



**WILBERFORCE
UNIVERSITY**

**CODE OF STUDENT
CONDUCT HANDBOOK**

2019/2020



WILBERFORCE UNIVERSITY

Wilberforce University publishes our Code of Student Conduct 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 Code of Conduct 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 Division of Student Engagement and Success and request a copy.

Wilberforce University is dedicated to student learning and to the development of responsible persons. Inherent in this is the expectation that students act not merely in response to their individual inclination, but also in accordance with shared values and principles. Every student who attends Wilberforce University is expected to abide by the University's policies, including the Honor Code, which outlines expectations for on and off-campus student behavior.

The purpose of the Wilberforce University Code of Student Conduct is to provide general notice of the expectations the University has for its students and summarizes the University's procedures for resolving violations and conflicts. It is not written with the specificity of a criminal statute, nor is it legal in nature, but is instead a University administrative document rooted in education and community. As with the offering of academic instruction at Wilberforce University, we believe it important to facilitate student development and educate students about the impact of their behavior on others. The core values articulated in the WU Way are based on the premise that each student should act with respect toward other persons, which includes their property, and the environment in which we live, learn, and lead.

WILBERFORCE UNIVERSITY MISSION

"To engage, support, and assist students in identifying and preparing for their respective purposes in life as social change agents, social justice activists, entrepreneurs, thought-leaders and global citizens by imparting knowledge through rigorous intellectual inquiry and critical thinking. The mission is most effectively accomplished by instilling pride, discipline and inspiring life-long learning, personal and spiritual development and the practical application of the knowledge obtained, and the skills developed."

THE WU WAY: EXCELLENCE, INNOVATION, AND KINDNESS

Wilberforce University is currently experiencing a renaissance. Excellence, Innovation, and Kindness are the distinguishing hallmarks of the Wilberforce Renaissance. At Wilberforce University, the renaissance is defined by operational efficiency, fiscal responsibility and strength, and an intentional focus on providing a rich campus engagement experience for every student enrolled. This renaissance is also 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 that 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 21st Century.

Thus, we have identified Excellence, Innovation, and Kindness as framing imperatives that inform our work and serve as foundational principles for a transformed and high performing Wilberforce University. We operationalize Excellence, Innovation, and Kindness in a set of guiding principles and actions described as *The WU Way*.

As a proud community of individuals engaged in teaching and learning, we are committed to *The WU Way* as a guide to honorable and respectable behavior. *The WU Way* represents a set of core values, expectations, and actions, which define the Wilberforce University academic and engagement experience for every student enrolled. *The WU Way* distinguishes Wilberforce University students from every other college or university and identifies its students and graduates as individuals of noteworthy distinction. While the hallmark values of excellence, innovation, and kindness are the foundation of *The WU Way*, embracing, and living *The WU Way* involves a broader and deeper commitment to personal and intellectual transformation.

Wilberforce University is also a workplace environment of diverse individuals committed to supporting the core mission of the University. The WU Way provides a practical imperative for all members of the Wilberforce University workforce to an unwavering commitment to consistent high performance, operational efficiency, student satisfaction, and civility.

The following statements outline the six formative principles of the WU Way:

- The WU Way respects, celebrates and appreciates the humanity in every human being.
- The WU Way values civility and kindness and the importance of living and behaving harmoniously in community with others.
- The WU Way is pride and respect for Wilberforce University, its history and traditions and its place as a national treasure and role in the personal and intellectual development of its students.
- The WU Way respects diversity and appreciates the difference among human beings and values exposure to different ideas, worldviews, perspectives, attitudes, backgrounds, appearances, cultures, and religions.
- The WU Way embraces the excitement of intellectual curiosity, innovation and excellence, disciplined methods of inquiry and critical thinking and problem solving as valuable habits of mind worthy of development and life-long cultivation.
- The WU Way provides a guiding foundation for operational efficiency, institutional effectiveness, excellent constituent satisfaction, uncompromising professionalism, and civility in the Wilberforce University workplace.

NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

It is the established policy of Wilberforce University not to tolerate any form of discrimination or harassment by or against any individual or group of individuals for reasons of sex, race, color, religion, ancestry, national origin, age, disability, military status, sexual orientation gender identity

and expression, etc. The university is fully committed to providing equal opportunities in all employment-related activities, educational programs, and other activities of the institution. Any person who is subjected to conduct that creates a discriminatory, intimidating or harassing environment should report to the Office of Human Resources, (937) 708-5798.

REASONABLE ACCOMMODATIONS

It is the policy of Wilberforce University to provide reasonable accommodations to students with disabilities. If you would like to request such accommodations because of a physical, mental-health, learning or intellectual disability, please contact the Office of Student Academic Support Services, (937) 708-5257. [Wilberforce University Reasonable Accommodations Policy and Process \(http://www.wilberforce.edu/wp-content/uploads/2018/10/CASSS-Disabilities-Statement-2018-Policy-and-Process.pdf\)](http://www.wilberforce.edu/wp-content/uploads/2018/10/CASSS-Disabilities-Statement-2018-Policy-and-Process.pdf).

ACADEMIC CALENDAR

Academic Calendar can be accessed at <http://www.wilberforce.edu/academics/academic-calendar/>.

ACADEMIC FREEDOM STATEMENT

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 ensuring 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.

CHAPEL PROGRAM REQUIREMENTS

All students are expected to attend weekly Chapel Service. First-Year students are required to attend chapel service each week on Thursday, at 11 am. Contact Rev. Dr. John Freeman, jfreeman@wilberforce.edu for more information.

CO-OP REQUIREMENTS

Students are responsible for completing at least 2 CO-OPs for graduation. CO-OPs are 8-week placements that support the academic experience and ensure students are immersed in experiential learning. Contact Victor Jones, vjones@wilberforce.edu for more information.

TITLE IX

Title IX prohibits discrimination on the basis of gender. Sexual harassment and sexual violence are forms of discrimination prohibited under Title IX. Title IX Sexual Misconduct violations may be referred to the Title IX coordinator (student to student) or Office of Human Resources (staff/faculty to student).

Tashia Bradley, Ph.D.

Title IX Coordinator

Tbradley@wilberforce.edu

Anita Jefferson-Gomez

V.P. for Human Resources and Administration

Agomez@wilberforce.edu

To learn more about the University policy and procedure for reporting and responding to sexual misconduct, please visit www.wilberforce.edu/community-standardtitle-ix-sexual-misconduct/.

EXPECTATIONS FOR CLASSROOM and ACADEMIC SPACES

Students are expected to engage fully in the academic program. To engage fully students must attend classes on time, regularly and be fully participatory. Students who disrupt the classroom-learning environment are subject to the disciplinary process.

THE DIVISION OF STUDENT ENGAGEMENT AND SUCCESS

Vice President for Student Engagement and Success

- Office of the Associate Vice President/Dean of Students
 - Community Standards & Title IX
 - NPHC
- Residence Life and Housing
- Center for Student Development, Leadership, & Action
- Student Activities, Intramural Programs & Transportation Services
- Counseling Services
- Health Services
- Religious Affairs, Community Affairs, and University Chaplain

Each of these departments has a specific role in ensuring your success and work 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.

GENERAL SAFETY REGULATIONS

Wilberforce University expects students to make appropriate choices while attending the University to protect their own health and safety, and the welfare of others. The Honor Code defines expectations for creating an environment that support the health and safety of others. Wilberforce University tasks campus officials with maintaining safety and security, requiring that students comply with the authorized directions of University officials, law enforcement officers, and emergency personnel in performance of their duties.

Each student is issued a Wilberforce University ID and must present that card to *campus officials* when requested to do so. Campus police may contact additional local, state, and federal entities when the identification of a student or guest is in question or when a student fails to cooperate. Students will not engage in unauthorized activities on premises that are deemed unsafe, which include but are not limited to accessing building prohibited spaces, climbing on buildings, walls or bridges, and sledding on campus hills. Students are strictly prohibited from access to all roofs, balconies, ledges, and fire escapes. Students may not lean, hang on, or place any part of their body out of residence hall windows. Items may not be thrown from roofs, balconies, ledges, fire escapes, or windows. Students are expected to comply with the University's Housing Policy, including possession or use of items in the residence halls that are listed on the prohibited items list, and unauthorized room changes. The presence and housing of pets or other animals on premises is prohibited in all University buildings. Assistance animals must be approved by the University. Unauthorized animals may be confiscated, boarded at the student's expense, or rehomed.

SAFETY AND PRIVACY

Safety and privacy within living and workspaces is important. The University reserves the right to enter and/or search student rooms under certain circumstances (e.g. to perform wellness checks, maintenance and health and safety inspections, close buildings during holiday breaks, or investigate significant policy violations), and otherwise protect private spaces.

Students will not enter other students' living spaces without permission or authorization, nor access or use University spaces (e.g., offices, supply closets, community spaces) without authorization. This

includes entering or using public bathrooms designated for a gender different from one's own, exclusive of designated all-gender restrooms. A student's privacy is similarly violated when another person uses electronic or other devices to take pictures or make audio or video recordings of the student while on University premises, without the student's knowledge or effective consent. As most students are issued University keys (e.g., residence hall room keys), students will not possess or use any University keys, including room keys belonging to others, to enter buildings or rooms without authorization from the University, and will not duplicate or attempt to duplicate any keys.

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 that 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 bona fide law enforcement or judicial agencies to seek and obtain legal search warrants to enter and search rooms or University campus.

GENERAL AUTHORITY

Wilberforce University ("Wilberforce" or the "University") Code of Student Conduct ("Code") applies to all students, including all persons enrolled in and auditing classes at Wilberforce University, or who have matriculated. Persons who are not presently enrolled but who have a continuing relationship with the University, as well as students who have been notified of their acceptance for admission, are considered students under this Code. Persons who withdraw or attempt to withdraw after allegedly violating University policies will be governed by the Code until such matters are finally resolved.

The University may proceed with resolution based on available information, while a matter is pending or in process. If allegations of a violation cannot be resolved prior to a student's intended graduation date, Wilberforce University reserves the right to withhold a student's degree until after the matter has been finally resolved if the student has been deemed eligible to receive a Wilberforce University degree.

The jurisdiction of Wilberforce University relative to its policies and conflict resolution processes includes behavior that (1) occurs on University premises, (2) occurs at University-sponsored or University-supervised events regardless of where they occur, (3) occurs on electronic networks or social media, or (4) occurs off University premises (including behavior reported through off-campus programs) while enrolled at Wilberforce University, especially when the behavior may adversely affect the Wilberforce University community or its interests as an academic community. To this end, Wilberforce University has instituted an honor code, to assist in ensuring a community of respect for all.

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 and/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 informal or 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 University may 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 later, 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.

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 when authorized by the ODS or University Senior Leadership 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 Community Assistant can witness the search.

The University's conflict resolution processes are educational, rather than criminal, and are internal to the University. They are designed to be developmental and community-based, rather than adversarial or litigious. However, the University cannot protect students who violate public laws from action by law enforcement agencies; as a result, some situations may result in students' involvement with simultaneous external processes. Students are expected to conduct themselves according to U.S. federal law, the statutes of Ohio, and local ordinances. Wilberforce University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and report all felonies to the Wilberforce University Campus Police. Incidents involving students who drive impaired by alcohol or other drugs will also be reported. Law enforcement officers have authority to pursue legal violations on campus within the constraints of the law. Individual students, faculty and staff members, acting in their personal capacities, are free to interact with governmental agents, as they deem appropriate. Arrests or citations for illegal behavior, which Wilberforce University Code of Student Conduct determines to adversely affect the Wilberforce University community, or the pursuit of its objectives will be considered violations of University expectations and addressed through the conflict resolution process.

The University's governing documents provide that the President be responsible for the general well being of the University, including the resolution of conflicts. While the President retains the authority to intercede in the conflict resolution process at any time, the Vice President for Student Engagement and Success (VPSES) is delegated oversight of the Wilberforce University Code of Student Conduct and its operation. The VPSES is granted the authority to exercise judgment in a manner consistent with the Code; this may include the issuance of temporary regulations or procedures. The University also reserves the right to make permanent amendments or rules for the protection of property and the general welfare of students. Unless otherwise specified by the VPSES, the Office of the Dean of Students shall administer the operation of the conflict resolution process and supporting programs.

The Division of Student Engagement and Success makes changes to the Wilberforce University Code of Student Conduct. Any question of interpretation of the Wilberforce University Code of Student Conduct or other University policy shall be referred to the VPSES or their designee for a final determination. The Code of Student Conduct will be reviewed yearly under the direction of the VPSES or their designee.

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

1. Written notice of nature of alleged charges.
2. Time to examine the evidence (in this case the incident report of the alleged violation) and provide a response.
3. Opportunity to provide their perspective on the events described in an incident report before an impartial decision maker/panel (ODS, or University Community Board) before the Dean of Students, his/her designee or an impartial committee established by the ODS.
4. Appeal procedures that are duly established and clearly defined.

The Office of 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 fair process.

PROPONDERANCE OF THE EVIDENCE

This is the standard of proof used in the Wilberforce University Student Conflict Resolution Process. For a student to be found responsible of a violation, the evidence must indicate that it is more likely than not that the violation occurred. This is very different from the criminal court system.

Preponderance of the evidence standard is necessary to ensure a fair and equitable student conduct process.

STUDENT RESPONSIBILITIES

- It is the responsibility and the duty of every student to become acquainted with this Code of Student Conduct. Every student is presumed to have knowledge of the Code of Student Conduct and to agree to abide by the Honor Code, WU Way, and Code of Student Conduct 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, the WU WAY, Academic Dishonesty Policy, and University Catalog 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 that 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.

The following policies and regulations describe behaviors expected of all students and those things prohibited by the University.

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; students may not consume alcohol on campus (residence halls, campus activities, etc.). Students violating these policies may be suspended or dismissed from the University. The University must comply with local, state, and federal regulations regarding alcohol and other drugs and is required by the Drug Free Schools and Communities Act to hold students accountable for their alcohol and drug-related behavior. Impairment of a student's judgment resulting from alcohol or other substance use shall not relieve a student of responsibility.

- 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.
- No person shall participate in underage drinking.
- 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.

ACADEMIC POLICIES

ADMINISTRATIVE WITHDRAWAL

Wilberforce University is committed to the wellbeing and safety of its community members and the integrity of its learning environment. The University may require a student to take an administrative withdrawal if there is enough demonstration that the student is engaging in behavior that substantially disrupts the learning, living, or work environment for members of the University community. Such matters are handled on a case-by-case basis and take into consideration as many known factors as possible. This policy and associated procedures do not take the place of disciplinary action associated with a student's behavior that is in violation of University policies, standards, or regulations. This policy is to be invoked in extraordinary circumstances in which, in the discretion of the Vice President of Student Engagement or designee, the regular disciplinary system cannot be applied or is not appropriate. This policy may be invoked when a student is unable or unwilling to request a voluntary withdrawal and the Vice President for Student Engagement and Success, the Dean of Students, or designee deems a withdrawal necessary to protect the health and safety of the student or others, or the integrity of the learning environment and campus community. Before a required administrative withdrawal is considered, the Vice President for Student Engagement and Success, Dean of Students or designee will encourage the student to take a voluntary withdrawal.

COMPUTER, INTERNET ACCESS, AND EMAIL ADDRESS POLICY

<http://www.wilberforce.edu/wp-content/uploads/2019/08/Student-Internet-Policy.pdf>

THE CENTER FOR ACADEMIC SUPPORT AND STUDENT SUCCESS

The Center for Academic Support and Student Success is a full-service academic support unit that works collaboratively with each Division, as well as student life, to ensure a student's holistic growth, support, and success. The Center seeks to function at the intersection of Academic Affairs, Student Engagement, Enrollment Management, and Success. As a result, students will have an opportunity to engage in traditional methods of academic support services, such as tutoring and mentoring, while experiencing co-curricular activities beyond the traditional scope of discipline focused academic support. CASSS is located in the Stokes Building across from the computer lab.

FINANCIAL AID

<http://www.wilberforce.edu/financial-aid/student-rights-and-responsibilities/>

RE-ADMISSION POLICY

A student, who wishes to re-enroll after a semester, must submit an application to the Office of Admissions and be re-admitted to the University.

SATISFACTORY ACADEMIC PROGRESS

To be eligible to receive federal, state and institutional financial aid and continue to receive that aid, a student must maintain satisfactory academic progress toward the completion of their degree by maintaining a cumulative 2.0 GPA in addition to earning the required number of hours after each semester of attendance.

WITHDRAWAL FROM UNIVERSITY

The process of student-initiated withdrawal from enrollment at the University begins with written notice to the Office of the Registrar. A request to the Registrar for a transcript of credits shall neither be considered a notice of withdrawal from the University nor a cancellation of a Room and/or Board reservation. Upon official withdrawal or suspension, any adjustments to the account are made in accordance with University policy and a refund check or bill is generated (if applicable).

STUDENT LIFE POLICIES

FIRE AND LIFE SAFETY POLICY

The threat to life safety, especially within residence halls and other campus facilities, is great. Therefore, students must protect the welfare of themselves, their peers, other members of the community, and of property, by not engaging in any open burning.

Students must request permission from Student Activities to host small charcoal cooking fires. Upon approval, fixed outdoor grill may not be left unattended, fires must be extinguished immediately after use, coals be disposed of only after they are completely extinguished by saturating with water.

Students may not use lighters, open flames, or fire-making materials in University buildings (including residence halls). The University may fine (\$1000.00), and remove/ban from housing and/or suspend/ expel students who tamper with fire or other life-safety equipment (e.g. smoke detectors, alarms, fire sprinklers, fire extinguishers, window screens, video cameras), intentional activation of any alarm or safety system, or intentional false report, warning or threat of fire or other life safety emergency. During fire or other life safety emergencies and drills, or upon receipt of a WU alert notification, students are expected to cooperate with regulations and authorities by evacuating buildings and proceeding to designate areas immediately upon alarm. A student, who engages in arson, creates conditions for a fire to occur or to continue, or tampers with fire and life safety equipment and resources will normally be suspended or expelled from the University.

FIREARMS, DEADLY WEAPONS, and DANGEROUS ORDINANCE POLICY

The possession of fireworks, dangerous chemicals, firearms, and other deadly weapons is strictly prohibited on campus. Deadly or dangerous weapons or materials include, 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" that may 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 face possible arrest.

Persons properly licensed to own valid handguns may request possession on university premises through Campus Police and then only in their locked motor vehicles; under no circumstances may license handguns be removed from locked motor vehicles while on university premises. This policy applies to all persons coming onto the university premises including faculty, staff, students, visitors, vendors, and contractors, except where specifically permitted. This policy does not apply to law enforcement officers coming on to the university premises while engaged in the performance of their official duties or while required to possess a firearm by rules of the officer's employing agency. Wilberforce University Campus Police is responsible for the oversight and implementation of this policy. The Wilberforce University Campus Police must approve all requests for deviation or exceptions to this policy. Persons found to be in violation of this policy are subject to immediate action under University rules. Such responsive action may include, but is not limited to, student or employee disciplinary action including removal, expulsion, dismissal or termination. Persons found to be in violation of this policy may also be subject to criminal prosecution or no-trespassing directive.

HAZING POLICY

The new membership process of an organization, team, or group may include experiences centered on learning important information and developing close bonds of friendship with other members. Within this goal there is nothing inherent that requires hazing, which is incongruent with Wilberforce University values. Consistent with the Ohio Revised Code, no individual, group, team or campus organization shall conduct or condone hazing activities.

Any person, who is subjected to hazing, 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, 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.

“Tradition, the intent of such acts, or the express or implied consent or acquiescence of the victim do not constitute valid defenses for violation of the policy. Hazing behaviors are dangerous, degrading, excessive, and/or illegal. Hazing relies on the exertion of explicit or implicit power over another person by an individual or group, and the submission of the receiver. Hazing includes actions taken or situations created that are intentional and threaten the safety of others, or produce or have the potential to produce, mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation, admission into, or affiliation with a group, organization or team, or as a condition for continued membership. Such actions or situation include but are not limited to the use of alcohol, paddling in any form, creation of fatigue, mutilation or alteration of the body, physical and psychological shocks, quests or road trips, engaging in public stunts or misbehavior, degrading or humiliating games and activities, and any other activities that are inconsistent with academic achievement, organization or University policies, or State of Ohio law.” (excerpt from Dennison University Code of Student Conduct)

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 2.75 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 submitted to the Student Health Center and NPHC Advisor must receive notification of submission.
 6. Must have a 2.75 cumulative grade point average at the end of the semester in which the membership intake was initiated to remain active.
 7. Must maintain a 2.75 semester grade point average the semester.
-

STUDENT DRESS CODE

Students may not wear inappropriate clothing in common areas, cafeterias, classrooms, or around the University that does not reflect their emerging professionalism. Students may not wear pajamas, sleepwear, do-rags, revealing clothing (shirtless, low-cut, sagging pants that expose underwear, etc.), slippers, bonnets, headscarves, and/or any article of clothing that does not meet expectations for an emerging professional. Failure to adhere will result in removal from the space with warning. Continued failure to apply may result in additional sanctions up to suspension.

SMOKE-FREE POLICY

Wilberforce has a "SMOKE FREE" policy for all campus buildings and grounds. Smoking of any kind 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.

TRANSPORTATION POLICY

The University provides transportation as a courtesy to enrolled students. We reserve the right to change the schedule and locations for service. Transportation requests should be made via <http://www.wilberforce.edu/student-transportation-request/>. Students may request transportation to and from the Dayton airport and bus stations. Additional requests may be made for the Cincinnati and Columbus transportation sites at the beginning and close of the semester. Students may be refused service at any time due to behavior, attire, and availability.

RESIDENCE HALL and UNIVERSITY HOUSING 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 Division 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 CA 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, Wolfe Building and Cafeteria at events that are open to the public. An adult must always accompany children.

Cancellation of Residence Hall Contract

This sanction is used when the Office of Residence Life has determines that the student should not be allowed the privilege of living in University housing. Students receiving this sanction:

- a. Shall be given the opportunity to discuss the situations with the Division of Student Engagement and Success.
- 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

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.

Computers

All residence hall rooms have access to Wi-Fi. 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 on some buildings, 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 is nontransferable and must be carried at all times. 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 Student Conduct. Lost, stolen or damaged cards must be reported promptly to the Office of Information Technology. There is a fee for replacing ID cards. 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.

Lockout Policy

Students are responsible to accessing their rooms with their keys. In the event a student is locked out, on the first incident a residence life staff member may open the room for no charge. Upon second request, the student will incur a charge of \$5.00 and upon a third request the student will incur a \$10.00 charge. All charges will be billed to student account. Students will be automatically be assessed a \$75.00 fee for lost key (and \$150.00 for core replacement) after the 4th request.

Lost Key Policy

To replace a lost key, students must pay \$75.00 and \$150.00 for core replacement when deemed necessary. Students should make payment at the Office of the Bursar and then submit receipt to Resident Director, who makes arrangements through facilities management to obtain a new key.

Noise

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 Community Assistant will contact each student on the floor to complete a room condition form. The student and the CA 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. STUDENTS MAY NOT LEAVE ITEMS IN ANY UNIVERSITY HOUSING (unless directed otherwise). Items left within rooms or common areas will be discarded within 30-days of hall closing. 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 always encouraged to carry their keys and lock doors. 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.

Pets

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

Public Area

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 BECOMES 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 14 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.

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 and fines.

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 must remove trash and a student(s) has been identified as being responsible for the trash, a fine of \$50 per bag of trash or item will be assessed. Each resident of that wing/floor/hall will be assessed a \$5 fine to cover the cost of the trash removal, if the

individual student cannot be identified. If a student is found in continuous violation of this policy, then the student will lose their housing privilege and face judicial sanctions. 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 responsible 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 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.

- 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, residents must keep the personal room areas of the Residence Hall quiet enough for reasonable study or sleep. In the event that an incident occurs or the safety of the residents is threatened, the Community Assistants, 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, Possible loss of housing (pending a administrative hearing).

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 Office of the Residence Life. Washer and Dryers are for Wilberforce University students.

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 may 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 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 that 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 bona fide 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 or 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) Community 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 Community 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) 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 for 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, for example discarded sleeping pill bottle or a particular telephone number or address. In an emergency situation 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 permission 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.
-



The Office of Dean of Students is responsible for administering the University Student Conduct Policy. For more information please contact:

Dean Demetrius Smith
Dsmith-dos@wilberforce.edu
Wolfe Building Suite 104

CODE OF STUDENT CONDUCT POLICY

The Office of the Dean of Students resolves interpersonal and organizational conflict through fair, consistent, timely methods of resolution, and cultivates skills to help individuals work through conflict in healthy ways.

Our efforts:

- Connect students with campus and community resources to emphasize the relationship between individual choices and community wellbeing; and
 - Utilizes restorative principles, to resolve disputes through *healthy confrontation of choices and honest dialogue*; and
 - Centers student development and education; and
 - Addresses safety and harm; and
 - Impacts community healing.
-

Resolution Processes

The Office of the Dean of Students receives, and reviews reports and determines appropriate methods for their resolution. Use of conflict resolution methods relies on the participants to honesty, integrity, and commitment to resolution. Individuals or organizations involved in a report (responding individual or student or respondent) will normally be invited to a meeting with the assigned office staff member to discuss the resolution of the matter.

Where the respondent may deny responsibility for a behavior of violation, Wilberforce University will provide the respondent an opportunity to be heard before deciding about responsibility, sanctions, or obligations. If a respondent fails to appear for any meeting, resolution will continue despite their absence, and determinations will be based on information available.

In certain circumstances following an incident of misconduct by a student or campus organization, the University may impose interim or protective measures prior to resolution, if there is reason to believe:

- (a) The safety and well-being of members of the Wilberforce University community, and/or
- (b) The student's own physical or emotional safety and well-being and/or
- (c) The student poses a threat of disruption of or interference with the normal operations of the college; or
- (d) A felonious act has been alleged. When an interim restricted access is imposed, a student may be denied to University premises and activities (which may include classes) and all other privileges for which a student might otherwise have access.

The use of interim measures does not replace our conflict resolution process. Responsibility for violation of the Wilberforce University Student Code of Conduct or other college policies is determined on an:

“Preponderance of evidence, that is, whether the evidence indicates that it is more likely than not that the respondent violated the Code.”

The responsibility of the responding student is to identify and provide any evidence, including witnesses, to support their case no later than the time of their hearing (administrative or judicial). The available informal and formal resolution pathways are described below and are implemented based on the discretion of the Office of the Dean of Students considering factors such as the severity or community impact of the alleged violation, frequency or existence of a pattern of behavior or violation, or issues related to fairness and equity.

Informal Resolution Process

At the discretion of the Office of the Dean of Students, some incidents can appropriately be resolved informally. Responding students who have engaged in first-time, low-level offenses of the Wilberforce University Code of Student Conduct may receive resolution through the informal process. The informal process may include referral to a variety of educational workshops or mediation as method of informal resolution, which may alleviate the need for more formal proceeding. Resolution via informal processes is determined by mutual consent of the involved parties. Incidents, interactions, or violations even where responsibility for policy violations is decided, are not released as part of a student’s University disciplinary record but can be considered internally (e.g. to influence outcomes in event of future policy violation or determine participation or recognition by the University). Informally resolved matters are considered “finally decided” with no subsequent process or appeal.

Mediation

When there is a dispute among students, the use of facilitated dialogue (mediation) can be a timely approach to assisting parties finds an agreement that best meets their needs. A third-party mediator works with students to dialogue towards a pathway of a mutually acceptable outcome. Students who are participating in mediation do not require admission of a violation by any involved party; however, if one or more involved parties is no longer willing or able to participate the matter will be resolved through Administrative or University Conduct Board Hearing Process.

Formal Resolution Process

The Formal Resolution Process is resolved via two formal options, Administrative Resolution or University Conduct Board Hearing Process.

Matters resolved formally are part of a student’s University disciplinary record. Formally resolved matters may be appealed. During the summer when the University is not in session, all formally resolved matters are completed administratively. In some cases, the University may postpone the formal resolution process until University is in session. Formal matters involving student organizations are resolved administratively.

Some incidents due to their gravity and complexity may prompt a desire for additional support during an administrative hearing or University Hearing Process. A Support Person may accompany students seeking such support through the process. A support person can be a member of the Wilberforce University community (e.g. faculty, staff, administrator or another student) of the student’s choosing. The respondent is responsible for identifying and arranging inclusion of a Support Person; the resolution process will not be altered or paused for the Support Person.

During proceedings, Support Persons are not permitted to speak or participate directly in any way: student/respondent is responsible for their own engagement in the process.

Administrative Resolution:

The process for determining responsibility or non-responsibility may occur through an administrative resolution. Where informal resolution may not be possible or applicable, the

Office of the Dean of Students may arrange for the responding student to participate in an administrative hearing. The Office of the Dean of Students designee meets with the responding student to discuss the incident and alleged policy violation. The ODS make the determination of responsibility, and if applicable, issues appropriate outcomes (sanctions), which are communicated to the responding student in writing by the ODS via Wilberforce University issued email address.

University Conduct Board:

The ODS may determine that they are unable resolve a conduct matter and broader University community participation is necessary to resolve a conduct matter. In such a case, the University Conduct Board (also referred to as the Judicial Board) meets with responding student(s) to hear information and determine whether the student is in violation of the Code, and if so, recommend to the ODS appropriate educational outcomes and obligations.

The UCB is comprised of students, staff/administrators, and faculty who serve for one-year renewable terms. The UCB quorum is established with no fewer than three (3) board members, normally including one student, one staff, and one faculty member. Student members must be in good academic and disciplinary standing. The ODS may dismiss a student member of UCB for violating University policies during appointment.

When a matter will be resolved by the UCB, the ODS will provide notice of the incident and meeting to the responding student no less than 48 hours before the hearing. Notice will be in writing and normally communicated via responding student's Wilberforce University email address.

The ODS will inform the UCB members deciding the matter of the responding student's identity, and members must communicate conflicts of interest that preclude a fair and equitable process and be removed from evaluating the conflicting case.

The convening UCB panel determines a Chair among them to facilitate the proceeding. The University may make a record, such as an audio recording, for review by a panel during deliberations or appeal; this record shall be the exclusive property of the University and maintained until the matter has been finally decided.

One Support Person may accompany a student during the convening of the University Conduct Board. Otherwise, a UCB convening is private and closed. The UCB structure is comprised of a procedural overview, alleged violations, opening remarks by the responding student, panel questions, and closing remarks by the responding student. Pertinent records and exhibits, including witnesses, may be accepted at the discretion of the chairperson.

When there are multiple responding students in a connected matter, the UCB may hear from all students together or from each student separately. Separate determinations of responsibility will be made for each responding student.

If the UCB determines that a student has violated policy by a preponderance of the evidence, the panel will make a recommendation of educational outcomes to the ODS. The ODS will inform the responding student (and in cases with a reporting student) in writing of the determination (note ODS makes determination, the UCB makes recommendations).

Appeals Process:

A student who has been found responsible for violation of the Wilberforce University Code of Student Conduct through administrative resolution or the University Conduct Board Hearing may appeal disciplinary outcome to the Vice President of Student Engagement and Success or designee. The purpose of the appeals process is to provide a check and balance on the original process and decision. The UAB considers specific claims regarding that process

and decision, rather than substitute its judgment for that of the original decision-making body.

To be considered, appeals must be submitted in writing to the Vice President of Student Engagement and Success within (5) business days after the date of outcome letter. The appeal must be full and complete upon submission and must include a letter explaining the basis for appeal. Where an appeal is presented based on new information, such documentation must also be included. Character references are not considered to be new information and are not to be presented. Additionally, parent appeals do not constitute an appeal. A student's appeal submission does not suspend the imposition of any sanction.

A student may appeal a decision on one or more of the following bases:

- 1) the conduct process substantially varied from the procedures in the Code, such that prejudice resulted;
- 2) the sanction imposed was disproportionate relative to the violation(s) of the Code for which the student was found responsible;
- 3) new information, unknown to and not reasonably available to the appealing student at the time of original decision has been discovered, which is sufficient to alter the decision.

If the appeal letter does not provide information sufficient to identify one of permissible bases for appeal, the Vice President of Student Engagement and Success shall deny the appeal. If the VPSES determines a proper basis for appeal has been stated, the VPSES shall review the appeal only on that basis. Review shall be limited to the file record and appropriate supporting materials submitted by the appealing student. A student's disciplinary history may also be considered when proportionality of the sanction is being evaluated. No testimony is given during an appeal unless requested by the VPSES.

The VPSES may (1) uphold a decision; (2) remand the file for reconsideration if warranted by relevant new information or determination of prejudicial procedural error; or (3) modify sanctions determined to be disproportionate, which can include increasing or decreasing the original sanction. Should a remanded matter subsequently be appealed again, the ODS will retain jurisdiction over the appeal.

In matters of crimes of violence, both the reporting and responding students may appeal the outcome.

Outcomes

Any student or campus organization determined to be responsible for violation of the Code of Student Conduct may expect to receive educational outcomes. Wilberforce University is committed to restorative principles and strives, whenever possible, to design outcomes that address the needs of community members, educate the responsible student about their behavior, and create opportunities to redress harms and rebuild community. Educational outcomes may be applied singularly or in combination, influenced by mitigating and aggravating circumstances, and the frequency, severity, and community impact of violations. A student or organization that fails to fulfill an outcome may be subject to additional action and the escalation of outcomes, and can include suspension, delay of housing selection, registration, or graduation, because of that failure.

Educational Outcomes include but are not limited to the following:

Letter of Warning.

A written notice to student discussing incident and violation(s) is a letter of warning. After a letter of warning, if further violations, increased consequences will be administered.

Alcohol and Other Drug Education and Assessment.

Several tools can be used to address alcohol and other drug use. These tools may include time with a wellness educator, questionnaires to identify health-related patterns, education,

and reflection components to identify strategies to decrease the negative consequences associated with the behavior. Some tools may have a user fee.

Educational Workshops.

Educational workshops address and assess decision-making and the connection to a healthy future and University expectations. Participation includes preparation assignments and written reports following the workshops.

Written Exercises.

Research and reflective exercises assist respondents in addressing violations, decision-making, consequences, community influence, and repair.

Restorative Practices.

Restorative practices include written and verbal apologies, community service, and restitution. When students are responsible for damages to property, restitution shall remit via Student Accounts appropriate costs for materials and labor.

Loss of University Privileges.

Students responsible for violations of the Wilberforce University Code of Student Conduct, may be denied specific University privileges, such as loss of access to specific facilities or events, participation in recognized groups/organizations, parking privileges, housing selection priority, participation in Grad Week and Commencement Activities. Students may lose housing privileges. Students who lose housing privileges will not be refunded or pro-rated for housing cost and will be responsible for the semester bill.

Housing Reassignment.

The University reserves the right to reassign a student to another residence hall and/or living space, especially when a student has caused significant community disruption or impacted the health and safety of others in a community.

Revocation or Deferral of Admission and/or Degree.

Admission to Wilberforce University or a degree awarded from Wilberforce University may be revoked for fraud, misrepresentation, or other violation of Wilberforce University in obtaining the degree, or for other serious violations committed by a student prior to graduation. Similarly, Wilberforce University reserves the right to delay conferral of a student's degree as an outcome.

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 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 Removal.

Removal of university recognition for a group, club, society, or other organizations for a minimum of two years is defined as Group Charter Removal. The Vice President of Student Engagement and Success or designee must approve re-charter after loss of privileges.

The following disciplinary statuses may be imposed as a disciplinary outcome:

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 Code of Student 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. When implemented, Wilberforce University has the authority to declare the student or organization ineligible to represent the University in any official capacity during the period of probation and may designate other loss of privileges. While the student/organization may continue to participate in team practices, group meetings, etc., the student/organization is prohibited from holding office in a student organization, joining a fraternity or sorority, and representing the University, including but not limited to varsity athletic, club sport, or other competition. 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.

DISCIPLINARY SUSPENSION. This sanction separates a student from the University community for a designated period, normally with educational requirements to complete during the period of separation, after which the student becomes eligible to return. Suspended students may not earn credits at the University, are prohibited from entering University premises, and may not participate in any University-sponsored activity without advance written authorization from Office of the Dean of Students. Upon suspension, students must depart the premises immediately (University is not responsible for aiding in removal/departure). Disciplinary suspension may include periods when the University is not in session (e.g., winter or summer break). A student may not graduate from Wilberforce University while serving a suspension. To be reinstated to the University, a student must meet all stipulated conditions to be completed during the suspension period. Students who receive this sanction must get specific written permission from the Dean of Students or Designee before returning to campus.

EXPULSION. This sanction permanently separates a student from the University such that a student may not earn any academic credit at Wilberforce University and may not graduate with a degree from the University. Students who have been expelled are strictly prohibited from University premises and from participation or presence at any University-sponsored activity without advance written authorization from the Division of S.E.S.

UNIVERSITY CHARGES

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.

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/or federal, local, and other state laws) and is arrested for that violation may be subject to immediate Code of Student Conduct process for determining responsibility or non-responsibility:

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

The University rules listed below provide additional guidance for campus conduct. Behavior that is deemed in violation of the University Code of Student Conduct 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.

Maintaining and Releasing Student Conduct Records

The University will not release any information related to a student's involvement in the conduct process without the express written consent of the student, except where FERPA permits disclosures. Some University entities routinely check students' disciplinary history to perform evaluations or determine eligibility for programs. Students may request a waiver request to release information from the DOS. Students' records pertaining to violations of the Code of Student Conduct, including findings and outcomes, shall be destroyed seven (7) years after the student's graduation or withdrawal from the University, except for student records resulting in expulsion from the University, of which will be maintained indefinitely.

Notification of Parents Regarding Drug and Alcohol Violations

In accordance with the Family Educational Rights and Privacy Act (FERPA), Wilberforce University has the authority to disclose information to a parent or legal guardian of a student regarding any violation of federal, state or local law, or any rule or policy of the University governing the use or possession of alcohol or controlled substances. This notification policy only applies to tax-dependent students under the age of twenty-one (21).

Notification shall occur when:

- The student is responsible for a pattern of alcohol violations, even when those infractions may be minor. Two or more incidents in which a student is responsible shall be reasonable cause for notification;
- The student receives a status of Disciplinary Probation, Disciplinary Suspension, or Disciplinary Expulsion;
- The incident was determined to be life threatening to the student, threatening to the community, or resulted in the student becoming physically ill and/or requiring medical intervention or transport following consumption of alcohol or other drugs; and/or
- The student is responsible for any violation of the University's policy regarding drugs.

The Office of the Dean of Students shall be responsible for notification. Notification shall be made to the primary parent or guardian listed with the University. Notification shall not occur until a decision about a student's responsibility has become final. Unrelated to the FERPA, the University has the authority to contact parents or guardians during health and safety emergencies regardless of the age or tax-dependency of the student.

Wilberforce University reserves the right to implement expectations that ensures a safe environment that is conducive to learning in all spaces.