOUR MAILBOX COMBINATION**

You must use your combination number to check your mailbox; we do not check boxes and will no longer personally hand mail to you. A combination number must be used at all times. If a student loses their combination number or does not remember their combination number, please contact the Office of Student Activities.

#### **D. INCORRECT MAIL**

Mail addressed to a different student that is inadvertently placed in your mailbox or addressed incorrectly with your mailbox number must be returned to the University Mailroom (ground level of the Wolfe Building). **It is absolutely important to respect the privacy of fellow students. Only mail addressed to you or current occupant should be opened. Any mail addressed to a different individual should not be tampered with and must be returned to the university mailroom. Failure to comply may be considered a Federal Offense and result in prison, fines, and/or dismissal from Wilberforce University.** Mailboxes cannot be shared with anyone else. Any packages sent to your mailbox with a different name other than the name on your Wilberforce ID will be returned to the sender.

#### **E. MAILROOM OPERATION HOURS:**

- **Wolfe Building Mailroom**

**Monday – Friday from 8:00am to 11:30am and 1:00pm to 3:00pm**

Large packages are to be picked up from the Wolfe Building Mailroom located on the ground level of the Wolfe Administration Building

- **Allen Commons, Student Union Mailroom:**

Students and staff have access to mailboxes during operational hours of the Student Union Monday-Sunday. New mail will be ready for pick up between the hours of 4:00 and 6:00pm Monday – Friday.

#### **F. PACKAGE PICKUP/DELIVERY**

The U.S. Mail is picked up Monday – Friday from the U.S. Postal Office located in Wilberforce, OH. Mail or packages that do not fit in the mailboxes can be picked up in the university mailroom located on the ground level of the Wolfe Administration Building. Students will receive an email when they receive a package. Packages may be picked up during designated hours (see hours of operation) by presenting your ID to mailroom personnel. The recipient must sign for all packages. Packages **MUST** be claimed as soon as possible.

#### **G. MAILBOX OVERFLOW**

Mailboxes should be checked frequently to avoid "overflow." Mail that exceeds the space in your mailbox will be held in the university mailroom for a limited time until picked up. Items not picked up within a week may be returned to the sender as undeliverable.

#### **H. MAIL FORWARDING and Mailroom Closure**

- All 1<sup>st</sup> Class Mail and packages should be forwarded over the summer unless a student is living on campus and attending summer school.
- Mail will not be sent to a forwarding address over the spring or winter breaks.
- Approximately six weeks before leaving the dorm at the end of each semester, all personal mail, magazines, newspapers, etc. should be notified of impending change of address so mail may be sent to your new address without missing any issues or important documents. Most companies now have e-mail addresses to which you can submit change of address notices or Internet access for the same purpose.

**DO NOT SEND CASH THROUGH THE MAIL!!!**

Wilberforce University will not be held responsible for any items lost or stolen. Mail with gift cards, pre-paid Visa/MasterCard, personal checks payable to an individual (not cash) or money orders should be mailed "registered, certified/return receipt or delivery confirmation mail" or use any carrier that can provide tracking information and signature confirmation.

### **DO NOT SEND PERISHABLES**

Wilberforce University mailboxes are not equipped to store any type of perishables. Perishables are such items as flowers, fruit, candy, cookies, cakes, etc.

### **CHAPEL PROGRAM**

All students are requested to attend chapel services. Students attendance at University-wide assemblies and convocations are mandatory. Attendance at University-wide assemblies and convocations are tied to academic expectations and may impact graduation. First year and transfer students must attend chapel services. Chapel is on Thursdays at 11AM. Your attendance will be noted.

### **COUNSELING, DISABILITY, HEALTH SERVICES, AND PREGNANCY POLICY**

#### **Counseling Services**

Students may access counseling services at Wilberforce University. A licensed practitioner is available by appointment weekly. Students may contact counseling services through visiting Health Services in the Alumni Multiplex.

#### **Disability Services**

Wilberforce is dedicated to empowering students with disabilities through the delivery of reasonable accommodations and support. Students with disabilities who need academic or other services while attending this institution will receive reasonable accommodations to meet their individual needs as well as advocacy assistance on disability-related issues. We are strongly committed to maintaining an environment that guarantees students with disabilities full access to educational programs, activities, and facilities.

Any active student at Wilberforce University, who has a documented disability which significantly impacts his or her education, is eligible to receive services from the Center for Academic Support and Student Success. The student's specific accommodations will depend on the nature of their disability and its impact. Students must self-identify with the Center in order to receive resources and recommendations regarding Disability Access. Students cannot retroactively use such notification to adjust grading or substantiate unsuccessful academic progress; as such, students need to notify the Center upon entering the institution or shortly thereafter. Students are not required to self-identify, but are strongly encouraged as faculty or staff cannot make such recommendation or identification on behalf of the student. For more information, see the Center for Academic Support and Student Success on the first floor of LRC Building.

#### **Health Services**

Health Services location in the Alumni Multiplex and will assess the student's condition to determine the extent and level of medical supervision that is required. 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.

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

### **Pregnancy**

A resident who becomes pregnant should immediately notify Health Services. The student may be permitted to remain in on-campus housing until the third (3rd) month of pregnancy, provided the student gives Health Services the following information in writing:

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

Wilberforce University assumes no responsibility or liability for the health of the mother or the outcome of the pregnancy.

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

### **DRESS AND APPEARANCE POLICY**

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. 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-bandananas, doo-rags or stocking caps around the campus or in class;
- 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 turtlenecks will be accepted).
- Men's shirts must be tucked in and belts 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.

## **DINING AND FOOD SERVICE POLICY**

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 generally 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.
10. Students are not permitted to take food, silverware, dishes or equipment out of the cafeteria
11. 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.
12. 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.
13. 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.
  14. The Dining Director is available to discuss students' concerns when meals are not being served. The director's office is in the back of the cafeteria and can be reached by entering the back door. The director can also be contacted at (937) 708-5778. 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.

## **EMERGENCY PROCEDURES POLICY**

### **How to Report Emergencies**

Wilberforce University Campus Police is in the Campus Police Complex (across from Henderson Hall). The department is staffed 24 hours a day by both full-time and part-time police officers and security monitors. All emergencies and crimes should be reported to Campus Police by calling (937) 313-9049 or (937) 708-5780. Call 911 for The Greene County Sheriff's Department. Their dispatcher can direct police, fire and ambulance services when needed. Blue Light Emergency boxes may also be used.

Please provide as much information as possible, including:

1. Address or Location
2. Description of the incident/problem/emergency
3. Your name and call-back number
4. If criminal in nature, description of the suspects

### **EVACUATION POLICY**

There is 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.

1. Immediately evacuate the building. (Take valuables and cell phone with you)
2. Do not use elevators, except in the case of Tornadoes.
3. Assist the disabled.
4. Proceed to an assembly area outside and away from the building.
5. Wait for campus officials to notify you when to return to normal activities.

### **EVACUATION OF BUILDINGS**

In case of emergency you should be prepared with the following information:

- Recognize the notification of the alarm signal.
- Understand where your location in the building and know two ways out.
- Know the predetermined safe location.
- When leaving the campus, make sure you are accounted for in the safe location or listed as out of building.

Once you have been instructed to evacuate a building either verbally or by alarm:

- Use the nearest stairway and avoid using the elevators.
- Offer to assist persons with disabilities.
- Make sure you try to close all open doors behind you so that you can assist in slowing down the spread of fire, smoke, water, or fumes.
- Please do not push or shove, but evacuate in an orderly manner.

- Once outside, please follow the instructions of emergency personnel on the scene and move away from the building, at least twice the height of the building.
- Please stay away from the entrances to the buildings to avoid interfering with the emergency personnel and equipment.

#### Evacuation of Persons with Disability

The following information provides instructions for assisting persons with disabilities during an emergency evacuation.

##### On the GROUND FLOOR

Persons with Disabilities exit buildings with other persons, but you may still offer to assistance.

##### ABOVE or BELOW GROUND FLOOR

**Visually Impaired** – Inform the person of the emergency and offer assistance. After assistance has been accepted, take the elbow of the person and escort person from the building. After exiting the building, tell the person where they are and inform the Sweep Leader that the person is safe.

**Hearing Impaired** – Inform the person of the emergency using nonverbal means of communications such as writing it down. Offer assistance. After assistance has been accepted, provide assistance as needed as you exit the building. After exiting the building, inform the Sweep Leader that the person is safe.

**Mobility Impaired** – Offer assistance to the person. Do not take the elevators unless during a tornado. Instead, walk with the person. As you are walking ask others to help evacuated the person from the building if needed. If that is not possible, relocate the person to safest place obtainable and wait for emergency personnel. Always ask wheelchair users how they would like to be evacuated. In extreme situations, you may need to use an office chair. Place person securely on chair, interlock your arms with another person, lift the chair and carry person to safety.



## ACTIVE SHOOTER – Run, Hide, Fight

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

<b>RUN</b>	<ul style="list-style-type: none"><li>• If there is an escape path, attempt to evacuate.</li><li>• Evacuate whether others agree or not.</li><li>• Leave your belongings behind.</li><li>• Help others escape if possible.</li><li>• Prevent others from entering the area.</li><li>• Call 911 when you are safe.</li></ul>
<b>HIDE</b>	<ul style="list-style-type: none"><li>• If evacuation is not possible, find a place to hide.</li><li>• Lock and/or blockade the door (I.E. Use desk, tables, chairs, etc.)</li><li>• Silence your cell phone</li><li>• Hide behind large and hard objects.</li><li>• Remain very quiet.</li></ul>
<b>FIGHT</b>	<ul style="list-style-type: none"><li>• As a last resort, and only if your life is in danger.</li><li>• Attempt to incapacitate the shooter.</li><li>• Act with physical aggression.</li><li>• Utilize items around you as weapons</li><li>• <b>Commit to your actions.</b></li></ul>

## FIRST RESPONDERS

### When Law Enforcement arrives:

- Remain calm and follow instructions.
- Always Keep your hands visible (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 the student is brandishing a weapon, treat the incident as an active shooter event.

If a student is displaying a gun:

- Notify the campus police by calling (937)313-9094.
- 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.

## BOMB THREATS AND EXPLOSIONS

- If you observe a suspicious object or package on campus **DO NOT HANDLE THE OBJECT**. Clear the area and immediately call Campus Police at (937)313-9049.
- If you receive a bomb threat via telephone or cell phone listen to the message without interrupting the caller.
- Write down the message, noting time of call, unusual background noises, and try to keep the caller talking.
- Attempt to ascertain from the caller the type of bomb, location, and time of detonation.

- After the caller has concluded the message, immediately punch \*69. Note, the University CISCO phone has a caller ID.
- Immediately notify Campus Police at (937)313-9049.
- If threat is written, place it in an envelope and give it to the first responding officer.
- The first responder will evaluate the bomb threat and determine if a building evacuation is needed.
- If the threat is valid, do not utilize the fire alarm system to evacuate the building, and turn off all two-way radios. Follow the building evacuation protocol.
- The first responder and person familiar with the area should conduct a limited search of the common areas of the building.
- Upon discovery of a suspicious device, the first responder will leave the building and notify Central Dispatch.
- Faculty and staff should maintain control of students and ascertain of any missing students.
- Do not permit re-entry into the building until the device has been removed and or disarmed, and the building declared safe for re-entry.

**If there has already been an explosion:**

1. Remain calm and immediately call 911 and notify Campus Police at (937)313-9049.
2. Do not put yourself in danger, but if possible help to evacuate all survivors to a designated area.
3. DO NOT move severely injured persons unless in imminent danger.
4. DO NOT use elevators
5. Be careful opening doors.
6. Watch for falling debris and keep in mind that there may be a secondary device.
7. Be especially alert for electrical hazards and gas leaks.

## CHEMICAL/RADIOLOGICAL/BIOLOGICAL SPILLS

### **Minor Chemical Spill**

- Alert people in immediate area of spill.
- Open outside windows, if possible.
- Wear protective equipment, including safety goggles, gloves and long-sleeve lab coat.
- Avoid breathing in vapors from spill.
- Confine spill to as small an area as possible.
- Clean spill area with water but DO NOT wash spill down the drain.
- Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place in container, and dispose as chemical waste.
- For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand or diatomaceous earth. Collect residue, place in container and dispose as chemical waste.

### **Major Chemical Spill**

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the laboratory to evacuate and Close doors to affected area.
- If spilled material is flammable, turn off ignition and heat sources. Don't light Bunsen burners or turn on other switches.
- DO NOT attempt to clean up spill
- Call 911 immediately for assistance
- Post warnings to keep people from entering the area.

- Have person available that has knowledge of incident and laboratory to assist emergency personnel.

#### **Biological and Radiological Spills**

- DO NOT attempt to clean up chemical/hazardous material.
- Attend to injured or contaminate persons and remove them from exposure.
- Evacuate the immediate area and close doors to the affected area if possible.
- Call Campus police at (937)313-9049 and inform them of the spill and any injuries from or suspected exposure to the material.
- DO NOT re-enter the area until instructed by emergency response personnel.
- Have person knowledgeable of incident and laboratory assist emergency personnel.
- If bodily fluids are spilled, contact Plant Services for cleanup. After 3:30 p.m. and weekends call campus police.

#### **CIVIL DISTURBANCE AND DEMONSTRATION**

Civil disturbances such as a student demonstration on campus grounds having the potential to:

- Disrupt the normal operations of the University,
- Interfere with classroom instruction,
- Damage University and personal property
- Injure staff or students

All of the above are grounds to implement the following procedures:

- Notify campus police at (937)313-9049
- Avoid provoking or obstructing demonstrators.
- Secure your area, files, records, and equipment.
- Avoid disturbance.
- Continue with normal routine as much as possible.
- If the disturbance is outside, stay away from doors or windows.
- Stay indoors.
- Prepare for evacuation or relocation.

#### **FIRE PROCEDURES**

##### **WHEN YOU DISCOVER A FIRE:**

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

##### **WHEN YOU HEAR A FIRE ALARM:**

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

##### **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 (Remember PASS):**

1. **PULL** Safety pin from handle.
2. **AIM** at base of fire.
3. **SQUEEZE** the trigger handle.
4. **SWEEP** from side to side to side at base.

**MEDICAL EMERGENCIES AND FIRST AID**

- For non-emergency medical needs please visit the campus health services located in the Louis Stokes Health and Wellness Center.
- Notify Campus Police at (937)313-9049 for all other medical and first aid requests.
- If serious injury or illness occurs immediately notify Campus Police. If Campus Police can not 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 if 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.

**PSYCHOLOGICAL CRISES / SUICIDE THREAT**

A psychological crisis exists when someone is threatening harm to themselves or others, or is out of touch with reality due to psychosis/delusions, or drug reaction. The person may show signs of extreme emotions like anger or depression, agitation, paranoia, hallucinations, self-injury, uncontrollable/irrational behavior, and/or withdrawal. If you come into contact with someone experiencing a psychological crisis who appears to be potentially dangerous (hostile, making threats, overly physically aggressive, etc.) please dial Campus Police at (937)313-9049.

If someone is contemplating suicide:

- Remain calm and encourage others do the same.
- If the threat is immediate or imminent, dial 9-1-1.
- Try to provide a safe, quiet, secure place for the individual.
- Maintain a straightforward, supportive attitude.
- Remind them they are not alone.
- Do not minimize their concerns.

**All suicide attempts should be immediately reported to Campus Police (937)313-9049, they will contact counseling or crisis response.**

**SHELTER IN PLACE (Blizzards, Earthquakes, University Closings)**

During some emergencies you may be told to shelter in place. This means stay where you are and make the best out of the situation around you. Often times in these situations, going outside is more dangerous than staying where you are. Staying inside until emergency response can come to

retrieve you is the best way for you to stay safe. Often times this is the case with blizzards, earthquakes, and late stages of active shooter events.

### **During Blizzards**

Often times, blizzards are expected by the news, so when you first hear a blizzard will happen, make sure you at least have bottled water, blankets, flashlight with extra batteries, and dry food. Travel is not recommended during the storm, and people should try to stay as dry and as warm as possible. Change and wet clothing as soon as you can, and wear layers for extra insulation. Meals will be provided for students living on campus during the blizzard, and during these cases, they will be notified by administration and their CED Response Team Sweep Lead of any location moving should the need arise.

### **During Earthquakes**

#### If You are Inside a Building

- Drop to the ground
- Take cover under a sturdy object
- Cover your head and neck
- Hold on until the shaking stops
- **DO NOT** run out of the building
- **DO** shelter in place

#### If You are Outside:

- Stay outside! **DO NOT** seek shelter in building
- Stay away from building, over hangs, gas lines, utility poles, and sink holes
- Get low to the ground and cover your head and neck

#### If You are Inside a Car:

- Slowly pull over to the curb, away from buildings and utility poles
- Set the parking brake
- Turn your radio to an emergency station
- Stay in the car until the shaking completely stops

## UNIVERSITY CLOSING

Under severe weather conditions and/or a declared state of emergency, there could be a delay in opening the University, cancellation of classes, or closure of campus. During emergencies the OneCall system will be used. The information will be e-mailed out and notification of the closing will be posted on the homepage of the university website.

## 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. If a tornado is imminent the following procedures will then be followed:

1. 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.
2. 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. Team Sweep members of the CED Response Team will direct people in their designated building to the Tunnels, if advised, where people will be the safest from the tornado.

**REMEMBER THESE TIPS:**

- 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.
- 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.
- 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.
- 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:**

<b>IF YOU ARE IN...</b>	<b>GO TO...</b>
Wolfe Building	Wolfe Building (Basement Snack Room or Stairwell)
Walker Building	King Building Tunnel (Lower Lecture Hall)
King Building	King Building Tunnel (Lower Lecture Hall)
Stokes Building	King Building Tunnel (Lower Lecture Hall)
Wright/Valentine	Wright/Valentine (Basement)
Askew/Jackson	Askew/Jackson (Basement)
Wellness Center	Wellness Center Interior room in Health Center/main hallway. If time permits – King Building Tunnel (Lower Lecture Hall)
Alumni Multiplex	Alumni Multiplex Interior room. If time permits – King Building Tunnel (Lower Lecture Hall)
Henderson Hall	Henderson Hall Interior room/lowest level hallway. If time permits – Wright/Valentine (Basement)
Music Building	Music Building Interior room. If time permits – Wright/Valentine (Basement)
Allen Commons	Interior room/lowest level hallway.

	If time permits – Wright/Valentine (Basement)
Living Learning Center Dormitory	Interior room/lowest level hallway. If time permits – Askew/Jackson (Basement)

## UTILITY FAILURES, GAS LINE BREAK, WATER MAIN BREAK

### **Electrical/Light Failure**

If you observe a major utility failure on campus call campus police at (937)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 (937)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.

### **Gas Line Break**

- Cease all operations and vacate the area.
- Do not turn lights on or off, use a cell phone, match, lighter, microwave oven, or any other electrical or electronic device because of the risk of sparks could ignite the fumes.
- Notify campus police at (937)313-9049.
- The President or designee will evaluate the gas line break and make the decision as to campus closing and/or relocation of students to an alternate site.

### **Main Water Break**

- Cease all operations and vacant the area. Call campus police at (937)313-9049.

## **OFF-CAMPUS HOUSING EXEMPTION POLICY**

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.

There are six residence halls (3 male halls, 3 female halls). 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.

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 Office of Student Engagement and Success.

Exemption Requests must be submitted to [www.wilberforce.edu/studentengagement](http://www.wilberforce.edu/studentengagement) no later than the last day of semester for upcoming academic year. Failure to submit your appeal the semester prior, will result in denial of appeal. Students who do not receive an exemption to reside off campus will be charged for room and board.

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.



## **FERPA-PRIVACY AND RECORDS POLICY**

\*Notification of Rights under FERPA for Postsecondary Institutions\*

It is the policy of Wilberforce University to ensure that information contained within the education records of all students is protected to the fullest extent of the law. In accordance with federal law, the University has a legal obligation to implement a policy addressing the privacy rights of students and to ensure compliance by all members of the University community. To fulfill these obligations, the University has created this Privacy Rights of Students Policy to adhere to the regulations established by the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”). The Family Education Rights and Privacy Act (FERPA) of 1974 is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school within 45 days of the day Wilberforce University receives a request for access. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student, in order, to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):  
School officials with legitimate education interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to State law.

Schools may disclose, without consent, “directory” information. Directory information released at Wilberforce University includes the student’s name, field of study, dates of attendance, and degrees awarded.

Students have a right to file a complaint with the United States Department of Education concerning alleged failures by Wilberforce University to comply with the requirements of FERPA. The contact information for the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, Southwest  
Washington, DC 20202-8520

### **RIGHT TO KNOW and CAMPUS SECURITY (PUBLIC LAW 101-542)**

Consistent with the provisions of the Student- Right-to-Know and Security Act, Wilberforce University will make available to student, faculty and staff members information regarding critical campus security issues. On a yearly basis, the University develops and issues a comprehensive report, which contains relevant data on campus safety and crime statistics. Anyone wanting this data may obtain such for the Wilberforce University Police Department.

### **Jeanne Clery Disclosure of Campus Policy and Crime Reporting**

Title II of Public Law 101-542 The Student Right-To-Know and Campus Security Act of 1990, also known as the “Clery Bill” in memory of Jeanne Clery, was enacted by the United States Congress and signed into law by President George H.W. Bush on November 8, 1990. This law amended Section 485 of the Higher Education Act of 1965 by adding campus crime statistic and security reporting provisions for colleges and universities. The security provisions were amended in 1992 by the Campus Sexual Assault Victim’s Bill of Rights to require that schools develop policies to deal with sexual assault on campus and provide certain assurance to victims. Under the Act all prospective students and employees are entitled to a copy of a school’s crime statistics for the three most recent calendar years and security policies. Current students and employees are to be provided this information automatically. The Act was once again amended in 1998 to include “hate crimes and public police log”.

## **RESIDENCE HALL POLICIES**

Wilberforce University is a residential campus. We believe that students are best served when they learn and live together. We require all students to live on campus. Students must appeal to reside off-campus to the Office of Student Engagement and Success.

### **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. 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.

### **Appliances**

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. 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 APPLIANCES, SUCH AS MICROWAVES OR HOT PLATES MAY BE RETAINED OR USED IN THE RESIDENCE HALL ROOMS.

### **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.

### **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.

### **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.

### **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, a Residence Life staff member will let them into their rooms for a \$5.00 fee, and at their discretion. 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 their 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 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). During breaks, students are not allowed to stay on campus or reside in the residence.

**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.

### **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 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 Office 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 Office 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 5:00pm – 12:00pm and on Friday and Saturday, from 3pm-1am.

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:

Sunday and Thursday: 5:00 pm – 12:00 am

Friday and Saturday: 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 \$300 fine, plus possible loss of residential life housing pending a judicial hearing.

### **Cancellation of Residence Hall Contract**

This sanction is used when the Office 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.

Cohabitation 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 student's 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 "ordinances" 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 Office of Residence Life and Dean of Students. The appeal should be in writing and presented to the Office of Residence Life and Dean of Students 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. 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 Dean of Students or designee. 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 Dean of

- Students. 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 Dean of Students. The appeal must be in written form and presented within ten days of the actual occurrence.

## **STUDENT ACTIVITIES POLICIES**

### **Forming a student organization**

Wilberforce University encourages students 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 Office of Student Activities. Please contact the Office of Student Activities to begin the process for starting a student organization.

## **POLICY ON USAGE OF UNIVERSITY FACILITIES**

Students can reserve university space via the Office of Student Activities, Office of Institutional Advancement, or Academic Affairs. Students must submit an event registration form to register events or to use space on campus. Students must receive approval of an event from Office of Student Activities staff before they may begin advertising.

- A. Utilization of University facilities for authorized instructional purposes takes precedence over all other uses.
- B. 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.

### **Requirements for Facility Usage**

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

#### **General Requirements:**

1. Any organization/group requesting to use the campus facilities must complete an event registration form to the Office of Student Activities.
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 a designee of the Office of Student Engagement and Success or Office of Student Activities if they submit a request. The organization requesting an exemption must do so in writing (via email) no later than five days prior to the scheduled event.

#### **Party Requirements**

The University has the right to deny entry to anyone they deem unsuitable (e.g. intoxicated, abusive, etc.). 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. Wilberforce University reserves the right to limit attendees in any campus facilities.
7. Anyone entering the party will be subject to search.
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 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.

#### **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.

### **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. Only cash or money order will be accepted for payment. Payment will be made to the BURSAR'S OFFICE. 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:

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

**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.

**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.

**Request for waiver**

A request for a waiver of any part of the provisions of this rule must be submitted in writing to the Office of Student Activities 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.

Student Government Association works to serve the interests of the student body and to promote the general welfare of the student body. As the elected representative of the Student Body, Student Government Association shall:

- Actively seek and resolve student concerns;
- Promote a greater degree of unity, respect, spirit, and cooperation among students, faculty, staff and administration.
- Offer and oversee activities for furthering the academic, social, and spiritual growth of the student body.
- Provide a democratic and representative forum through which students may address school-related issues affecting the student body.
- Promote school spirit and unity by sponsoring a variety of social events.
- Work in conjunction with the Division of S.E.S. concerning all matters of student organization, events, and the establishment of an activities calendar for each academic year.

#### 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 Senior Vice President of Student Engagement and Success 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. 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 Dean of Students. The Office of Student Activities 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 Senior Vice President of Student Engagement and Success.

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 Dean of Students or designee. 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 operational procedures regarding membership intake. The full membership intake information is available via the Office of Student Activities or <http://wilberforce.edu/students/activities/>. Students may not begin the intake process without completion of the membership intake application, anti-hazing workshop, and meeting with Office of Student Activities.

## **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.

## **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.

## **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.

## **SMOKE-FREE POLICY**

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).

## **TECHNOLOGY AND COPYRIGHT POLICIES**

### **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.

## **TITLE IX SEXUAL MISCONDUCT POLICY (includes Harassment)**

At Wilberforce University, we are committed to maintaining a safe environment where students are free to learn. Your health and safety is one of our greatest priorities. Our commitment to your safety includes preventing sexual misconduct and harassment. Through education, prevention and response efforts, we strive to eradicate sexual violence. This guide provides a summary of our definitions, sexual misconduct policy, and response procedures. You are encouraged to review the full Title IX Sexual Misconduct Policy and procedure at: <http://wilberforce.edu/preventsexualmisconduct>.

### **What is Title IX?**

“Title IX is not just about sports; it is a prohibition against sex-based discrimination in education. It addresses discrimination against pregnant and parenting students and women in STEM (science, technology, engineering, and math) programs. It also addresses sexual harassment, gender-based discrimination, and sexual violence. Sexual violence includes attempted or completed rape or sexual assault, as well as sexual harassment, stalking, voyeurism, exhibitionism, verbal or physical sexuality-based threats or abuse, and intimate partner violence.”  
– Know Your Rights

Our policy is based on consent. Sexual Consent is clear, knowing, and voluntary permission by words or actions for specific sexual activity or contact. Consent may be withdrawn at any time during sexual activity. Silence or absence of resistance alone is not consent. A current or prior relationship is not sufficient to constitute consent.

- Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in activity.
- A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. Continued pressure can be coercive, and is also a violation of this policy.
- Silence or the absence of resistance alone is not consent.
- Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).
- A current or previous dating relationship is not sufficient to constitute consent.
- In the State of Ohio, the age of consent is 16 years old.

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:

- Rape
- Sexual Battery
- Corruption of a Minor
- Gross Sexual Imposition
- Sexual Imposition
- Importuning

### **Reporting of Sexual Misconduct**

Students, Faculty, and Staff may report instances of sexual misconduct relating to students to the Community Standards Officer, and/or the campus police. Upon receiving a report from the campus police, community standards officer, student, faculty or staff member, the Title IX Sexual Misconduct Coordinator (Dr. Tashia Bradley) will make contact with the student to share resources, and inform the student of their options through the Wilberforce Student Code of Conduct. Please note that a report is made when a student notifies any faculty or staff member. In these instances staff and faculty members must report to the Title IX Sexual Misconduct Coordinator the incident. Students always also have the option to report sexual assault, stalking, sexual exploitation, intimate partner violence, dating violence to the police. Wilberforce University Campus Police can be contacted at (937) 313-9049. Students will also be provided with referral to resources and support in addition to information about judicial processes for these matters.

**PLEASE NOTE: FACULTY AND STAFF are considered to be mandated reporters. Please report an incident to the Title IX coordinator immediately.**

### **Resources**

- Counseling services at Wilberforce University and the Student Health Center offer and provide confidential counseling to all students affected by sexual assault.
- Crisis intervention counseling through the Victim/Witness Division of the Greene County Prosecutor's Office.

### **Emergency Support Resources and Contact Numbers**

- 24/7 Emergency: 911
- WU Police Emergency Line: (937) 376-5111 WU Police Non-Emergency Line: (937) 313-9049
- Title IX Coordinator: (937) 708-5706
- WU Counseling Center/ Health & Wellness (937) 708-5443
- Greene County Victim Witness Division: (937) 376-5087 After Hours: 4:30 P.M.-7:30 A.M. (937) 376-5111
- Greene County Memorial Hospital Emergency (937) 352-2500
- Family Violence Prevention Center of Greene County and 24 Hour Crisis & Referral Line (937) 372-4552 or (937) 426-2334 TCN Behavioral Health Services

## **Response to Sexual Misconduct**

The Title IX Sexual Misconduct Coordinator or designee will meet with person(s) making the report to explain conduct procedures, criminal and/or administrative proceedings, no contact directives and remedial action; and confidentiality and privacy.

Students will be informed of their options for proceeding and may choose from the following:

- 1). A student may report, and request a non- disciplinary process. This process is facilitated by the Title IX Sexual Misconduct Coordinator and is a communication about the alleged incident and its impact, safety measures, and possible sanctions.
- 2). A student may report, and request disciplinary action. This process involves a formal investigation in preparation for a sexual misconduct hearing. Students found responsible through the hearing process will receive sanctions based upon the Wilberforce University Student Code of Conduct.
- 3). A student may report, and request that the University take no further action. The Title IX Sexual Misconduct coordinator will then assess the incident, while considering the institutions obligation to maintain a safe campus community. If the request of non-action can't be implemented, the Title IX Sexual Misconduct coordinator will notify the student before they proceed.

In cases requesting an administrative process, a trained staff member will complete an investigation prior to the hearing. This will include gathering information through interviews, review of documents, and other acts in order to perform an investigation. The investigator will prepare a summary report with recommended sanctions to the hearing panel, after students review. The hearing panel will generally question the investigator and accept or reject the recommendations. Accusing and Accused students may make opening and closing statements. Wilberforce University standard of evidence refers to as a "preponderance of the evidence," asking decision-makers to consider whether it is more likely than not that a violation occurred. Accused and accusing students are notified, in writing, of all outcomes. A student may appeal a decision within five days.

## TRANSPORTATION SERVICES

The University's Transportation office services students on educational and cultural trips. 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.





