

# 2016-2017 Iowa Wesleyan University Student Handbook

The rules of the University and the Code of Conduct for which the student is responsible are contained in the Student Handbook and the University Catalog. All students are responsible for reading and observing the regulations contained in the Catalog and the Student Handbook. Students with questions or those needing additional information should contact the Office of Student Development. The University reserves the right to make changes in the Student Handbook without notice. Information regarding changes or updates to the information contained in this guide may be obtained from the Office of Student Development.

## Important Numbers

**EMERGENCY.....911 (or 9-911 from a campus phone)**

### **AFTER HOURS**

IW Security (9pm-5am).....	319.931.6802
Mt. Pleasant Police Department.....	319.385.3511
President.....	319.385.6204
VP for Academic Affairs	319.385.6205
Office of Academic Success and Inclusive Support (OASIS)	319.385.6334
Athletic Director.....	319.385.6332
Bookstore.....	319.385.6478
Business Office.....	319.385.6208
Career Development, Internships, and Service Learning .....	319.385.6375
Dean of Students.....	319.385.6256
Financial Aid.....	319.385.6242
Food Service.....	319.385.6493
Library.....	319-385.6317
McKibbin RA On-Duty.....	319-931-8003
McKibbin Desk.....	319.385.6401
Registrar.....	319.385.6227
S-T RA On-Duty.....	319-931-6801
S-T Desk.....	319.385.6470
Student Development.....	319.385.6256

# IMPORTANT DATES

New Students Arrive	Aug 17 (W)
New Student Orientation	Aug 17-21 (W-SUN)
Returning Students Arrive	Aug 21 (SUN)
Registration Day	Aug 17 (M)
Classes Begin	Aug 22 (M)
Last day to add a class	Aug 29 (M)
Labor Day-no classes-offices closed	Sept 5 (M)
Last day to drop a class	Sept 2 (F)
Homecoming Week	Sept 26-30 (M-F)
Homecoming '16	Oct 1 (Sat)
Fall break begins, 5 PM	Oct 17 (M)
<u>Dining &amp; Res. Halls remain open during fall break</u>	
Spring class registration	Oct 25 (T)
Last day to withdraw from a course	Oct 25 (T)
May grads application deadline	Nov 16 (W)
Thanksgiving recess begins after evening classes	Nov 22 (T)
<u>Res halls remain open during Thanksgiving recess, dining hall closed</u>	
Dining hall closed after lunch	Nov 22 (T)
Offices closed (Thanksgiving break)	Nov 23-25 (W-F)
Classes resume at 8 AM	Nov 28 (M)
Dining hall opens w/breakfast	Nov 28(M)
Final exams	Dec 5-8 (M-TH)
<u>Dining &amp; Res halls closed during Christmas Break</u>	
Dining hall closed after lunch	Dec 8 (TH)
Residence halls close at 5 PM	Dec 8 (TH)
Christmas break	Dec 9-Jan 8 (F-M)

Students are required to leave res hall within 24 hours following their last exam, or by 5 PM Thurs, Dec 8, whichever comes first

Offices closed	Dec 23-Jan 1 (TU-M)
Offices open	Jan 2 (M)
Residence halls open 1 PM	Jan 8 (SUN)
Dining hall open w/breakfast	Jan 9 (M)
Registration Day	Jan 9 (M)
Classes begin at 8 AM	Jan 9 (M)
Last day to add a class	Jan 17 (T)
Martin Luther King Jr Day (No Classes)	Jan 16 (M)
Last day to drop a class	Jan 20 (F)
August grad applications due	Feb 16 (TH)
Spring break begins at 5 PM	Mar 3 (F)
<u>Dining hall &amp; res halls are closed during spring break</u>	<u>Dining hall &amp; res halls are closed during spring break</u>
Residence halls close at 5 PM	Mar 3 (F)
Dining hall close after lunch	Mar 3 (F)
Residence halls open 1 PM	Mar 12 (SUN)
Classes resume 8 AM	Mar 13 (M)
Fall class registration	Mar 20-Apr 7 (M-F)
Last day to withdraw from a course	Mar 22 (W)
December Grad Applications Due	Apr 11 (T)
Good Friday-no classes-offices closed	Apr 14 (F)
Assessment Day	Apr 12 (W)
Awards Day 11 AM	Apr 27 (TH)
Final Exams	May 1-4 (M-TH)
<u>Students not involved in Commencement, or do not have permission to stay, are required to move out of Res halls within 24 hours of last exam or by 5 PM Thurs., May 4, whichever comes first.</u>	
Baccalaureate 10:30 AM	May 6 (SAT)
Commencement 1:30 PM	May 6 (SAT)
Res halls close 5 PM for students involved in Graduation activities	May 6 (SAT)



## **Greetings from the Vice President for Student Development**

The 2016-17 academic year is one of a new era at Iowa Wesleyan. With what is anticipated to be the largest incoming class in more than 40 years, the number of new students joining our community of returning students is going to create a vibrancy on campus that hasn't been experienced in quite some time.

Iowa Wesleyan's mission states we are a transformational learning community whose passion is to educate, empower and inspire students to lead meaningful lives and careers. Our values include service and community, learning and innovation, faith and justice, and leadership and engagement. The policies, processes and principles within the student handbook aim to align and uphold the mission and values of Iowa Wesleyan University while articulating University expectations for you and of you.

Iowa Wesleyan was founded on religious, educational and cultural aspirations and has a very rich history. Our institution holds fast to the ideals of its founding vision, while fostering creativity and the pursuit of truth in its developing curricular framework of Learning in Community.

Fellow students, faculty, staff and administration are here to support you through your educational journey. Don't hesitate to reach out for assistance and ask questions when necessary.

All the best,

Wesley H. Brooks, Ph.D.  
Vice President for Student Development  
Dean of Students

# Academic Affairs

## Academic Appeals

Students who have concerns regarding an academic matter, such as procedures in a particular course or a grade received, should meet first with the instructor of the course involved. Failing to achieve satisfaction at this level, the student should then meet with the chair of the division in which the course is taught. Appeals beyond the divisional level should go to the Vice President for Academic Affairs. When appropriate, academic issues will be referred to the Committee on Academic Standards and Review for final decision. Grade appeals must be initiated within five weeks of the time grades are posted. No such appeals will be considered after this time. The Vice President for Academic Affairs is available to students to discuss academic problems and procedures.

## ACADEMIC PROBATION, SUSPENSION AND DISMISSAL

**Probation:** Students whose IW cumulative grade point average is below 2.00 will be placed (or continued) on academic probation for the following term unless dismissed for academic reasons. Any student on probation will be required to enroll in ARC 105 College Learning and Reading Efficiency in the semester of probation. This requirement will be in force each semester that the student is on probation. The probationary status is removed whenever the cumulative grade point average is raised to 2.00 or better. A student on "academic probation" will not be permitted to enroll for more than 15 credit hours (including 2 hours for ARC 105) unless a petition is approved by the Committee for Academic Standards and Review. (See Overload/Petition Requirement above).

**Academic Suspension:** Students who do not meet the minimal standards, or are on academic probation for three consecutive semesters, without bringing up their cumulative Iowa Wesleyan grade point average may be suspended from the university. Suspension means no enrollment for at least one academic semester excluding summer. Students may petition for readmission to the university after that time period.

Academic Dismissal: Students who do not meet certain minimal standards in their first semester, or have already been suspended from the university before and fall below minimum standards are subject to dismissal. Students who fail or withdraw from ARC 105 are subject to academic dismissal. Students that have been suspended twice for academic reasons will be considered dismissed and will not be readmitted to the University.

### **FIRST SEMESTER ENROLLMENT**

For continued enrollment, at the end of the first semester of full-time registration (12 credit hours or more) at Iowa Wesleyan and based upon Iowa Wesleyan attempted credits:

1. All regularly admitted entering first time students (including transfer first year's) must have at least a 0.75 grade point average.
2. All regularly admitted entering transfer sophomores must have at least a 1.50 grade point average.
3. All regularly admitted entering transfer juniors must have at least a 1.75 grade point average.

### **CONTINUING ENROLLMENT**

All other students must meet the following grade point standards:

Credit hours attempted (Including accepted transfer credits)	Minimum Cumulative Grade Point Average (for IW grades only)
0 – 15	.75
16 – 23	1.00
24 – 39	1.50
40 – 55	1.65
56 – 71	1.75
72 – 87	1.85
88 – 105	1.90
106 – 119	1.95
120 +	2.00

Students, even when not below the foregoing minimal standards, will ordinarily be suspended if they have been on probation for three consecutive semesters, without bringing their cumulative Iowa Wesleyan University grade point average to 2.00 or above. Students who have been suspended twice for academic reasons will be considered dismissed and will not be readmitted to the University.

The Committee for Academic Standards and Review shall have final judgment in such matters and shall use the above guidelines. Students may appeal for reconsideration of a vote of suspension by the Committee for Academic Standards and Review. Upon reconsideration, the Committee may allow the student to continue on academic probation or uphold the decision to suspend. If the Committee upholds the suspension, the decision of

the Committee will be final; no further appeal is possible.

## **CLASS ATTENDANCE**

Undergraduate Student Attendance Policy Students are required to attend all class meetings of courses for which they are registered. Students are responsible for meeting all the course requirements and properly addressing the content of courses for which they are registered. The policy below outlines the minimum standard for attendance, but certain programs or courses may require a stricter policy in adherence to external accreditation. If a student finds it necessary to miss a class, it is the student's responsibility to:

1. Contact the course instructor before the absence, if possible.
2. Make arrangements with the course instructor for missed work.
3. Provide the course instructor with appropriate documentation and verification of the need or reason(s) for the absence.

The needs or reasons for absences may include ONLY the following:

- Illness – a specific debilitating ailment that significantly impairs the student's ability to carry on any activities other than those of recuperation.
- Unavoidable Personal Emergency – a situation that presents an unresolvable conflict with class attendance due to severe and unusual demands placed upon the student by circumstances beyond his or her control.
- Participation in a University-Sponsored Event – a situation that presents an unresolvable conflict with class attendance due to the student's required participation in a University-sponsored event as approved by the Vice President for Academic Affairs (VPAA).

Arrangements for missed work due to absences of this type must be made prior to the absence. Should the student miss class FOR THE ABOVE STATED REASONS ONLY, and proper prior arrangements have been made, the instructors will follow their make-up work policy as stated in the course syllabi. HOWEVER, course instructors are not required to repeat lectures, lab experiments, music rehearsals or other classes or components of classes for which making up missed work may be impractical or infeasible. Students will not have their grades punished for absences that fall into the previously specified categories as long as they do not exceed the maximum number of absences allowed.

When a student is absent for any other reason, the course syllabi must include policies specifying grade penalties for absences. Regardless of the reason, all absences from class will count toward the percentage of allowed absences. If a student is absent the number of times indicated in the list below, , the course instructor must notify the Registrar's Office which will send a written warning of attendance deficiency to the student, the student's advisor, and each coach for which the student must maintain intercollegiate competitive eligibility.

## **Warning Policy**

- For classes with 1 class meeting per week: Warning sent after 2 absences per semester
- 2 class meetings per week: 4 absences per semester
- 3 class meetings per week: 6 absences per semester
- (The above applies to 16-week term)

All other classes, warning will be sent after a student is absent 12.5% of the total number of class meetings per semester or an equivalent amount of time during term courses and other academic sessions.

If, for any reason, a student is absent from class the number of times indicated in the list below, or an equivalent amount of time during term courses and other academic sessions, the course instructor must notify the Registrar's Office which will initiate the withdrawal of the student from the class with a grade of WF (Withdrawn-Fail).

A grade of WF will earn zero quality points as calculated for GPA purposes (i.e., GPA is lowered with grade of WF). Students for whom withdrawal from a course is initiated by the Registrar's Office will be allowed to withdraw from said course with a grade of W (no impact on GPA) if the action is taken by both parties within the normal withdrawal time period.

## **Withdraw From Class**

- For classes with 1 class meeting per week: Withdrawal-Fail occurs after 4 absences per semester
- 2 class meetings per week: 8 absences per semester
- 3 class meetings per week : 12 absences per semester  
(The above applies to 16-week term)

For all other classes, WF will occur after being absent 25% of the total number of class meetings per semester or an equivalent amount of time during term courses and other academic sessions.

## **Online Course Attendance Policy**

Bi-term and 8 week terms: Online students must participate weekly as defined by the professor in the syllabus. After 1 week (12.5%, 1/8th of the scheduled classes) without contact, the student will be issued an official warning. After the second week (25%, 1/4th of the scheduled class) without contact, the student will fail the course and a WF will be recorded.

For full semester (16 weeks): Online students must participate weekly as defined by the professor in the syllabus. After the 2nd week (12.5%, 1/8th of the scheduled classes) without contact, the student will be issued an official warning. After the 4th week (25%, 1/4th of the scheduled class) without contact, the student will fail the course and a WA would be recorded.

For summer and other terms if students fail to participate for 1/8th of the assigned meeting

times, they will be issued an official warning. After missing 1/4th of the class sessions, the student will fail the course and a WA will be recorded.

## **Course Instructor Reporting Policy**

Regardless of whether the course is online or in-person, the course instructor must notify the Registrar's Office within five days of the date the student informs the instructor of a voluntary withdrawal or meets the designated number of absences for mandatory withdrawal. Delayed reporting may lead to noncompliance with federal Department of Education reporting requirements, leading to institutional penalties.

## **CHANGES IN REGISTRATION**

After the regular time of registration, all changes in a student's course schedule must be made through the Registrar's Office with the approval of the advisor on the Change-of-Registration form supplied by the Registrar.

Student may not ADD a class after the FIRST 5 DAYS OF CLASSES in the Fall and Spring terms. Analogous periods for night and summer courses will be established by the Registrar.

While students may DROP a class during the FIRST 10 CLASS DAYS, a student may not make a complete change of courses or begin a full-time registration after five class days following registration. For the summer, a student may not join a class after the first three class days.

After the first 10 days, dropping is not freely permitted. Analogous periods for night and summer courses will be established by the Registrar.

In the period between the end of the first 10 days of classes and 10 class days after midterm (in the Summer Session, the period will be determined by the Registrar) courses dropped with permission will have grades recorded as "W." A fee will be assessed for schedule changes during this period.

Withdrawal from courses is not permitted after 10 class days following midterm except for medical or other emergencies with the approval of the Academic Dean. Analogous periods for night and summer courses will be established by the Registrar.

Insufficient attendance and failure to follow the procedure outlined above for dropping a course will result in an automatic grade of "F" in the course concerned.

Official withdrawal from college is accomplished by completing an appropriate form supplied by the Office of Student Development and returning the completed form to the office. Failure to complete the form can result in the grade of "F" in all courses scheduled. (See the Financial Information section for complete information on withdrawal from University.)

Students may withdraw their complete registration prior to the last 13 weekdays of the term. Following that time no one may withdraw. Students will receive "Ws" if proper withdrawal procedure is followed. Students registered for any other course that has been completed according to the class schedule will be permitted to retain that credit and/or grade. Analogous periods for summer session and night courses will be determined by the Registrar. No credit is given for the term. Following that time one may not withdraw.

In the case of students withdrawing to enter the armed services, the following rules shall apply:

No credit will be allowed unless the student has been enrolled for at least five weeks in a Fall or Spring semester.

After 10 weeks of work in the Fall or Spring term, arrangements may be made to complete a

full semester of work. Only fractional credit will be allowed unless arrangements are made to complete the entire term. Such credit may be blanket credit (i.e., unspecified), or it may be specified as the need arises by major and minor advisors. In any case, in order to get credit the student must be passing in the course work at the time of withdrawal.

## **WITHDRAWAL FROM IOWA WESLEYAN UNIVERSITY**

Students may withdraw their complete registration prior to the last thirteen weekdays of the semester. Following that time one may not withdraw. The withdrawal procedure is begun by first notifying the Vice President for Academic Affairs and Vice President of Student Development, Office of Student Development. Once this procedure is complete, the Vice President of Student Development notifies the Business Office and accounts are computed as of the date of the notification of withdrawal. Failure to observe this procedure will result in the student's being considered not in good standing and in the forfeiture of refunds. Students may be administratively withdrawn from the University if, after careful study the indications suggest they are a high risk to their own welfare or the welfare of other members of the community. After withdrawal, a residential student should make all necessary arrangements to check out of the residence hall within 24 hours.

**There is no refund for room. Board refunds are computed as the end of the day on Sunday after the date of official withdrawal or the official drop date, whichever is later. See additional information listed in the Iowa Wesleyan Catalog.**

## **ACCESS TO AND RELEASE OF STUDENT INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA

allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **Letters of Appraisal**

Candid appraisals and evaluations of performance and potential are an essential part of the educational process. Clearly, the provision of such information to prospective employers, to other educational institutions, or to other legitimately concerned outside individuals and agencies is necessary and in the interest of the particular student.

Data/information which was a part of the University records prior to January 1, 1975, and which was collected and maintained as confidential information, will not be disclosed to students. Should a student desire access to a confidential letter of appraisal received prior to January 1, 1975, the student shall be advised to have the writer of that appraisal notify, in writing, the concerned records custodian of the decision as to whether or not the writer is willing to have the appraisal made available for the student's review. Unless a written response is received approving a change of status in the letter, the treatment of the letter as a confidential document shall continue. Documents of appraisal relating to students collected by the University on or after January 1, 1975, will be confidentially maintained only if a waiver of the right of access has been executed by the student. In the absence of such a waiver, all such documents will be available for student review.

## **Challenges to the Record**

Every student shall have the opportunity to challenge any item in the file which he/she considers to be inaccurate, misleading, or otherwise inappropriate data. A student shall initiate

a challenge by submitting a request, in writing, for the deletion or correction of the particular item. The request shall be made to the custodian of the particular record in question.

If the custodian and the student involved are unable to resolve the matter to the satisfaction of both parties, the written request for deletion or correction shall be submitted by the student to the Vice President for Academic Affairs, who shall serve as the hearing officer. The student shall be given the opportunity for a hearing, at which the student may present oral or written justification for the request for deletion or correction. The hearing officer may obtain such other information as he deems appropriate for use in the hearing and shall give the student a written decision on the matter within 30 days from the conclusion of the meeting. Grades may be challenged under this procedure only on the basis of the accuracy of their transcription.

## **Notice**

The foregoing statement represents an extract of the most salient provisions of the official University policy, a full copy of which is on file with the Vice President for Academic Affairs, the Registrar, and the Dean of Student Development. The complete policy may be examined by interested persons in these offices during normal office hours. The University policy becomes effective immediately, but should be regarded as tentative, pending the issuance of federal regulations and guidelines or amendments in the applicable laws.

# **General Information & Services**

## **OFFICE OF ACADEMIC SUCCESS AND INCLUSIVE SUPPORT (OASIS)**

The Office of Academic Success and Inclusive Support (OASIS) exists to help students develop the skills needed to be successful in a liberal arts college environment and to become independent learners. The goal is to help students to not only succeed at Iowa Wesleyan University, but also become lifelong learners and to excel in areas of academic interest. To promote the Life Skills emphasis of the University, the OASIS offers academic support services as needed.

The OASIS offers several courses for academic credit ARC105: College Learning and Reading Efficiency (3 hrs.), ARC200: Introduction to Peer Tutoring (one credit and approval of instructor needed), and ARC201: Advanced Peer Tutoring (one credit and approval of instructor needed), and ARC101: English Language Skills (3 hrs.). This course is designed for students who are Non-Native English speakers. IW students who are Non- Native English speakers also will be able to obtain additional help with language through meetings arranged with the OASIS Director for no credit.

While there are a variety of support services available in the OASIS, it is important that students take the initiative and responsibility to seek assistance for their academic needs. The OASIS is available to all students who would like help whether it be course tutoring, having a paper proofread, test preparation, or to find helpful study resources. Students may also be referred to the OASIS by course professors. Once the student comes for assistance, it is up to the student to continue to work hard and take responsibility to benefit from and make the best use of the services given.

For students who need special accommodations due to a diagnosed disability, it is recommended that they contact the OASIS Director (319-385-6376) and provide a copy of the student's Individual Education Program (IEP) or other professional documentation.

The OASIS may assist students by providing:

- Tutors (free to Iowa Wesleyan students)
- Individual help from the OASIS staff
- A quiet study area
- Time management resources
- Pamphlets on various topics such as text anxiety, stress, successful studying, etc.
- Small Computer Lab
- Course and professional assistance in study strategies
- Educational advice
- Special accommodations as specified by the professional documentation

Any student desiring assistance should contact the OASIS, located on southwest corner of the top floor of the Library, or phone 319.385.6334.

## **CAMPUS BOOKSTORE**

The Iowa Wesleyan Bookstore is located in the Student Union Building. In the bookstore you will find a variety of Iowa Wesleyan gift items and Tiger apparel. The bookstore also carries art, nursing and school supplies, calculators, batteries, copy paper, flash drives and trade books. The IW Bookstore has partnered with MBS Direct as a virtual bookstore. You may purchase your textbooks online at <http://bookstore.mbsdirect.net/iwc.htm>. During finals week, at the end of the fall and spring semesters, the bookstore will conduct a book buyback. School year store hours are Monday through Friday 9:00am a.m. – 4:00 p.m. For summer hours please call the bookstore. If you need assistance, please contact the Bookstore Director at 319-385-6478 or [iwcbookstore@iwc.edu](mailto:iwcbookstore@iwc.edu).

## **CHADWICK LIBRARY**

The mission of Chadwick Library is to support the educational goals of Iowa Wesleyan University by providing collections, services, facilities and staff to meet the needs of the Iowa Wesleyan University academic community. Chadwick Library is open seven days a week for 82 hours of service each week during the academic year.

Library resources include a collection of 109,000 volumes, a variety of current print subscriptions, as well as over 36 electronic databases. The Library is also home to the Iowa Wesleyan University Archives, Archives of the Iowa Conference of the United Methodist Church, and the Newsom Special Collections Room.

Access to the library collection is provided through Worldcat, a cloud based online catalog . Links to electronic books, periodical databases, discipline-related web sites, and other on-line resources are provided through the Chadwick Library home page (<http://chadwick.IW.edu/>). Off-campus students can access these same resources with a campus network id and password from the Iowa Wesleyan ITS office.

Along with locally owned resources, the collections of 17,000 other libraries throughout the world are accessible through the Library's membership in OCLC, an international cataloging and interlibrary loan network. Through OCLC's FirstSearch and through access to the Internet, librarians and patrons have access to research databases beyond the Library's walls.

As members of the principle academic support service on campus, librarians are committed to teaching the skills that enable students to become information literate in an era when the individual has almost limitless information choices and may have to select information from a wide range of reliable and unreliable sources. Librarians assist students in locating information for class assignments and research projects. Instruction in information retrieval is available through classroom lectures, special seminars, and printed materials. Operating under a point-of-need contact philosophy, students learn both basic and advanced research skills. Chadwick Library offers an outstanding learning environment which combines the best of traditional collections with advanced information technologies to prepare students for lifelong learning.

### **Remote Access**

Students can access electronic resources via the library home page from off -campus. From the library home page <https://www.iw.edu/library/>, log in as a remote user with your IW username and password.

### **Library Open Hours**

#### **Academic Year Hours**

**Sunday:** 6:00 p.m. – 11:00 p.m.

**Monday:** 7:30 a.m. – 11:00 p.m.

**Tuesday:** 7:30 a.m. – 11:00 p.m.

**Wednesday:** 7:30 a.m. – 11:00 p.m.

**Thursday:** 7:30 a.m. – 11:00 p.m.

**Friday:** 7:30 a.m. – 5:00 p.m.

**Saturday:** 10:00 a.m. – 2:00 p.m.

## **General Library Courtesy**

In order to maintain an environment conducive to study and research, all students are expected to behave reasonably, use the facilities and resources appropriately, and respect others.

## **Cell Phones, iPods and Listening Devices**

Cell phones should be set to silent or vibrate upon entering the library. Students may respond to calls in the International Room, the vestibule or outside the library. Students listening to an iPod or other devices should set the volume to a level that is audible only to them.

## **Computer Lab Usage**

The computer lab in the library is provided to enable library users to access the collections and other information resources and services in support of curriculum and research needs. Use of computing resources is a privilege that depends on individuals using the resources appropriately and in accordance with University policies and local, state, and federal laws. These laws and policies cover such areas as illegal access to computer systems, networks, files, copyright, and harassment issues. Students are expected to abide by the IW Computer Networks Users Agreement.

First priority for use of computers is accorded to IW students, faculty, and staff. Occasionally the lab may be reserved for classes. At times, the demand for library computers exceeds availability. Students are asked to be sensitive to the needs of others and limit unnecessary usage during times of heavy demand. Use of computer equipment for recreational purposes such as game playing deters others from using workstations for educational purposes and makes the library less conducive to study. Librarians may intervene to ensure optimal access to computers for educational purposes.

Due to the public nature of the library, individuals should demonstrate respect for individuals' rights to privacy and freedom from intimidation or harassment. Please be sensitive to the fact that some on-screen images, sounds, or messages create an atmosphere of intimidation or harassment for others. The librarians may take steps to maintain an environment conducive to study and research.

## **Food and Beverages**

Beverages in spill-proof containers are permitted in all areas of the Library. Please use extra care in handling beverages in the Computer Labs to avoid damaging any equipment. Using electronic cigarettes ("vaping") or tobacco products of any kind is prohibited.

Located on the main level of the library, the Chadwick Café offers Starbucks Coffee, soft drinks, and a variety of baked goods for snacking. Students may use cash and Munch Money.

## Reference Help

Call the Reference Desk at 319.385.6318 during Reference Desk hours to speak directly to a Reference Librarian. Librarians will answer reference questions by telephone when possible and appropriate, but if students have an involved, complicated research project, staff may ask the student to visit in person or send an email. Students who are physically present in the Library will be given priority over telephone questions. Email the Reference Desk at [reference@iw.edu](mailto:reference@iw.edu) to ask questions about research. The mailbox is checked every weekday and responses are usually sent within 24 hours. During regular semester hours, reference assistance is available at the Reference Desk during the following hours:

Monday-Thursday: 8AM – 10 PM

Friday: 8AM – 5PM

Sunday: 6AM – 10PM

Students can make an appointment with a reference librarian for a personalized session.

## Borrowing Privileges

Members of the IW community with a valid student ID are welcome to borrow circulating books and media from the Library. A current IW ID that has been validated at the Circulation Desk is required for checkout. Most books may be borrowed for three weeks. Pamphlets, children's literature and curriculum library materials circulate for one week. An after-hours book return is located in the front entry.

## Renewals

Books may be renewed in person or by phone at 319.385.6317. Books may be renewed for one renewal period, unless a hold has been placed on the item. Please have your student ID number ready when renewing by phone.

## Requests

You may place a request for a book that is currently checked out and it will be held for you when it is returned.

## In-house Use of Media Materials

Videos, films, and DVDs may not be checked out of Chadwick Library, but may be viewed in one of the Library rooms. Contact the Circulation Desk either in person or by phone at 319.385.6317 to arrange space and time.

## Overdue and Lost Books

Books that are overdue are charged a 50¢ per day overdue fine. There are also charges for

lost books. Students having overdue library books will receive three overdue notices. Borrowing privileges are suspended until materials have been returned and fines are paid. Items are considered lost after the third overdue notice. Patrons are then charged the replacement cost, fines and a \$5 processing fee for each item.

## **Reserve Readings**

Faculty may put readings on reserve so that everyone in a class has the same opportunity to read the texts. Reserve materials are located at the Circulation Desk. Checkout time for reserve materials can vary at the discretion of the professor, but in general, reserve books and articles may be used for two hours at a time inside the Library. Some reserve materials may be available for overnight checkout. Overnight reserve materials may be checked out two hours before closing and are due two hours after the Library is open. The fine is 50¢ for each overdue hour.

## **Interlibrary Loans**

Once you have identified items that you need that are not available in Chadwick Library, use the Resource Sharing Tab to request the item via Interlibrary Loan. Students will be notified when items arrive and can pick it up at the Circulation Desk. A student ID must be presented in order to receive the materials.

## **COMMUTER LOUNGE**

A lounge for commuters to use for study and relaxation is located in Rm 210 on the second floor of the Science Hall. This area is a good place to meet fellow commuter students. The phone number for the lounge is 319.385.6484. A refrigerator and a microwave are in the lounge, as well as lockers and vending machines. See any Commuter Club officer concerning rental of lockers. You must furnish your own lock.

## **IDENTIFICATION CARDS**

All full-time students are issued a permanent IW identification card. **Students are required to carry their ID at all times when on campus and present it upon request.**

This card serves as official identification of student status, allows for admission to athletic and fine arts events and also allows for entrance to the University dining hall for those students who have meal plans.

1. The replacement fee for an ID card is \$20.
2. If an ID card is lost, a replacement can be secured from Information Technology Services, 124 Science Hall.
3. ID cards must be presented on verification day each semester, to be validated for the current semester.

## **SOLICITATION AND ADVERTISING**

No commercial, political, religious, or nonprofit solicitation or advertising originating off-campus

is permitted in University facilities, including but not limited to residence halls, Student Union and Howe Student Activity Center. Advertising may be permitted with prior approval from the Office of Student Development. Unapproved advertising will be removed and solicitors will be asked to leave. The marketing of alcoholic beverages and tobacco products and/or events that promote the use of alcohol is prohibited on the Iowa Wesleyan campus and grounds.

## **MOTOR VEHICLE REGISTRATION & REGULATIONS**

University parking areas and their maintenance and control are under the jurisdiction of the Physical Plant.

### **Handicapped & Other Designated Parking Zones**

The University maintains twenty-eight handicapped parking spaces. Access to handicapped parking spaces is regulated through the State of Iowa. University officials and local police authorities may ticket violators in these spaces. The violation charge is \$100.

Only city officials are eligible to deal with tickets given by local police.

Cars may be towed away at the owner's expense for these reasons:

- Cars parked in yellow zone, emergency point or fire lane.
- Cars that damage University property.
- Cars left abandoned during the summer.
- Cars that have received three previous violations within any academic year.
- Cars determined by local law enforcement to be a hazard to the public.

## **CLERY ACT INFORMATION**

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, all interested persons are entitled to request and receive a copy of the Iowa Wesleyan University Annual Security Report. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Iowa Wesleyan University; and on public property within, or immediately adjacent to and accessible from, the campus. You can obtain a copy of this report by contacting the Office of Student Development or by visiting the IW Web site: [www.iw.edu](http://www.iw.edu).

## **CRISIS RESPONSE PROCEDURES**

The intention of the University in a crisis situation is to ensure our efforts work towards the immediate safety and security of the individual lives of Iowa Wesleyan University students, faculty, and staff as our first priority, as well as to protect the assets of the University. The following information provides important direction for students impacted by such a crisis situation occurring at the University or in the general area. Every student should familiarize him/herself with the emergency procedure, evacuation routes and designated gathering locations in buildings in which they live, attend classes, or frequently use. Students should be

prepared to assess individual situations quickly and thoroughly, and use common sense in choosing a course of action. Students should evacuate to designated areas in an orderly manner and otherwise comply with directions from University staff and emergency personnel as circumstances warrant.

## **IW Campus Alert**

The safety of every member of the University is of paramount importance. To continue providing a safe and secure environment, students are encouraged to register for IW Campus Alert, a mass communication system that communicates emergency and crisis information rapidly with all registered members of the campus community. Once registered, registration will remain active until the expiration date determined by the registrant (or graduation, whichever comes first). IW Campus Alert allows all registrants to receive University Alert notices within seconds of a message being sent. Communication may be received through SMS messages, emails, and phone calls / voicemail. To register, follow the link below. Additional instructions are sent during the first few days of each semester. FOLLOW THE LINK below.

<https://www.e2campus.net/my/iw/index.htm>

Important things to Note:

- 1.) You can register multiple SMS devices, emails, and phone numbers. This means you can enter parent and/or spouse phone numbers and emails so your loved ones can be informed of emergencies or crises as quickly as you are through official University communication.
- 2.) Parents and Spouses are not eligible registrants. Again, you can register phone numbers and emails of your parents or spouse under your account so they have no need to register.
- 4.) IW Campus Alert won't flood your devices with SPAM or information you deem unnecessary. This system will only be activated to test the system or in times of crisis or emergency.
- 5.) Registration and system use is built into the cost of attendance. (standard text messaging rates apply)

## **Communications**

In the event of a crisis situation, the University Crisis Management Team (UCMT), in conjunction with the University President, directs the response of the University. Individuals making the discovery of such a situation should first move to a safe location and then contact the Student Development Office at 319-385-6256 during business hours or call 911. Student Development will contact the UCMT and summon the necessary University and outside resources required to respond to the situation.

Crisis information is generally communicated by either a fire alarm (indicating the need to evacuate a given facility), community tornado siren (indicating the need to seek shelter from approaching storm), or by an IW Campus Alert (electronic communication [email, phone call, text message] often indicating the need to perform a Shelter-in-Place or other required response). Crisis information may also be communicated through website based announcements. Communication with parents, when appropriate, is typically conducted by personal telephone or on the University website ([www.iw.edu](http://www.iw.edu)).

Media communication procedures and responsibilities are detailed in other parts of the University Crisis Management Plan. The individuals designated are the only persons authorized to speak with the news media.

For events that are affecting or may impact normal University operations, it is likely IW Campus Alert will be activated but if you are not aware of affects, contact the University switchboard at (319) 385-8021 or (800) 582-2383 or visit the University website: [www.iw.edu](http://www.iw.edu).

## **ACTIVE SHOOTER / HOSTILE INTRUDER / EMERGENCY LOCKDOWN**

Active shooter events cannot be predicted to follow any pattern. The ALICE program is a proactive response to a man-made threat. The purpose of ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training is to prepare individuals to handle the threat of an Active Shooter. ALICE teaches individuals to participate in their own survival, while leading others to safety. Though no one can guarantee success in this type of situation, this new set of skills will greatly increase the odds of survival should anyone face this form of disaster ([www.alicetraining.com](http://www.alicetraining.com)). Over 1,600 police departments, 1,600 K-12 schools, 400 higher education institutions, 600 workplaces, and 200 healthcare providers which numbers over 1 million ALICE educated people, have been trained in ALICE and operate under those guidelines ([www.alicetraining.com](http://www.alicetraining.com)). Iowa Wesleyan University is employing the ALICE program to address hostile intruders / active shooters.

The ALICE acronym stands for:

**A** - The purpose of **ALERT** is to notify as many people as possible within the danger zone that a potentially life threatening risk exists.

**L** - The purpose of **LOCKDOWN** is to secure in place, and prepare to EVACUATE or COUNTER, if needed.

**I** - The purpose of **INFORM** is to continue to communicate the intruder's location in real time.

**C** - The purpose of **COUNTER** is to interrupt the intruder and make it difficult or impossible to aim. This is a strategy of last resort.

**E** - The purpose of **EVACUATE** is to remove yourself from the danger zone when it is safe

to do so.

ALICE is intended to give people options. Every active shooter situation is unique and ALICE is not intended to be chronological in nature.

## Fire and Facility Evacuation

If a fire is discovered in any building on campus, the individual shall immediately pull the nearest fire alarm pull station, and exit the building. If there is no fire alarm nearby, notify 911 by phone, if able.

### Procedures

Evacuation orders may be given for various purposes. When an evacuation of a building is ordered, the evacuation will occur in an orderly and safe manner. All faculty, staff, and students are to assemble in designated assembly areas:

#### **BUILDING**

Chadwick Library  
Chapel  
Harlan-Lincoln House  
Hershey Hall  
Howe Activity Center  
John Wesley Holland Student Union  
McKibbin Hall  
Nemitz Suites  
Old Gymnasium  
Old Main  
P.E.O. Administration Building  
Pioneer Hall  
Physical Plant  
Sheaffer-Trieschmann Hall  
Science Building

#### **ASSEMBLY AREA**

Between the Chapel and Old Main  
Flag pole north of Howe Activity Center  
Grass field south of building  
West side of Union  
Parking lot, south side  
Flag pole north of Howe Activity Center  
Grass area on east side  
Grass area on north side  
Flag pole north of Howe Activity Center  
North side, in front of Hershey  
Lawn west of Nemitz Suites

In order to respond effectively in a crisis situation, students need to be aware of the location of fire pull stations, fire extinguishers, stairwell safe areas, and emergency exit routes. Additional guidelines:

- Become familiar with your general area, posted floor plans that identify escape routes, and designated exit locations. When the alarm sounds, prepare to evacuate immediately.
- When a fire alarm sounds, all occupants must evacuate the building in an orderly and timely manner (a constant tone means fire alarm, a pulsating tone indicates tornado warning).
- Do not panic, but walk quickly to the closest emergency exit.
- Do not use elevators.
- Do not use cell phones.
- Walk single file, to the right, through hallways and stairwells. Avoid unnecessary talking

and keep the lines moving.

- If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open it, and if safe, proceed with evacuation.
- Building managers should be the last occupants to leave the building to ensure that everyone has exited the building.
- Individuals requiring assistance in evacuation should proceed to stairwell entrance area and wait for assistance.
- Should an individual be unable to evacuate the building and have to remain due to circumstances beyond his/her control, the building manager will notify the arriving fire/police personnel of the individual's location and condition (e.g., handicap, wheelchair, injury, etc.)
- No one is to return to the building until given permission by University personnel.

## **Natural Disasters**

The University monitors weather events on an ongoing basis. Some ongoing or anticipated events will result in student notification via IW Campus Alert, email, broadcast voice, website posting, or general campus announcement. Issues of a more long-standing nature will be kept updated on the University website ([www.iw.edu](http://www.iw.edu)), click on CRISIS INFORMATION. When conditions are exceptionally hazardous, the University will cancel classes and notify students by IW Campus Alert, email, KILJ AM/FM 105.5 radio in Mt. Pleasant and KBUR 1490 AM in Burlington.

Remain indoors when weather conditions are dangerous.

## **Winter Storms**

Unless there is a specific announcement to the contrary, the University does not cancel classes for inclement weather and will remain open. However, it is up to the individual student to use his/her best judgment regarding safety when traveling to class.

The University will close before travel conditions become dangerous and will not reopen until such conditions are judged safe. Therefore, there are no special on-campus safety guidelines for students. Notification of closure will be sent to each student in one or many forms of communication which could include IW Campus Alert, University e-mail account, personal contact and postings in residence halls, public information systems (e.g., radio and television stations), and Website posting.

## **Tornadoes**

The City of Mount Pleasant will make every effort to provide appropriate warning alerts to the University should a tornado or other severe warning be issued by the National Weather Service.

Notification of a pending disaster will be announced via IW Campus Alert. The tornado siren is a pulsating sound (a steady sound indicates a fire alarm).

If severe weather conditions exist, the safest response is to seek shelter in a designated

area, monitor the weather by battery operated radio, and follow directions indicated below. The National Weather Service uses two labels specifically in reference to tornados:

**Watch** – Conditions are favorable for tornadoes or severe weather. Monitor weather radio and take action as needed.

**Warning** – Tornadoes have been spotted in the area and may be imminent.

Take shelter immediately by moving to the lowest level of the building you are in, and as far from doors and windows as possible. If a basement is not available, first floor hallways, closets, or restrooms without windows are generally the safest areas. Do not seek shelter in gyms, auditoriums, and other large open areas.

- Take cover under a sturdy object.
- Protect your head, neck, and face.
- Stay away from windows, glass, and items that might fall.
- Do not leave shelter until the all clear has been given by University personnel.
- There is not sufficient warning to close the University or to effectively protect physical assets. Therefore, no special effort should be made to protect physical assets. All attention will be directed towards life safety considerations and procedures.
- If you are outdoors or not at school, keep the following in mind:
- In a small building – go to the basement. If there is no basement, go to an interior room on the lowest level. Take cover under a sturdy object, covering your head, neck, and face.
- In a school, office, or shopping center, go to an interior hallway on the lowest level as far from windows and glass as possible.
- In a high-rise, go to an interior hallway on the lowest level possible. Do not use the elevator.
- In a car, if the tornado is near, get out. Tornadoes can move quickly and erratically.
- In the open, lie face down in a ditch or nearest low area and cover your head with your arms. This procedure is preferable to remaining in a car.
- Evacuate all mobile homes and temporary structures. Proceed immediately to a structurally secure building or follow directions above.
- In the event of temporary or longer need to relocate residential students, students will be directed to shelter on campus in a location identified by the Office of Student Development. Direction from University personnel will instruct students regarding location of the shelter and supplies that they should bring with them.

Specific locations to go to during a tornado warning are posted in each building and are as follows:

**Chadwick Library**—Proceed to the lower level of the library.

**Chapel** – Proceed to lowest level away from windows

**Hershey Hall**—Individuals in the art classrooms will be in the proper area during a tornado warning. They should congregate as near to the center of the building as possible away from the glass areas. Individuals on the first and second floors of Hershey Hall should attempt to reach the first floor main hallway of Hershey Hall. Room and office doors must be closed.

**McKibbin Hall**—Room doors leading to the hallways should be closed. All individuals should proceed to the nearest basement hallway. The recreation room area should be evacuated

immediately due to the amount of glass in the area.

**Nemitz Suites**—Residents should seek shelter in the basement of one of the nearby facilities or as directed.

**Old Gymnasium**—The basement of the gym serves as a temporary shelter for individuals in case of a tornado warning.

**Old Main**—Proceed to the ground floor of Old Main in the hallway. All room doors must be closed as well as the fire doors at the end of the hallways.

**P.E.O. Building**—Go to the lower level of the P.E.O. Building via the north or south entrance. Stay away from windows.

**Physical Plant**—Proceed to the basement.

**Pioneer Hall**—Proceed to the entryway of the building on the ground floor. Classroom doors must be closed.

**Science Hall**—Proceed to the basement of the Science Hall within the confines of the hallway itself. **Sheaffer-Trieschmann Hall**—Room doors leading to the hallways should be closed. All individuals should proceed to the nearest basement hallway. Stairwells with windows should be avoided, therefore use the interior stairwells of the building. The front lobby of S-T should be avoided due to the large amount of glass in the area.

**Student Union, Howe Student Activity Center**—Go to the basement of the Student Union. The entrance to the basement is near the north end of the building.

## Thunderstorms

Notification of pending severe storms deemed necessary to communicate will be announced through IW Campus Alert. If severe weather conditions exist, the safest response is to seek shelter in a designated area, monitor the weather by battery operated radio, and follow directions indicated below.

The National Weather Service uses two labels specifically in reference to thunderstorms:

**Severe Thunderstorm Watch** – Severe thunderstorms are possible in the area.

Remain alert for approaching storms. Monitor weather radio and take action as needed.

**Severe Thunderstorm Warning** – Severe thunderstorms are occurring in the area or are indicated by weather radar. Tornadoes occasionally develop in areas where a severe thunderstorm watch or warning is in effect.

Lightning strikes pose one of the greatest thunderstorm related risks. Observe the following guideline if lightning is occurring or is about to occur:

- Avoid water fixtures, telephone lines (lightning can travel through phone lines), computers or any electrical conducting materials.
- Do not carry or go near anything made of metal. Lightning is attracted to metal.
- Stay inside buildings and off University grounds. University buildings are designed to withstand significant damage resulting from thunderstorm, wind, rain, hail and lightning strikes.
- If you are outdoors or not at school depending on your location, keep the following in mind:
- In a building, follow the above stated guidelines.

- In an open area, go to the nearest ditch or low area and drop to your knees. Do not be higher than your surroundings (lightning normally strikes the highest object in the area of discharge).
- In a wooded area, go to a low area of small trees/bushes. Do not go under a large tree that stands alone. Lightning can be attracted to it because of its height relative to the surroundings.
- Stay away from metal – farm equipment, vehicles, golf clubs, wire fences, etc.
- If you are inside a vehicle during a thunderstorm, remain there. If a tornado develops, get out of the vehicle as soon as you can. Seek shelter in a building, or lie flat in a ditch. Do not climb under an overpass. If you feel your hair standing on end, drop to your knees; bend forward placing your hands on your knees. Do not lie flat on the ground.
- Be aware that winds in a severe thunderstorm can reach 100 mph.

## **International Students & Crisis Situations**

In the event a crisis situation requires students to be relocated to temporary shelter and attainment of the following is possible without increasing safety risks, certain steps must be adhered to by international students studying at the University. It is not advised to attempt to retrieve documents you don't have with you in the case of an immediate crisis and evacuation situation.

**Documents** – Remember to take these important documents with you:

- Passport
- Visa
- I-94
- SEVIS-issued I-20 or DS 2019
- Plane tickets
- Social Security Card, if possessed
- Financial records, checks, credit cards

Contact info for Iowa Wesleyan University: If displaced, international students should contact the University to report their safety and location and to receive instructions of what to do. Specific directions for such contact will be found on the University website [www.iw.edu](http://www.iw.edu) and/or students may contact the International Programs Advisory via email at [Maria.Metcalf@iw.edu](mailto:Maria.Metcalf@iw.edu) or via phone at (319) 385-6205.

Contact information for SEVP – If you cannot contact your designated school official (P/DSO), you must contact SEVP to let them know where you are and how they can reach you. Check the website at <http://www.ice.gov/sevis> for information and guidance, email to [SEVIS.source@dhs.gov](mailto:SEVIS.source@dhs.gov) or call toll-free (800) 961-5294 to report location and contact information.

Decision to transfer – Should you ultimately decide to transfer to a different school you will need to check the SEVP web site at <http://www.ice.gov/sevis> or call (800) 961-5294 to determine if your new intended school is on the list of certified schools.

# Sodexo Food Services

## MEAL PLANS & ENTRY TO THE DINING HALL

All residential students enrolled at IW are required to purchase a Marquis meal plan to eat in the University dining hall. Students with special dietary needs prescribed by a physician should consult with the General Manager of Food Service. The University will attempt to give special consideration to those students whose recognized religion requires a special diet.

Students with meal plans will have a bar code placed on their Iowa Wesleyan ID card. This access system allows your entrance to the dining hall according to your meal plan. Students must present their ID card in order to eat in the dining hall. There will be no admittance without a current bar code/student ID card.

## DINING HALL

The dining hall is located upstairs in the Student Union. Meals in the dining hall include traditional entrees, fast foods, pasta bar, salad bar, desserts, ice cream, beverages, etc. These meals are "all-you-care-to-eat." For faculty, staff, students, and visitors not on a meal plan, costs of meals are as follows:

- Breakfast \$5.00
- Lunch \$6.00
- Dinner \$7.00
- Saturday and Sunday Brunch \$6.00
- Saturday and Sunday Dinner \$7.00

## 2016-2017 Dining Hall Hours

Continuous Service - Options include salad, deli sandwiches, daily specials, fresh fruit, ice cream, breads and desserts

Hot Breakfast (full service platforms open):  
Monday - Friday: 7:30 a.m. - 8:30 a.m.

Brunch (full service platforms open):  
Saturday - Sunday: 11:00 a.m. - 1:00 p.m.

Lunch (full service platforms open):  
Monday - Friday: 11:30 a.m. - 1:15 p.m.

Dinner (full service platforms open):  
Monday - Friday: 5:30 p.m. - 7:00 p.m.  
Saturday - Sunday: 4:30 p.m. - 6:30 p.m.

## **Retail Dining**

Monday - Thursday: 9:00 a.m. - 9:00 p.m.

Friday: 9:00 a.m. - 3:00 p.m.

Saturday - Sunday: Closed

All hours are subject to change

# **Student Organizations & Activities**

## **MEMBERSHIP QUALIFICATIONS FOR ORGANIZATIONS**

Student organizations at Iowa Wesleyan University offer a variety of involvement opportunities. Groups focus on special interests, professional organizations, religious groups and so much more! Students can explore new interests or feed their passion in the existing organizations. If there is not something you like then form a new organization.

Individual organizations and/or activities may establish minimum standards for eligibility (for example, minimum grade point average.) All organizations are expected to use non-discrimination selection practices, including those based on race, creed or national origin.)

## **ATHLETIC ACTIVITIES**

Iowa Wesleyan's program of intercollegiate athletics is organized and conducted as an integral part of the educational program. The University is transitioning its national affiliation to the NCAA (National Collegiate Athletic Association) Division III and is a member of the SLIAC (St. Louis Intercollegiate Athletic Association) and the UMAC (Upper Midwest Athletic Conference) for football. Iowa Wesleyan offers intercollegiate teams for women in basketball, golf, soccer, softball, and volleyball. Iowa Wesleyan offers intercollegiate teams for men in baseball, basketball, football, golf and soccer. All students, regardless of major, who might be interested in these sports at the intercollegiate level, are encouraged to participate.

## **CHEERLEADING**

Cheerleading is offered as a club sport at Iowa Wesleyan and managed by the Student Development Office. The purpose of cheerleading is to promote, create and uphold team spirit, pride and loyalty, develop good sportsmanship and relations in the community between teams and squads during events. The group promotes enthusiasm of spectators at athletic events.

## **INTRAMURALS**

The intramural program is designed to provide campus wide interaction and social

involvement among students, faculty and staff. To this end, it promotes competition, sportsmanship, a healthy lifestyle and most importantly fun. We offer various individual and team sports that have a competitive season, along with special “one time only” events. Intramurals include sports, as well as video and card games.

## **REC MEMBERSHIP**

The Rec Center is a community based organization in downtown Mt. Pleasant that offers exercise equipment, fitness classes, recreation space (gym), indoor track and indoor pool. At no additional cost, students are eligible for membership to the Rec Center. To secure a membership, visit the Student Development Office for details.

# **Student Organizations**

## **COMMUTER CLUB**

The Commuter Club promotes improved communication between the commuters and the faculty, administration, and residential students. Membership is open to any residential student or commuter student at Iowa Wesleyan University.

## **FRATERNITIES & SORORITIES (see Greek Life)**

### **GREEK LIFE**

#### **ALPHA XI DELTA SORORITY**

Alpha Xi Delta is a national sorority whose vision is “Inspiring women to realize their potential.” Therefore, they dedicate themselves to helping members maximize their own strengths and talents while offering a sisterhood that is meaningful, genuine and fun.

#### **THETA SIGMA RHO**

Theta Sigma Rho is a local sorority founded by Iowa Wesleyan University Women. This is a great opportunity to grow sisterhood and develop Greek life at Iowa Wesleyan University.

#### **ZETA PSI MU**

Zeta Psi Mu is a local fraternity founded by Iowa Wesleyan University men and focuses around four core values: Responsibility, Honesty, Hard work, and Community.

#### **Pi Delta Chi**

Our purpose in Pi Delta Chi is to promote sisterhood, to mature and progress into sophisticated and well-rounded women, to cultivate leadership, to contribute service within our community, and to eventually be established as Pi Beta Phi; a National Pan-Hellenic Sorority.

## HOMECOMING COMMITTEE

The purpose of this group is to plan and execute activities that capture the traditions of Homecoming at Iowa Wesleyan University.

## HONORARY SOCIETIES

Upon invitation, honorary societies are open to students with outstanding academic records. Each honorary society has its own academic requirements for membership. The following honor societies have chapters on the Iowa Wesleyan University campus:

**Beta Beta Beta** is a national biological honorary society for students and biology majors of high scholastic standing, dedicated to improving the understanding and appreciation of biological study.

**Sigma Tau Delta** advances the study of the chief literary masterpieces, encourages worthwhile reading, promotes the mastery of written expression, and fosters a spirit of fellowship among students specializing in the English language and literature ever keeping in mind our international motto: Sincerity, Truth, Design.

## ORIENTATION CREW

The purpose of this group is to welcome new student and their guests to Iowa Wesleyan University during summer and fall New Student Orientation.

## PROFESSIONAL ORGANIZATIONS

A wide variety of organizations make it possible for every student to find friends and activities to fit his/her own interest and aptitudes. These are:

**American and Iowa Choral Directors Association-** For students interested in choral music.

**Behavioral Science Club**—open to Psychology and Sociology majors and others with an interest in society and its workings

**NAfME**-National Association for Music Educators - open to any student interested in music education

**Student Nursing Association**—open to students enrolled in the nursing program or interested in healthcare.

## REAL†TALK (STUDENT BIBLE STUDY)

IW Students who come together to read and discuss God's word, Bible Study takes place on Tuesday at 8pm.

## STUDENTS TODAY ALUMNI FOREVER (S.T.A.F.)/ROTARACT

The association made up of current students acts as an extension of the Alumni Office to create awareness of students and alumni activities on and off campus, thereby strengthening the relationship between the University, its alumni, and the community.

## **STUDENT AMBASSADORS**

The IW Ambassadors assist Admissions by welcoming prospective students and parents to campus.

## **STUDENT ATHLETE ADVISORY COMMITTEE**

The purpose of SAAC is to generate a student-athlete voice within the institution and conference; to review and respond to proposed NCAA legislation; to actively promote Iowa Wesleyan University athletics; to promote a positive student-athlete image; to increase fan support at athletic contests; and to support the campus and conference community through community outreach efforts, with a primary focus on the NCAA Division III SAAC and Special Olympics partnership.

## **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The purpose of the Student Government is to coordinate the interests and activities of the student body and share in the responsibilities of University governance as it directly affects student life.

## **STUDENT UNION BOARD (SUB)**

The Student Union Board promotes student activities on campus, igniting your social life! SUB brings a wide variety of performers to campus such as musicians, magicians, hypnotists, speakers, comedians and much more. The group coordinates events like Bingo, Wesleyan's Got Talent, \$2 Movies, Casino Nights and the list goes on.

## **TIGER FIT**

Tiger Fit presents beginner to advanced, individual and small group, aggressive and competitive cross training fitness sessions. Tiger Fit is for those who wish to enhance more challenging fitness goals. Tiger Fit begins with body and weight training with a focus on technique.

# **Where to Find Help**

### **Office of Academic Success and Inclusive Support (OASIS)**

Chadwick Library,  
top floor..... 319.385.6334  
*Learning and study skills, tutoring services, CAAP test preparation, time management, note taking, reading and writing skills, test taking strategies and assistance with learning difficulties*

### **Adult and Graduate Studies**

P.E.O. Building, Main Floor.....319.385.6245

### **Athletic Director**

Howe Student Activity Center, second floor.....319.385.6332

*Athletic Event Schedules, Eligibility questions, and gym rental*

**Business Office**

Chapel Foyer.....319.385.6208  
*Billing questions, payments and payment arrangements*

**Career Development and Internships**

Memorial John Holland Student Union, First Floor..... 319.385.6375  
*Career research, salary information, employment postings, graduate school planning, testing and application assistance, job search assistance, interviewing, resumes and cover letters, interest inventories, personality tests, major identification, business etiquette and professional attire.*

**Counseling Services:**

Memorial John Holland Student Union, Second Floor..... 319.385.6483  
*Individual Counseling and skills development*

**Financial Aid Office**

Chapel, Lower Level.....319.385.6242  
*Loans(federal and private), scholarships and grants (federal, state, local, institutional, and private), and work study positions (federal and institutional)*

**Human Resources**

Chapel, Lower Level.....319.385.6209  
*Employee paperwork for work study positions*

**Information Technology Services (ITS)**

Science Hall, First Floor.....319.385.6250  
*Wifi connectivity, Student ID Cards, Email and Student Portal assistance*

**Library Service**

Chadwick Library .....319.385.6316  
*Archives, book circulation, computer labs, interlibrary loan, online catalog, reference services*

**Mail Room**

Memorial John Holland Student Union, First Floor.....319.385.6228  
*Postage, packages, general mailing needs*

**Registrar's Office**

P.E.O. Building, First Floor.....319.385.6227  
*Class schedules, grades, permanent records, petitions for academic variances, registration, transcripts*

**Office of Student Development**

Memorial John Holland Student Union, First Floor.....319.385.6256  
*Residence Life, Student Conduct, Student Organizations, Student Activities, Greek Life,*

*Student Records, Counseling, Room reservations for special events and Security.*

### **Office of Title IX**

Memorial John Holland Student Union, Off. of Student Development, First Floor...319.385.6256  
*Attends to all matters of Title IX including sexual misconduct and harassment.*

# **Student Development & Related Services**

## **CAREER DEVELOPMENT**

The Office of Career Development & Internships assists students throughout their university experience in assessing personal interests, exploring careers within a chosen major, developing job search skills and materials and exploring graduate school and employment opportunities.

A trained career counselor will guide and support students as they prepare for the transition from university to career. One-on-one assistance is available to assist students with assessing career interests, resume and cover letter writing, job searching skills, interview preparation, utilizing online resources, networking and graduate school applications. Free handouts are available on a variety of topics. Programs on dining etiquette and networking with professionals are also held throughout the year. Individual appointments may be scheduled at the office for one-on-one support and guidance through the self-assessment and job search process.

A career resource library is available within the center for students to access career and job-related information. Free materials on careers, job search tools, interview preparation and graduate school are also available for students.

Iowa Wesleyan Office of Career Development & Internships is a member of the Iowa College Recruiting Network (ICoRN) whose mission is to enhance career opportunities for students by providing innovative and efficient services that connect students with employers. Membership with the network allows students at Iowa Wesleyan University to participate in events such as Career Fairs and Interview Days. These events are selective and sponsored through joint efforts of career services offices at independent colleges and universities throughout Iowa.

For more information on the office and services provided, contact the director at 319-385-6375 or visit the office on the second floor of the Holland Student Union. Hours are 8:00 AM to 5:00 PM, Monday through Friday. Information can also be accessed on the Iowa Wesleyan University website.

## **MAIL OPERATIONS**

All students living on campus are assigned a mailbox in the Student Union Building. Students are expected to pick up their mailbox key at Mail Operations at the beginning of the school year and return it at the end of the school year. A \$25.00 fee will be charged for all lost or non-returned mail keys. U.S. mail, official University notices and inter-campus mail are placed in mailboxes. If you receive a package you will be notified by email and may pick it up at the Mail Operations window. US mail, Fed Ex and UPS make daily deliveries/pickups Monday – Friday. Mail can be post marked and packages may be picked up at Mail Operations from 9:00am-4:00pm, Monday-Friday.

## **COUNSELING SERVICES**

During our lives we all experience change. At times this change is orderly and understandable. At other times it can be rapid and chaotic. Understanding, coping, and planning for changes in our lives are not always easy. Many students face normal developmental concerns and academic pressures while in college, and, at times, they may feel acute anxiety, anger, sadness, or depression. For these challenges, as well as for more serious crises, it is helpful to gain the perspective of an unbiased person. Free and confidential counseling and skill development assistance is available to IW students by a professional in the human services field. Students can check with the Office of Student Development for referral and/or contact information, or email [counseling@iw.edu](mailto:counseling@iw.edu), or call 319-385-6483 and leave a confidential voicemail.

## **OFFICE OF STUDENT DEVELOPMENT**

This office is responsible for coordinating the efforts of Residential Life, Student Activities, Student Conduct, Career Services, Counseling, Campus Ministry, International Programs, Service Learning, Internships, Intramurals, and the Student Government Association. Call us at 319.385.6256 if you have other concerns where we may be of assistance.

## **CAMPUS MINISTRY**

At the heart of the IW Campus Ministry are the students. #RealTalk is a group of faith-based students that meet and fellowship regularly, study the Bible and topics of interest to them. Fellowship of Christian Athletes (FCA) is the largest sports ministry in the world and here at IW we have a “Hudd” which meets regularly. FCA focuses on what brings us together as Christians, not what separates us by denomination. For more information contact the Student Development Office at 319-385-6256.

# **Residential Life Information & Policies**

## **RESIDENCY REQUIREMENTS**

Iowa Wesleyan University is firmly committed to the philosophy and practice of a residential University. We believe that the opportunity to live and study in community is a primary and essential element of such a philosophy. The University stresses a campus living environment of civility and respect that fosters student learning and success. To this end, all full-time unmarried students who do not live with parents at their primary residence within 30 miles (Enrolled Students before Fall 2015) or 60 miles (Students enrolled Fall 2015 or later) of campus are required to live in University residential facilities. Exceptions to this residency requirement may be made for students 23 years of age and older on the first day of classes in the Fall semester, students living with dependent children, military veterans with at least two years active military duty, and students fulfilling their student teaching requirements if placed beyond a reasonable driving distance.

An off-campus housing application should be submitted to the Director of Residential Life if you meet the off-campus consideration criteria and have a desire/need to live off campus. Applications are available in the Student Development Office.

Verification of met criteria is a critical component to approval. Parent(s)/guardian(s) of the student requesting to live at home must certify that their student meets that criteria and is, therefore, eligible to reside off-campus. If the University discovers that the student is residing off-campus but does not meet one of the above criteria, the University reserves the right to bill for room and board. Students living off-campus without approval are also subject to referral to the Student Conduct process.

Students who live off campus typically have a reduction in their IW financial aid. Before making a decision to live off campus, students should talk with the Director of Financial Aid to determine how it could impact their aid package.

### **Class Credit Requirement**

While University housing is normally restricted to full-time students, part-time students may request permission to live in University housing on a case-by-case basis. Please contact the Office of Student Development for inquiries.

**Residency Age Limit** Students aged 23 and older are typically not allowed to reside in campus housing. Students over 23 who wish to reside on campus must gain permission by contacting the Office of Student Development.

**International Student Residential Requirement** The experience of spending a semester or more in the United States is significantly enhanced by a full immersion in the campus experience. Therefore, it is IW policy that all international students will live in our residence halls, where they will interact with domestic students and participate in many University activities, exposing them to the breadth of American culture and life. International students will be expected to live in the residence halls for their entire enrollment at IW.

## **IMMUNIZATION POLICY**

**Documented proof from a medical practitioner of the following immunizations and tests must**

**be received by the Office of Student Development before a student will be permitted to move in to an IW residence:**

1. Proof and date of having had measles, mumps and rubella (MMR), - or-Provide documentation of immunization for two doses of MMR after 1980, or Written notice from your doctor that you should not receive MMR immunization at this time. Students unable to comply with one of the above (and born after 1956) must be re-immunized at the student's expense.
2. Students are also required to have completed a Mantoux skin test for tuberculosis within a year prior to their arrival on campus and must provide verification of any follow-up treatment if necessary. Health forms/documentation/waivers must be received at Iowa Wesleyan University before registration.

## **CAMPUS RESIDENCE FACILITIES**

Each campus residence facility provides each student room with basic cable TV and Internet access. Each student is provided a bed, dresser, desk, chair, and closet.

### **McKibbin Hall**

McKibbin Hall is a three-story traditional residence hall which houses up to 200 men. Residents enjoy a recreation room with pool table, a large outdoor patio and yard area. McKibbin's first floor lounge is air-conditioned and equipped with lounge furniture and a flat-screen TV. The lower lounge is used for active kinds of recreation and includes a pool table, foosball table, and ping pong table.

### **Nemitz Suites**

Nemitz Suites offers 32 upper class students apartment-style living right on campus. Each air-conditioned suite is fully furnished and offers each resident their own private bedroom. Each suite houses four students, has two bathrooms and a kitchenette with a full-sized refrigerator and microwave.

### **Sheaffer-Trieschmann Hall**

Sheaffer-Trieschmann (S-T) Hall is a three-story traditional residence hall, housing 248 women. S-T features Basement North Meeting Room which is perfect for studying or group meetings and has a kitchen and TV. The Lobby Basement is used for recreational purposes and is equipped with a pool table, ping pong table, exercise equipment, vending machines and TV.

## **RESIDENT ASSISTANTS**

The Resident Assistant (RA) is an important student leadership role within the residence halls. These are carefully selected and trained students who assist residents in a variety of ways. The primary role of the RA is to help facilitate a floor community that fosters student success.

The RA's serve as an information source to students, and aid in the transition to Iowa Wesleyan. They plan floor programs and activities where residents can get to know each other, have fun, and support their educational experience.

## **RESIDENCE HALL DIRECTORS**

The Residence Hall Director (RHD) is an important role within the residence halls. RHDs are full-time professional staff members who live and work within the residence halls. Their primary roles include supervising RAs, providing leadership to the building, enforcing the student code of conduct, and being a resource to students.

## **AIR CONDITIONED ROOMS IN S-T AND McKIBBIN**

These rooms are very limited. Students requesting an air conditioned room must provide physician- documented medical need. Even with documented need, an air conditioned room may not be available. Students may not bring their own air conditioners. To offset the additional costs to the University for such usage, students in air conditioned rooms will be charged \$100 per semester, per student in the room.

## **ALCOHOL POLICY**

Regardless of age, students are not permitted to possess, consume, or distribute alcohol on campus, including in residence halls or at any IW sponsored events.

Drunken behavior is unacceptable as it does not align with the mission and values of Iowa Wesleyan University.

Students found in violation of the alcohol policy, specifically in possession of alcohol, will be required to dispose of all alcohol present during an incident at the time of the incident.

### **Zero Tolerance:**

Being in the presence of alcohol, regardless of possession or consumption, is considered a violation of the alcohol policy.

If a student will not comply with a directive to allow a search, an alcohol sanction will be applied.

See "Code of Conduct, Section 18 for other IW policies regarding use of alcohol.

## **Alcohol Search Guidelines and Sanction Guidelines**

**Residence Life staff will search a room for alcohol when one or more of the following criteria is present:**

- Visible alcohol
- The smell of alcohol
- Intoxicated behavior
- Someone is vomiting or showing other signs of alcohol poisoning
- Noise, sounds, language associated with alcohol
- A reliable complaint of the presence, consumption or distribution occurring

**A search of alcohol consists of looking in the following locations within the room/suite:**

- Student rooms
- All refrigerators
- Closets
- Bathrooms
- Under beds
- Any other location deemed necessary for review by a Residential Life staff member.

**Alcohol Sanctions:**

Recommended Sanctions include but are not limited to:

First violation: \$100 and Education

Second violation: \$150 and Education

Third violation: \$200 and a possible room change or removal from campus housing.  
See residence hall contract termination for additional information.

Communication with Parents / Legal Guardians and athletic coaches is always possible due to concerns of health and safety associated with alcohol consumption.

**Alcohol and Other Drugs Intervention and Treatment Policy**

The policy of Iowa Wesleyan University reflects the belief that alcohol and other forms of drug addiction are serious illnesses which are usually preceded by a history of substance abuse with inappropriate and destructive behavior patterns. In view of this, the University is committed to assist any member of the student community whose behavior shows signs of alcohol/drug abuse or addiction.

This policy is established to provide the means for the University to identify and refer students who suffer from alcohol or other drug abuse or addictions to treatment alternatives.

Intervention is intended where alcohol or other drug use is a contributing factor in one or more of the following:

1. Disruptive and/or nuisance behavior
2. Excessive intoxication
3. Civil or criminal offenses
4. Destruction of property
5. Non-attendance at class
6. Deterioration of academic performance
7. Sexual assault or harassment in which alcohol or other drug use was a factor

Where alcohol or other drug abuse is suspected, any interested party having first-hand

knowledge of the situation or event in question may refer the student to the Office of Student Development, wherein an informal assessment on the merits of the referral will be made. If the assessment suggests further action, every effort will be made by that office to encourage voluntary cooperation on the part of the student with the intervention and assessment processes recommended by the University. Should treatment alternatives be proposed by professional/evaluation staff, the University would make every effort to encourage voluntary cooperation on the part of the student.

Students, who by their behavior, are uncooperative, or who so request, will be granted an informal hearing to review the assessment recommended by the Office of Student Development. The hearing, should it be required, will focus on the specific behavioral and/or "use" problems that have been observed and reported. The student will be given an opportunity to respond to these reports, after which the Vice President for Student Development or his designee (Assistant Dean of Students) will make a final decision as to whether a formal assessment/evaluation for substance abuse by a substance abuse professional is required.

The student's failure to attend the hearing, or to follow through with the formal assessment/evaluation (if so required) or any subsequent treatment recommendations made by a substance abuse professional, will result with the student being withdrawn from classes at Iowa Wesleyan.

Re-entry into the University will be permitted only upon successful completion of substance abuse treatment and establishment of an ongoing recovery program such as Alcoholics Anonymous or Narcotics Anonymous.

When, in the judgment of a staff person, a student is transported for medical attention or monitoring in response to alcohol or other chemical use, the involved student will be responsible for any costs incurred.

## **Health Risks Associated with the Use of Alcohol and Other Drugs**

Alcohol is the most abused drug in society as well as on university campuses. Alcohol is directly involved in many injuries, assaults and the majority of deaths in people under age 25. Other commonly abused illegal drugs include marijuana, cocaine, stimulants, hallucinogens, depressants, narcotics, steroids and inhalants. Legal drugs such as caffeine, nicotine, over-the-counter and prescription drugs also have wide use and associated health risks.

Health risks of using alcohol or other drugs include both physical and psychological effects. The health consequences of drugs depend on the frequency, duration and intensity of use. For all drugs, there is a risk of overdose. Overdose can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need) or withdrawal (a painful, difficult and dangerous symptom when stopping use of drugs). Long-term chronic use

of drugs can lead to malnutrition, organic damage to the body and psychological problems. The risk of AIDS and other diseases increases if drugs are injected. The consumption of alcohol or drugs by pregnant women may cause abnormalities in babies. For more information about the risks associated with the use of alcohol and other drugs, individual may contact the Director of Student Engagement, or Counseling Services office.

## **APPLIANCES: CONCERNS & SAFETY**

The electrical systems in the residence halls are not designed to carry heavy loads of electrical equipment. All appliances must be UL approved and should not exceed a voltage of 110. Small microwaves and refrigerators not exceeding 4.3 cu. feet are permitted. A microwave is the only cooking appliance permitted in S-T and McKibbin Halls. See "Cooking in the Residence Hall" for appliances allowed in Nemitz Suites.

Space heaters, heat or sun lamps, halogen lamps, air conditioners, or open flame appliances, hazardous materials including but not limited to gas, propane, and other flammable chemicals, are not permitted under any circumstances.

Use of extension cords is permitted when only one item is plugged into it. You may use more than one appliance on a circuit if you use breaker-protected, multi-plug power strips. We encourage you to use surge protectors on all electronic equipment.

See "Cooking in the Residence Hall" and "Fire Safety" for additional safety guidelines.

## **BABYSITTING**

Students may not babysit in the residence halls.

## **BUSINESS AND SOLICITATION**

The University residence halls are intended as places of residence for students to support the pursuit of their educational goals. As such, they are not appropriate places for the operation of any type of business activity. Solicitation of residents by any individual or group is prohibited, and any violation of this should be promptly reported to the Residence hall staff person or the Office of Student Development.

## **BULLETIN BOARDS**

Bulletin boards are used as a prime method of communication. Each resident is responsible for knowing the contents of all official notices posted in the residence halls.

## **BREAKS**

Students who wish to remain on campus during Thanksgiving, Christmas and Spring Breaks must first request permission from the Director of Residential Life. A fee of \$20.00 per day will

be charged to students approved to stay for reasons not listed below.

- Your home is more than 500 miles from Mt. Pleasant
- You are an international student
- You are working on campus or participating in a University-sponsored trip, internship, student teaching (University advisor or supervisor must verify)

Sodexo Dining Services are closed during breaks.

Students are not to return early from break to the residence halls. If a student returns to their residence early, without prior approval from the Director of Residential Life, they are subject to disciplinary action.

## CHECK IN AND CHECK OUT/ INVENTORIES

**Check In** - Before students arrive, each residence hall room is inventoried by residence hall staff for furnishings and the physical condition of the room. Students must review the Room Condition Form with their RA and sign off on the condition of the room. Upon departure from the University, students must leave their rooms in the same condition as when they moved in. At the beginning of each school year the building card keys and room keys are distributed.

**Check Out** – Students are expected to check out within 24 hours after their last exam or when the building closes, whichever comes sooner. At the end of each semester, notices are posted with procedures for vacating rooms and returning keys. Before leaving campus, students must check out with their RA. Failure to check out with a RA will result in a \$25 improper check-out fee. Rooms and suites must be left clean and in good order. All bed components must be in the room. Charges may be assessed in situations where damages have been incurred over and above normal wear and tear, furniture is missing, or the room is not clean.

## COMMUNITY FLOOR MEETINGS

Each floor will hold a community meeting each month. Attendance at these meetings is mandatory.

## COMPUTER CONNECTIONS

Students can connect their WiFi devices to the University wireless network. Instruction can be found at <http://www.IW.edu/its/wireless/>.

**NO personal routers (wired or wireless) are allowed on campus. For gaming units and other electronics requiring a wired connection, contact Information Technology at [itsfrontdesk@iwc.edu](mailto:itsfrontdesk@iwc.edu).**

### Computer and Printer Labs

General purpose:	Science Hall 111 and 114, Chadwick Library first floor
Nursing:	Science Hall 315
Office of Academic Success and Inclusive Support (OASIS):	Chadwick Library second floor
Music:	Old Main 203
Design Center:	Hershey basement

## **CONDUCT DURING FINALS WEEK**

All residents are expected to move out of their residence hall within 24 hours of completing their last final, or by the time the building closes (whichever comes sooner). Those residents who violate residence hall policies during finals week will face immediate disciplinary action and may be asked to leave the hall immediately. The housing contract expires 24 hours after the completion of the student's last examination of the spring semester unless granted an extension by the Office of Student Development.

## **COOKING IN THE RESIDENCE HALL**

**Cooking is not permitted in residence hall student rooms, hallways, bathrooms or common areas. Small microwaves are the only cooking/heating appliance permitted in residence hall rooms.** Electric frying pans, water heaters, coffee makers, toaster ovens, electric skillets, deep fat fryers, George Foreman-type grills, toasters, rice cookers, slow cookers are not permitted due to odors and the extreme fire hazard they create. However, all of the above items, with the exception of a deep fat fryer, may be used in the ST Kitchen. Violations of this policy will result in appliances being confiscated and referral to the student conduct process.

Students who reside in Nemitz Suites may use cooking appliances listed above with the exception of deep fat fryers.

## **DAMAGES IN COMMON AREAS**

Students are responsible for extraordinary cleaning, damage and theft of University property within the residential community. Cleaning of, damage to and theft of furnishings from common areas within a hall or house for which individual responsibility cannot be determined may be apportioned among all members of the hall, floor or section as deemed appropriate by the residence hall staff.

## **DECORATING GUIDELINES**

Please see "Electrical Appliances-Concerns & Safety" and "Fire Safety" sections for more information. Decoration of public areas (including but not limited to outside of room doors, hallways, lounges, and bathrooms) shall be left to the discretion of the Residence hall staff person. Items considered offensive, harassing, or pornographic are not permitted and will be removed.

Alcohol containers and anything promoting illegal drug use or alcohol use, such as posters or beer signs, cannot be used for room, door or hallway decorations.

The recessed molding near the ceiling in S-T and McKibbin is to be used for hanging pictures and bulletin boards. The use of tape, staples, nails, tacks, etc., for fastening articles on the walls, doors, and furniture is not permitted. Violation will result in appropriate charges when either resident moves out of the room.

Fire regulations prohibit the use of any hangings or decorations made of flammable materials in residence hall rooms. Items such as parachutes, fish nets, wall and ceiling hangings, and loose carpeting are “fire-feeders” and are particularly dangerous. Halogen lights and live Christmas trees are fire hazards and are prohibited. Students who violate such fire regulations could be held liable in the event of fire and subsequent damage, injury, or death.

Painting of student rooms is not permitted without authorization from the Office of Student Development.

Students are asked to not overload outlets and are encouraged to use power strips with built-in circuit breakers instead of extension cords. Installation of electrical or antenna wiring beyond the student’s room will not be allowed. Unauthorized wiring or any situation resulting in damage, will be removed by maintenance staff. All expenses associated with this removal will be billed to the resident(s) of the room.

Clothes to dry can be hung on clothes bars in closets of lounge rooms only. Hanging clothes, plants, etc., on room and lounge curtain rods is not permitted.

## **DRUG POLICY**

The possession, use or distribution of any controlled substances, illegal drugs and drug paraphernalia are strictly prohibited on campus.

### **Zero Tolerance:**

Being in the presence of controlled substances or illegal drugs, regardless of possession or use, is considered a violation of the drug policy. Circumstances may warrant violations of the drug policy for also being in the presence of drug paraphernalia rather than possessing it.

If a student will not comply with a directive to allow a search, a drug violation sanction will be applied.

See “Code of Conduct, Section 19 for other IW policies regarding illegal drugs and drug paraphernalia.

## **Illegal Drug and Drug Paraphernalia Search and Sanction Guidelines**

**Residence Life staff will search a room for controlled substances, illegal drugs and drug paraphernalia when one or more of the following criteria is present:**

- Visible illegal drugs or drug paraphernalia
- The smell of illegal drugs (i.e. odor of marijuana)
- Intoxicated behavior
- Someone is vomiting or showing other signs of a serious drug reaction
- Noise, sounds, language associated with drug use
- A reliable complaint of the presence, consumption or distribution occurring

**A search of illegal drugs and drug paraphernalia consists of looking in the following locations within the room/suite:**

- Student rooms
- All refrigerators
- Microwaves
- Closets
- Bathrooms
- Under beds
- Any other location deemed necessary for review by a Residential Life staff member.

**Drug Policy Sanctions:**

Recommended Sanctions include but are not limited to:

First violation: \$150 and Education

Second violation: \$200, Probation, Education and possible removal from campus housing. See residence hall contract termination for additional information.

Third Violation: Mandatory Removal from Campus Housing and consideration for Suspension or dismissal from Iowa Wesleyan University.

Communication with Parents / Legal Guardians and athletic coaches is always possible due to concerns of health and safety associated with drug use.

Any violation of the drug policy will result in review of drug use and if deemed necessary and beneficial, a referral to a drug use intervention specialist and treatment plan. See Alcohol and Other Drugs Intervention and Treatment Policy for more details.

The University collaborates and cooperates with law enforcement agencies such as the Mt. Pleasant Police Department to enforce drug laws.

**EARLY ARRIVALS AND LATE DEPARTURES**

Students requesting to check-in or –out at times other than those designated, must do so, in writing, to the Director of Residential Life at least two weeks prior.

**ESCORT & GUEST VISITATION POLICIES**

IW’s visitation policy outlines the time and manner in which residents may host visitors in their rooms or other areas of the residence halls. The policies are designed to accommodate visitors in a manner that respects resident concerns for safety and privacy while ensuring an appropriate balance between academic and social needs within each residence hall community. This policy establishes expectations that all residents contribute to the development of our residence hall communities by demonstrating respect for themselves and others. At no time should the presence of visitors disrupt the floor and hall communities or supersede a roommate’s right to privacy.

**Visitation Hours**

Students are responsible for the conduct of their visitors at all times.

### **Overnight Visitation**

Overnight visitation of the opposite sex is never permitted.

**Same-gender Visitors** —Male residents may visit male residents and female residents may visit female residents at any time, as long as the visitation does not interfere with the privacy and study needs of roommates and other residents. Residents may host a maximum of two overnight guests of the same gender at one time, provided they have the approval of their roommate(s). No visitors are allowed to stay more than three consecutive nights in any one room or residence hall. There is no over-night visitation during official break periods.

### **Opposite-gender Visitors**

- 8AM-1AM Sunday to Thursday
- 8AM-2AM Friday and Saturday and when classes are excused before or after a weekend
- Overnight visitation of the opposite sex is never permitted.
- If a need arises for an overnight visitor of the opposite gender to stay on campus, the Office of Student Development may be able to accommodate that request by providing a vacant location in the appropriate residence hall to that visitor. This opportunity is not guaranteed, must be coordinated a minimum of 24 hours in advance during the business day (between 8 a.m. and 5 p.m.), and overnight residency charges may be applied.

### **Escort Policy**

**Iowa Wesleyan visitors:** Non-student visitors shall be escorted at all times in the residence hall. **Iowa Wesleyan students:** Visitors of the opposite sex must be escorted after 10PM.

- Men may not be in S-T and women cannot be in McKibbin after designated visitation hours.
- Students who are not residents of the building must have an escort in all common areas after 10PM.
- Residents are responsible for informing their guests of policies and notifying them when a policy is violated.
- No guests are permitted to stay in the building without the host present.
- Never agree to escort a person(s) you do not know personally because you will be responsible for them. This includes opening lobby doors to allow visitors to enter.
- Residents must never loan their residence hall card key or room key to another person for any reason. In addition, a student found in possession of a set of residence hall keys not issued in their name is in violation of the Code of Conduct.
- Any visitor involved in a Conduct Code violation, or whose behavior is construed to be reckless, inappropriate or threatening will immediately be asked to leave the residence hall.
- No one under the age of 18 is permitted without authorization from the Director of Residential Life.
- Failure to comply with Escort and Visitation Policies is considered a violation of the

Code of Conduct and may result in disciplinary action including the revocation of the host's guest privileges and/or revocation of a visitor's access to residence halls.

## **FIRE ALARM EQUIPMENT & FIRE EXTINGUISHERS**

Fire safety equipment (fire extinguishers, fire alarms, sprinkler system and smoke detectors) and evacuation/exit plans are installed in every building. Upon moving into a hall, become acquainted with the fire exit routes, locations of extinguishers, alarms, and hall evacuation routes and procedures. Tampering with fire equipment endangers the safety of others, is a violation of Iowa law, and will be considered a serious offense by the University. All tampering and/or damage to fire equipment will result in a fine of \$200 for the offender AND criminal action may be taken. Should the student have a legitimate need to discharge an extinguisher, this action must be reported immediately to a RA, and no fines will be assessed.

In all cases, should the individual responsible for the tampering come forward, the fine may be reduced to the cost of replacement as well as possible disciplinary and criminal action. There will be a minimum of two inspections of smoke detectors per year.

The fire alarm system in the halls exists for the safety of residents. When an alarm sounds, all residents are required to exit the building and remain outside until given the all clear signal by University staff. The alarms are connected to the City of Mount Pleasant, and any alarm initiates response from the city fire department. In the event a false alarm results in a charge from the city, the cost will be assessed to the floor or entire hall where the alarm was triggered, if the responsible persons are not identified.

## **FIRE SAFETY**

### **In the event of a fire:**

1. Please pull the fire alarm as you evacuate the building and call 911.
2. For a fire emergency, DO NOT try to extinguish the fire.
3. Disabled persons unable to evacuate in a timely and safe manner should go to the nearest safe room facing the street, shut the door, open a window and hang an article of clothing from the window. This will indicate your presence to firefighters.
4. All other persons should evacuate the building to the designated meeting area:

Sheaffer-Trieschmann Hall	North side, in front of Hershey
McKibbin Hall	Grass area on east side
Nemitz Suites	Grass area on north side

Also see "Fire and Evacuation", and "Appliances: Concerns and Safety", and "Cooking in the Residence Halls".

## **FURNITURE & RESIDENCE HALL PROPERTY**

Room furniture may not be removed from rooms. Furniture should not be arranged in any way that would directly block an exit. Removal of furniture or other University property from residence hall lounges, residence hall rooms, or common areas will be viewed as an act of

theft, and may be subject to criminal prosecution and referral to the student conduct system. Lounge, classroom, and other University-owned furniture/fixtures may not be removed to student rooms for personal use. If furniture is missing from the room at the end of occupancy, each resident of that room will be billed for replacement of each missing item.

## **HALLWAYS MUST REMAIN CLEAR**

State fire safety regulations stipulate that there shall be no combustible material in the hallways of the residence hall. It is imperative to keep hallways clear at all times for emergency exit purposes. Items found in the hallways will be confiscated and may result in charges to residents.

## **INCIDENT AND CONDUCT VIOLATION REPORTS BY RESIDENTS**

All residents are responsible for enforcing the rules and regulations of residence halls. Residents may file an Incident Report about another resident. To personally file an incident report, visit the Assistant Dean of Students in the Student Development Office.

## **KEYS: ROOM KEYS & CARD KEYS & OUTSIDE DOORS**

Residents are prohibited from loaning their residence hall card key or room key to another person for any reason. In addition, a student found in possession of residence hall keys or card keys not issued in their name is in violation of the Code of Conduct and referral to the Student Conduct process may occur.

Card key locks are located on all the primary exterior doors of the residence halls. The holder of the card key is responsible for individuals who enter the hall in their presence and for making sure that the door is closed and locked upon their entry to the residence hall.

Lost and found keys and card keys should be turned in to the Student Development Office or a residence hall staff member.

A fee of \$100 will be assessed if a student loses a card key or turns in a card key at check-out that was not assigned to him or her. A new card key will be issued at no charge if the card is broken and turned in to the Residence hall staff person. A fee of \$75 will be assessed for each room key lost or not returned in S-T, McKibbin or houses. A fee for a lost Nemitz key is \$150. Students who find and return their lost card keys within 10 days of being billed will have that charge reversed. Charges for changed locks will not be reversed.

Part of the obligation of living in a community is to help safeguard the living environment. **DO NOT PROP OPEN LOCKED EXTERIOR DOORS.** Giving your card key or room key to another individual for the purpose of accessing the residence halls and/or residence room constitutes a serious risk for you and your fellow students and is prohibited. Please be security-minded at all times and lock your door every time you leave your room.

## **LAUNDRY FACILITIES**

Laundry rooms are located in Nemitz, McKibbin and S-T. Each is equipped with coin

operated washers and dryers (\$1.25, quarters only). Report machine malfunctions and refunds directly to Coin Mach at 877.264.6622. A quarter machine is located in the Student Union.

## **LOCK OUTS**

In the event a student is locked out of his/her room, the RA will allow entrance to the room. Students will need to show their IW ID card to prove identity. If identity cannot be confirmed, the student will not be permitted access to the room. Students are allowed one free lock out each academic year and after the first will be charged \$20 (billed to the student's account). While looking for the keys, the student may use the spare key for a period of 24 hours. If keys are not found, the lock will be changed and the student will be charged \$75.00 (McKibbin & S-T), or \$150 (Nemitz Suites).

### **Lock Out Procedures**

Residents are expected to carry their room key, card key and IW ID card with them at all times. For the purpose of safety and security, students must not loan their keys to any person for any reason. Students must follow these procedures to gain entry if they get locked out of their building and/or room:

- Call a roommate for access to the residence hall and/or room.
- If a roommate is not available, contact, in subsequent order:
  - the floor RA,
  - RA on duty (posted at the front desk),
  - During weekdays, 8AM-5PM, contact the residence hall director or the Office of Student Development,
  - Between 5PM and 1AM, contact a RA, if a roommate is not available.
  - After 1AM Campus Security if a roommate is not available. Security can be reached at 319-931-6802.

## **MISSING RESIDENT POLICY**

In compliance with the "Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008)" Missing Student Notification Policy and Procedures, it is the policy of the Office of Student Development to actively investigate any report of a missing resident who is enrolled at the University and residing in on-campus housing.

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Each resident, upon applying for housing, are required to identify the name and contact number of the individual(s), a primary contact and secondary contact, to be notified in case of an emergency or in the event that the resident is reported missing. In the event the resident is under the age of 18 or is not emancipated, the University is required to have the

primary emergency contact be a custodial parent or guardian.

If a member of the University community has reason to believe that a student is missing, Student Development should be notified. Upon receiving notification, applicable University personnel will make reasonable efforts to locate the student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the resident's room, class schedule, friends, ID card access, locating the resident's vehicle, and calling his/her reported cell phone number. As part of the investigation, the University reserves the right to make contact with emergency contacts to help determine the whereabouts of the resident.

If upon investigation by Student Development, the resident has been determined to be missing for at least 24 hours, the following will occur. Student Development will contact the resident's designated emergency contact and will inform the appropriate law enforcement agency within the next 24 hours. Investigation will continue in collaboration with law enforcement officers as appropriate.

## **PERSONAL PROPERTY INSURANCE**

Iowa Wesleyan's property insurance covers University physical buildings and the furniture provided.

**Insurance for students' personal property is NOT covered by the University. It is the responsibility of each student to insure their personal property against theft, loss or damage.** This type of coverage may fall under a homeowner's policy. Students should determine family policy coverage, if applicable, through consultation with an insurance agent. Students are strongly encouraged to obtain Renter's Insurance if personal property brought into the residence halls is not covered under a homeowners or other policy.

## **PETS**

Fish (defined as animals with fins and gills, living under water, in an aquarium 10 gallons or less, 24 hours a day) are the only pets permitted in the residence halls. No other pets are permitted in any residence hall. Infractions of this policy will result in an initial fine of \$25 per day until the pet is removed. If the pet poses an immediate threat to residents and/or the Iowa Wesleyan community, civil authorities will be contacted for assistance. Pet owner(s) could face criminal or civil charges in addition to campus charges.

## **PRINTERS**

Computer labs have computers and printers for student use.

Fall students will have \$50 printing credit which is good through May 15th of next year.

Spring students who did not register in the previous Fall term will have \$25 printing credit which is good through May 15th.

Summer students will have \$25 printing credit which is good through August 15th. Additional print credit can be purchased at ITS office or Chadwick Library.

## Computer Labs with Printers:

General purpose:	Science Hall 111 and 114, Chadwick Library first floor
Nursing:	Science Hall 315
Office of Academic Success and Inclusive Support (OASIS):	Chadwick Library second floor
Music:	Old Main 203
Design Center:	Hershey basement

## PROHIBITED ITEMS

Items not allowed in campus housing: all cooking appliances other than a microwave oven (see "Cooking in the Residence Hall" for appliances allowed in Nemitz Suites), space heaters, heat or sun lamps, halogen lamps, personally-owned air conditioners, or open flame appliances. Hazardous materials including but not limited to gas, propane, and other flammable chemicals, are not permitted under any circumstances.

The electrical systems in the residence halls are not designed to carry heavy loads of electrical equipment. All appliances must be UL approved and should not exceed a voltage of 110. Permitted appliances include: small microwaves, refrigerators not exceeding 4.3cu. feet, hair dryers, electric shavers, radios, TVs and stereos.

Use of extension cords is permitted when only one item is plugged into it. You may use more than one appliance on a circuit if you use breaker-protected, multi-plug power strips. We encourage you to use surge protectors on all electronic equipment. See "Fire Safety" for additional fire safety guidelines.

Candles, incense, kerosene oil lamps, etc., whether they have ever been lighted or not, are prohibited within residence halls. These items produce an open flame or hotspot that produces smoke and may inadvertently set off the smoke alarm system causing a false alarm or start a fire. Violations of the Fire Safety Policy will result in a minimum fine of \$50.

Students are encouraged to ONLY bring irons and curling irons that have an automatic turn off feature.

Live Christmas trees are not permitted in student rooms. No fireworks are allowed in or around residence halls. Gas grills are not allowed inside any residence hall. Charcoal and gas grills may be used outside and at a safe distance from the building. Motorized vehicles may not be parked at any location in or around the student residences other than authorized parking lots/spaces.

Walls of any residence life area may not be covered by cardboard and no wall may have more than 50 percent of its total area covered by any material including paper, cardboard, fabric, metal, etc.

Students are not allowed to bring halogen lamps to their room. Halogen lamps burn up to 10 times hotter than an ordinary light bulb, causing a potential fire hazard.

## **QUIET & COURTESY HOURS**

In order to make the atmosphere conducive to living and learning, Quiet Hours will be in effect from:

- 10PM–10AM Sunday through Thursday nights
- Midnight–10:00 AM Friday and Saturday nights.
- Courtesy Hours are in effect during all other times.

Individual floors and hall councils may vote to extend quiet hours. Warnings may be given to residents to inform them that the noise level is too loud. Warnings do not have to be given after 10PM. Fines will be given to those who do not respect the policy. Violators may be referred to the campus judicial process.

Residents are asked to be considerate of others' right to live, sleep, and relax within their residence hall room and/or building. Residents and staff reserve the right to ask students to lower the noise level at any time.

Residents are expected to be courteous of others and monitor the noise level within their room/hall. Students disturbed by the amount of noise being generated by individual rooms or groups should approach those involved and politely ask them to reduce the volume. If the situation persists or gets worse, students should then contact the Resident Assistant on duty for assistance.

As a general guideline, any sound that can be heard two rooms away from the source is considered too loud and should be adjusted accordingly. Every effort should be made to keep the sound level confined to the individual's room. Loud talking and activities should not exist in the hallways. Room and study lounge doors should be closed to prevent disturbance to others. Residents are encouraged to use headphones to minimize noise disturbances, especially during Quiet Hours.

If the window is open, consideration should be given to neighbors and persons outside the building.

Stereos, etc. must be kept out of windows, and not played in a manner that would disturb the residence hall or campus communities. If music can be heard from outside the building it is violation of city codes related to "disturbing the peace." For loud volumes, headphone use is recommended. Any item creating a disturbance (stereos, musical instruments, etc.) may be confiscated and stored until residents can take the item(s) home.

Recreational activities including, but not limited to, skateboards, water guns, roller skates/blades, Frisbee, sports (football, soccer, lacrosse, softball, basketball, golf, etc.) are not permitted within the residence halls.

## **QUIET HOURS DURING FINALS**

Continuous Quiet Hours are to be observed beginning at 10pm two days prior to Finals.

## RESTROOM USE

Men are not permitted in women's restrooms and women are not permitted in men's restrooms.

## ROOM ENTRY BY UNIVERSITY OFFICIALS

Residents have an expectation of privacy in regard to their residence hall room. This expectation of privacy will not be violated except under the following circumstances:

**State of emergency**—the staff member has “reason to believe” that life or property is in imminent danger and there exists, in his/her judgment, need of immediate action.

**Prohibited activity** - the University reserves the option to enter a student room when a University official believes that he/she has witnessed a prohibited activity, or has “reason to believe” that a prohibited activity is occurring or has occurred within the room, or to retrieve University property. Prohibited activities would include any activities that appear to violate city, state, federal law or Iowa Wesleyan policy. University officials will also cooperate with civil law enforcement officers in performance of statutory duties in accordance with legally defined procedures.

**Performing a service**—to perform some service for the occupants of the room and/or environs. This would include, but is not limited to, routine maintenance/repairs requested by a resident. For purposes of safety, sanitation and general upkeep, the University reserves the option to maintain, make repairs, and replace damaged or obsolete furniture or furnishings in the residence hall rooms anytime during the school year. An effort will be made to gain entrance to a student's room in his/her presence but will perform the work regardless, if necessary. Any time the maintenance staff is inspecting, cleaning and repairing rooms, reasonable care with respect to the loss or theft of personal property shall be exercised, including locking a room upon departure. Beyond exercising reasonable care, however, the University will not assume responsibility for items of a personal nature that are lost, damaged, or stolen. After performing service, residence hall rooms will be locked regardless of whether or not the room was locked upon entry.

**Vacation periods**—maintenance and safety checks of rooms will be made during the vacation periods. Further notice may not be given of the intent to check the rooms over these breaks. The University may remove, without the owner's permission, objects or materials which constitute a violation of University regulations or which, in the judgment of the staff, constitute a safety or sanitation hazard.

**Fire or tornado alarms**—staff members and emergency personnel may enter rooms during a drill or an alarm to ensure that rooms have been vacated. Staff members are authorized to check closets and other hiding places if deemed necessary and appropriate to achieve this goal.

**By invitation**—if a staff member knocks and is invited in, he/she may enter the room even if the invitation was not issued by the room occupants. Staff will not always be able to identify the speaker through a closed door. Anyone in the room granting

permission to enter will be presumed to be giving permission on behalf of the residents of that room.

**Persistent, disturbing noise**—out of consideration for neighboring residents when an unattended persistent disturbing noise is occurring within the room (including but not limited to a ringing alarm clock, an unattended stereo or television, etc.).

**Banned or illegal substances**-if reasonable suspicion of the presence of drugs, alcohol, or prohibited substances are present in a room, University personnel reserve the right to enter the room.

## **ROOFS**

For safety reasons, students are not permitted on roofs of the residence halls or any IW building for any reason. Violation of this policy will result in referral to the Student Conduct system.

## **ROOM ASSIGNMENTS**

First year students are typically required to share a room with a roommate. Students may request a specific roommate. Room assignments are made on a year-to-year basis. Returning students are provided an opportunity to select their room for the fall during spring semester. Students failing to take advantage of that opportunity will be assigned a room in the same manner as new students. The University reserves the option to assign rooms as deemed necessary and/or appropriate for the benefit of the University or the student(s). These changes may be made at any time for health, safety, or administrative reasons.

## **ROOM CHANGE REQUESTS**

Generally, no room changes will be permitted during the first two weeks of the semester. Roommates who want room changes must meet with their floor RA before submitting request. Students wishing to change rooms and/or roommates should contact the Residence Hall Director in the Building (McKibbin and S-T) or Housing Coordinator in Student Development (Nemitz Suites). Students are encouraged to work towards amicable resolutions of differences prior to requesting a move.

## **ROOM CONSOLIDATION**

For a variety of reasons, some students who have signed up for a double room may find themselves without a roommate (due to no-shows, withdrawals, etc.). When this happens, a residence hall staff person will contact the student concerning options, including, but not limited to, consolidation or change to single status. Consolidation means students are assigned to a different room and/or roommate in a similar situation. If space is available, the student will have the option to consolidate or pay for a double as a single room.

## **ROOMMATE BILL OF RIGHTS**

- 1) The right to study free from unnecessary disturbances.

- 2) The right to sleep without unnecessary disturbances from noise, guests of roommates.
- 3) The right to expect a roommate/suitemate will respect one's personal belongings.
- 4) The right to a clean living environment.
- 5) The right to free access to one's room/facilities without pressure from a roommate/suitemate.
- 6) The right to personal privacy whenever possible.
- 7) The right to host guests with the expectation that guests are to respect the rights of all roommates and suitemates and other hall residents.
- 8) The right to address grievances and concerns. Your Resident Assistant is available with resources to assist you in this process.
- 9) The right to be free from fear of intimidation, physical and/or emotional harm.
- 10) The right to expect reasonable cooperation and the use of shared items (telephone, University provided furniture, etc.).

## **SECURITY & NIGHT ESCORT**

Security personnel patrol campus from 9pm-5am. Students who wish to be escorted from one campus location to another should contact Security. Students locked out of their room between 1am and 5am should contact Security 319.391.6802.

## **SINGLE ROOM REQUESTS - DOUBLE AS A SINGLE & PHYSICAL SINGLES**

A double room with only one occupant is called a Double as a Single. A room designed to house just one person is called a Single. Priority for these rooms is based on availability and seniority factors which are taken into consideration during the Returning Housing Lottery Process. Only for extenuating circumstances may freshmen be permitted to maintain a Double as a Single or Single room. Students requesting this option must consult with the Director of Residential Life. In the event a single is offered, the student may need to demonstrate the ability to pay and/or pay the additional fee before the single is granted.

## **SMOKING**

The IW campus and buildings are electronic cigarette ("vaping") and smoke-free areas. In addition, IW will follow the guidelines of the Iowa Smokefree Air Act (Iowa Code 142D) which prohibits smoking in public places, places of employment and outdoor areas, which includes school grounds. Smoking, including electronic cigarettes, is not permitted in campus buildings, including individual residence hall rooms. School grounds are defined in the Code as parking lots, athletic fields, playgrounds, and any other outdoor area under the control of a public or private educational facility, including inside any vehicle located on such school grounds. Smoking is only permitted public streets and on public sidewalks within city easement. The law imposes penalties for noncompliance on both the smoker and the institution in the event of a violation. For a complete description please refer to the Iowa Code 142D: The Smokefree Air Act (the Act). Law effective: July 1, 2008. Smokeless tobacco is only allowed in residence halls.

## Smoking Violation and Penalty

Pursuant to the IOWA CODE Chapter 805.9 smokers who smoke in a non-smoking area of a public place may be fined \$25.00 per violation. Persons may file a civil complaint against a smoker by filing a civil complaint with a magistrate at the county courthouse or by asking a police officer to issue a citation. Students in violation of this law on the IW campus will be subject to this Iowa Code.

## STORAGE ROOMS

Storage for empty luggage and storage containers is available in McKibbin and S-T. All items must be marked with your name and room number. **The University assumes no responsibility for lost or damaged items.** Summer storage is limited and is primarily reserved for use by students who live more than 500 miles from IW.

## TELEPHONES IN STUDENT ROOMS & AROUND CAMPUS

Each residence hall room in S-T and McKibbin are equipped to provide telephone access and voicemail service with residents furnishing their own telephones. Students are encouraged to set-up their room phone service and check it regularly for messages. Nemitz Suites does not have voicemail service. From any campus phone, other campus phones can be accessed by dialing just the last four digits. Campus office phones and Nemitz Suites all begin with 319-385-XXXX

## Voice Mail Instructions

### Accessing voicemail

- Dial 6385
- Enter your extension and then press #
- Enter your password and then press # (When setting up your voice mail for the first time, use the password of 2468 as your password)

### Changing your password from 2468 to your own

- Once logged into voicemail, press 5
- Then press 4
- Enter new four-digit password and then press #
- Reenter new password and press #

### Changing your voicemail name

- Once logged into voicemail press, press 5
- Then press 5 again
- When prompted, say your name and then press 1
- To re-record press 1 or to approve press #

### Changing your greeting

- Once logged into voicemail, press 3
- Press 1
- Enter greeting number to change
- Record message and press 3

- To use greeting, press 1

## **Residence Hall Phone Numbers**

**McKibbin** – 319-986-8XXX (XXX=room number)

**S-T** – 319-986-4XXX (XXX=room number)

### **Nemitz Suites**

Suite A 319-385-6421	Suite E 319-385-6433
Suite B 319-385-6430	Suite F 319-385-6434
Suite C 319-385-6431	Suite G 319-385-6450
Suite D 319-385-6432	Suite H 319-385-6451

## **Long Distance**

Long distance service is available through Campus Communications. Their customer service number is 800.965.4838. Students must complete a registration form to sign up for the long distance program. Registration forms are available in the ITS Office in the Science Hall. Each student will be assigned a Personal Identification Number (PIN) for long distance calling. The PIN can be used anywhere on campus. Iowa Wesleyan has set \$100 for U.S. resident students and \$200 for international resident students as the monthly billing limit. A lower limit may be chosen. Once your limit is exceeded, your PIN will be deactivated until the next billing period. Access for alternative means of calling such as calling cards, collect and third party billing will be provided via your provider's toll free number, however, a PIN is required to place these calls.

## **UNSANITARY ROOMS**

During regular maintenance checks and any other time staff are present in rooms, a room may be deemed to be unsanitary and/or a fire hazard due to furniture or personal items blocking safe exit, excessive trash, papers, and other combustibles on the floor, etc. Personal items should be stored in a clean and orderly manner to promote proper hygiene and lessen the risk of pest infestation. If such an infraction occurs, the resident will be notified in writing that he/she has three days to address the problem. If it is not taken care of satisfactorily, Student Development will have the problem corrected at the resident's expense.

## **VENDING MACHINE REFUNDS**

Beverage and snack machines are located in the lobby of McKibbin Hall and in the basement lobby of S-T Hall. Please report malfunctions and request a refund for lost money at the Office of Student Development.

# **Standards of Student Conduct**

The University is a community of learning in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. The exercise and

preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the University or with the rights of other members of the University cannot be tolerated. Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the University retains the power to maintain order within the University and to exclude those who are disruptive of the educational process.

Iowa Wesleyan University affirms the right of its students, faculty, and staff to be free of racial, sexual, physical, or verbal harassment by any member of the University community. Iowa Wesleyan University will not tolerate any acts of harassment on the part of its students.

College is an experience in community living. Out of concern for the growth of students as individuals, every attempt is made to use sanctions for conduct violations which are educational and developmental leading to positive behavioral change.

## **CRIME STATISTICS**

Colleges and Universities are required, by law, to report summary statistics of certain crime categories. This information can be found on the IW Web site, or can be requested from the Office of Student Development.

## **CAMPUS CONDUCT HOTLINE**

The University values an environment that promotes honesty, integrity and excellence. One component for providing that environment can be a confidential, independent call-in service that provides a simple, anonymous way for the community to alert the administration to problems that may affect the entire campus community. Calls to the Hotline are confidential and anonymous, answered by a masters'-degreed specialist in psychology or social services, handled with support and sensitivity, reported to the administration for investigation and assigned a case number for use in follow-up.

### **PROCEDURE**

1. The Hotline is available 24/7 at 866-943-5787.
2. A five digit randomly generated case number will be provided for follow up.
3. A trained counselor will conduct the interview which will not be recorded.
4. Within one business day a summary of the interview will be forwarded to the University.
5. The University will respond within five business days.
6. Typical topics for reporting are fraud or crime, sexual harassment, sexual misconduct, discrimination, safety or facility risk issues, security and internet policy abuses, workplace hostility, unethical grading practices, fraudulent financial or business practices, or any other questionable behavior.

## **CODE OF SOCIAL CONDUCT**

A student enrolling at Iowa Wesleyan University assumes an obligation for observing certain regulations. Students are expected to know and abide by all policies. Iowa Wesleyan University students are held accountable for their actions and those of their guests.

Misbehavior that occurs off-campus may be a Code of Conduct violation. An Iowa Wesleyan University student may be subject to the student judicial process and sanctions up to and including dismissal for engaging in the following kinds of behavior:

1. Any action which would violate civil or criminal code.
2. State and University regulations prohibit any form of gambling. Fund-raisers such as raffles and drawings must be cleared through the Office of Student Development.
3. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University (including but not limited to making false oral or written statements to any institutional official, faculty/staff member, or hearing board/officer).
4. Obstructing or denying access to services or facilities by those entitled to use such services or facilities.
5. Disrupting the orderly process of the University, including but not limited to the following:
  - a. To cause noise on campus grounds or in any University building, that disrupts an atmosphere conducive to work, study and rest.
  - b. Any persons who shall cause, provoke, or engage in any fight, brawl, or riotous conduct.
  - c. Any person who antagonizes another person through the use of "fighting words."
  - d. Intentionally causing a breach of the peace; committing lewd, indecent, or obscene acts, including posting of pictures that would be considered offensive, pornographic or derogatory.
  - e. Falsifying, distorting, or misrepresenting information before a conduct authority, and/or knowingly instituting a conduct proceeding without cause.
6. Physical abuse, threats, or endangering in any way the health or safety of any person(s) on Campus or at any University-sponsored or supervised function. This would include but is not limited to harassment and/or behavior that threatens any group or individual and/or causes any person to be placed in danger, real or perceived.
7. Any item or substance, the use or possession of which is prohibited by University policy will be confiscated by University officials. This would include, but is not limited to the unauthorized use or possession of gasoline, naphtha, benzene, and/or other flammable materials. Students who fail to surrender prohibited items or substances will be subjected to further disciplinary action.
8. Failure to comply with directions of University officials acting in the performance of their duties in conducting the regular operation of the University or in protecting persons and property. This would include but is not limited to failure to produce a valid IW photo ID upon request.
9. Failure to vacate a building or facility when a fire alarm is activated.
10. Improper use or tampering with fire-detecting and/or fire-fighting equipment (including fire extinguishers, smoke detectors, fire alarm pull stations, etc.).
11. Appropriating public or private property of another for personal use without the consent of the owner or the person legally responsible for it, including but not limited to theft, damage or misuse of University property or a member of the University community, regardless of intent.
12. Students are responsible for the actions of their guests. Residential students are

responsible for actions that occur in their room and for any/all guests visiting them. Any Wesleyan student may be sanctioned if their guests violate a policy.

13. Unauthorized entry or use of University facilities, including, but not limited to, propping open doors, unauthorized use, possession or duplication of University keys and failing to leave when asked.
14. No one is allowed on the roof of any University building without authorization.
15. The public disposal of any substances or items other than in a trash receptacle is prohibited. All personal room trash is to be taken to the dumpsters outside the residence halls.
16. Objects (including liquids) may not be thrown, dropped, or otherwise propelled from any University facility, including but not limited to residence halls.
17. Possession, use, sale, or exchange of weapons at any location on campus, or within University residences, is prohibited and may result in the student being immediately suspended from the University and removed from University owned residences. Firearms, fireworks, chemicals of an explosive nature, explosives or explosive devices, or weapons shall not be maintained on the University campus except as specifically authorized by the Residence hall staff person. The term "weapon" includes any object or substance designed to inflict a wound, cause injury, propel an object, or incapacitate and includes, but is not limited to: all firearms and ammunition, pellet/BB guns, darts, paintball guns, home manufactured cannons, bows and arrows, slingshots, martial arts devices, switchblade knives or knives with a blade longer than three inches (with the exception of table knives). Toy guns and other simulated weapons are also covered by this policy.
18. Possession/consumption of alcoholic beverages is not permitted in residence halls or anywhere else on the IW campus or at IW sponsored events.
  - a. Drunken behavior will not be tolerated on the Iowa Wesleyan University campus or at any IW-sponsored event.
  - b. Alcoholic beverages are not permitted at any University sponsored event.
  - c. University officials will require students to dispose of alcohol that is present during a violation.
  - d. If students are in the presence of others violating the policy, they are also subject to the Student Conduct process.
19. The possession and/or use of any controlled substance is strictly prohibited on campus. Similar to the alcohol policy, students do not need to be in possession of nor consuming a controlled substance to be found in violation of the policy.
  - a. If students are in the presence of others violating the policy, they may be subject to the Student Conduct process.
  - b. Students may also be found in violation of the policy when the odor of marijuana is present and/or drug paraphernalia is discovered.
  - c. Decorative room items, such as posters, promoting the use of a controlled substance are not permitted.
20. Student-athletes are required to comply with the athletics department Policy on Alcohol, Tobacco, and Other Drugs. This policy includes a drug testing program.

21. Possession or distribution of any narcotic drug, marijuana, or other addictive, dangerous or hallucinogenic substance, except as expressly permitted by law may result in the student being immediately suspended from the University and removed from University owned residences. Persons who are in the presence of persons in violation of this policy are also in violation.
22. Smoking is not permitted on University property, including in campus buildings and individual residence hall rooms.
23. Conduct which constitutes a hazard to the health, safety, or well-being of members of the University community or is deemed detrimental to the University's interests. These sanctions apply whether or not such conduct occurs on campus, off campus, at University-sponsored or non-University-sponsored events. Disciplinary action may also be taken regardless of any criminal proceedings that may be pending or in progress.
24. Stalking and/or willfully, maliciously, and following, harassing, calling, or contacting another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested.
25. Failure to observe sanctions imposed through the established University conduct process.
26. Conduct that adversely affects the student's ability to be a contributing member of the academic and residential community.

## **INSTITUTIONAL COMPUTER AGREEMENT**

Using the informational technology resources of the University is a privilege and is provided to students, faculty and staff to enhance teaching and learning and for class assignments, academic research, professional/personal advancement, and administrative and instructional support.

Informational technology resources include, but are not limited to, user accounts, email accounts, printing and network and Internet access.

All data on the campus network, computers and servers belong to Iowa Wesleyan University. To maintain the integrity of this data, network traffic will be monitored regularly. Any attempt to compromise the integrity of the data or any unacceptable use of technological resources could result in revocation of the user's accounts and/or disciplinary and legal action. In the event of a criminal investigation, the institution will comply fully with legal authorities.

Users will be held accountable for their activities and should not engage in unacceptable user practices which include, but are not limited to, the following:

- Sharing log in ID and/or password
- Accessing computer files not belonging to them
- Viewing pornographic or offensive content
- Sending harassing messages
- Copying or transferring computer software which constitutes software piracy
- Propagating a computer virus
- Installing software that could compromise existing systems
- Violating copyright laws

- Installing any networking devices
- Tampering with any network equipment
- Using resources for commercial or financial gain
- Using resources for any illegal purpose

## PEER TO PEER FILE SHARING

The University expects students to be aware of current laws and applicable University policies with respect to computer, network, and Internet activities. It should be especially noted that it is illegal to use the University network to use file sharing programs to share copyrighted material. Industry organizations (e.g. Recording Industry Association of America: RIAA) have filed copyright infringement lawsuits against individual University students who have used file sharing programs to share copyrighted material. Lawsuits are expected to continue.

To avoid the risk of potential lawsuits due to copyright infringement, the University is advising students to not engage in peer-to-peer file sharing. Violation of copyright law can have serious consequences in the areas of:

**Civil Liability:** Persons found to have infringed may be held liable for substantial damages and attorney's fees. The law entitles a plaintiff to seek statutory damages of \$150,000 for each act of willful infringement. In the cases filed by the RIAA against students at Princeton, RPI, and Michigan Tech, the recording industry sued for damages of \$150,000 for each recording infringed.

**Criminal Liability:** Copyright infringement also carries criminal penalties under the federal "No Electronic Theft Act." Depending on the number and value of the products exchanged, penalties for a first offense may be as high as three years in prison and a fine of \$250,000.

The University supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic mail, Internet access, or the computer activities of individuals. The University does however take the unauthorized distribution of copyrighted material seriously and will periodically monitor the bandwidth to determine if there are violations. If it is determined that you have engaged in infringing activity and have violated copyright law by engaging in unauthorized file sharing, you may be subject to discipline under the Computer Use Policy, and other applicable University policies. Violations of copyright law may also subject you to civil and criminal prosecution.

**Alternative for P2P Sharing:** iTunes – [www.itunes.com](http://www.itunes.com)

## DISCIPLINARY PROCESS & SANCTIONS

Individuals believed to be in violation of the Student Code of Conduct will be subject to disciplinary action. Any faculty, staff, or student may register a complaint and/or complete an Incident Report if he/she believes that one or more violations of University policy occurred. Incident Report forms are available in the Office of Student Development and must be submitted the Assistant Dean of Students as soon as possible. Allegations of misconduct will be addressed by one of the following:

1. A meeting with the student and the Dean of Students or Assistant Dean of Students.

Most allegations of misconduct are addressed in this manner.

2. The President of the University reserves the right to assume direct authority of any conduct matter at any stage of the process.

The cases heard by the Assistant Dean of Students may be appealed to the Dean of Students. Cases heard by the Dean of Students may be appealed to the committee of Student Life of the faculty. The decisions of the President are final.

The student's class schedule will be taken into consideration when scheduling a meeting or hearing. Students who fail to appear for a scheduled meeting or hearing will have their cases decided in absentia and forfeit their right to an appeal. Students are permitted to request witnesses to attend and/or participate in the meeting or hearing. Students requesting witnesses are expected to invite them and inform them of the date/time/place.

The University reserves the right to suspend a student immediately, pending a hearing, when necessary to protect the health, safety, or welfare to others. Such students are responsible for their own accommodations. Students found in violation or responsible for policy violations are subject to the following sanctions:

1. Admonition: An oral statement to the student(s) that he/she/they is violating or has violated University rules and that further instances of unsatisfactory conduct may be cause for more severe disciplinary sanctions.
2. Work hours to be completed under the supervision of a University department or outside agency.
3. Restitution: A full and complete reimbursement for damages to/destruction of or misappropriation of the property of the University or others.
4. Reprimand: A written notice to a student for a violation of specific regulation, including notice that further violation of the same or other regulations will result in more severe disciplinary sanctions.
5. Letter of Apology: A formally written letter of apology, either private or public, to an individual, an outside agency, or the University.
6. Monetary fines: The assessment of money against individual students for violation of University rules and regulations. Monetary fines will be billed directly to student accounts and will not exceed \$300 per violation, per incident.
7. Developmental/Educational Sanctions: Fulfillment of behavioral contracts and/or other educational sanctions which would be designed with the goal of creating an opportunity for the student to learn from the experience.
8. Counseling or Chemical Dependency Assessment, including but not limited to treatment as deemed necessary and appropriate by a qualified chemical dependency counselor.
9. Written warning: Written notification to students that the University does not condone the misappropriate behavior and is concerned. Should another violation occur while a student is on disciplinary warning, he/she would be placed on disciplinary probation.
10. Probation: A written notice placing conditions upon the student's continued attendance at Iowa Wesleyan University. Disciplinary probation shall serve to give the student notice that further misconduct while a student at Iowa Wesleyan University may result in his/her immediate dismissal. The conditions of the disciplinary probation may include, but are not limited to any of the following:

- a. Removal from and/or restriction of access to specified campus facilities.
  - b. Loss of privileges such as to be an active participant in, and/or to be in attendance at any or all public events; to represent the University in specified manners; or to hold office in any or all University-approved organizations.
  - c. Required attendance at meetings and/or completion of projects.
  - d. Required participation in certain groups and/or programs.
11. Termination of Residence Hall Contract — This sanction involves removal from campus housing for conduct that is a serious violation of residence hall rules or regulations. Termination may also result from less serious, but repeated, incidents of misconduct. Serious violations are generally considered those behaviors that are dangerous, highly disruptive and/or belligerent. Such termination may be permanent or for a specific period of time. In Residence Hall Contract Termination, the student will be given 24 hours to vacate campus housing. Residence hall contracts are for the entire academic year. As a result, the student will be held accountable for 50 percent of the remaining room portion of the bill for the academic year. Iowa Wesleyan University reserves the right to terminate any student's residence hall contract, without refund of any monies, for failure to comply with residence hall regulations, or if the student's actions are found to be detrimental to the mental or physical welfare of other students.
12. Suspension: Defined as a temporary termination of student status and exclusion from further enrollment for a designated time frame, generally a minimum of one full semester. Students suspended may reapply for admission after completion of the terms of the suspension. Applications must be approved by the Office of Student Development. Suspensions may be reviewed, modified, and/or extended as deemed necessary and appropriate.
13. Dismissal: Termination of student status and exclusion from further enrollment.
14. Any sanction may be imposed individually or in combination with one or more sanctions as deemed necessary and/or appropriate.
15. Students charged with a felony are subject to immediate suspension.
16. Parental Notification – Parents may be contacted if a student is in violation of the Student Code of Conduct, especially the alcohol/drug policy, if the University believes it is in the best interest of the student to do so.

## **APPEAL PROCESS FOR CONDUCT MEETINGS AND HEARINGS**

### **1. POST-HEARING:**

The student will be informed of the decision via the student's IW student email within five class days.

### **2. APPEALS:**

- a. After the decision email has been sent, the student will have two class days to appeal the decision in writing to the Dean of Students.
- b. Appeals must be based on the following criteria: any irregularities in due process; new evidence not available at the time of the original meeting or hearing; a sanction that is extraordinarily disproportionate to the offense.
- c. Within five class days the student will be notified via the student's email of the disposition of the appeal.
- d. If the appeal is granted a hearing will be scheduled in a timely manner.
- e. The appellate individual or board, on a majority vote, may affirm, modify, reverse or remand

- the original decision, or order that a new hearing be held.
- f. The decisions of the Dean of Students or the Committee on Student Life are final.

The University reserves the right to extend or shorten the specific time lines stated above in the interest of fairness or judicial efficacy.

## **APPLICATION TO THE UNIVERSITY STUDENT REVIEW BOARD FOR RE-ADMISSION**

The University Student Review Board is established to provide a broad-based equitable recommendation as to the action which the University should take regarding extraordinary behavioral circumstances exhibited either by an enrolled student or a student seeking readmission who has previously been separated from the University under conditions as outlined in this procedure. Any member of the Board may refer a case of inquiry for review by the Board.

**Extraordinary Behavior:** The term “extraordinary behavior” shall mean an instance or pattern of behavior by a student or applicant for readmission that falls outside the scope of the University Conduct Code or which cannot be satisfactorily addressed within an academic unit, or which encompasses inseparable matters of discipline and academic progress. Which instance or pattern of behavior has, or may reasonably be anticipated to have, an injurious effect on the student, applicant or others, or a disruptive impact on the orderly processes, functions, and operations of the University. A history of incompatibility with other persons in the University community, threats of, or disruptive or harmful actions or activities, and relevant emotional and psychological conditions are examples of some types of behavior and circumstance comprehended by the term “extraordinary” but the term is not limited to these examples.

The members of the University Student Review Board shall consist of the following persons or their designees:

1. Dean of Student Development, Chair
2. Vice President for Academic Affairs
3. Assistant Dean of Students and Director of Residential Life
4. Director of Admissions
5. Chair of the Faculty Forum

When the appointed person is unable to serve because of conflict or inability to perform, the designee shall be the holder of the associate position, or if none, the person who normally serves in the absence of the appointed person.

The Board shall meet at the call of the Chair and will maintain a permanent record of its proceedings. The Board shall invite the affected person to attend preliminary Board meetings during the review and to make a presentation; however, the attendance by the affected person is not a requirement.

## **Recommendations of the Board**

1. Having reviewed all the facts reasonable and attainable, the Board will submit its findings and recommendation to the President of the University for approval. The recommendation shall specify that the person be:
  - a. Readmitted.
  - b. Denied readmission.
  - c. Readmitted under specified conditions.
  - d. Referred for disciplinary action.
  - e. Referred to mental authorities.
  - f. Observed for an additional period of time.
  - g. Required to terminate his enrollment and notified of conditions, if any, regarding procedures for any future application for re-admission.
  - h. Subject to any combination of these recommendations.
2. The Board and the student may enter into a written agreement whereby the student agrees to conduct himself in a prescribed manner and agrees to undertake prescribed medical or psycho logical, or both, treatment or therapy. The agreement shall set forth the consequences of the failure of the student to abide by the agreement.
3. The meeting of the Board shall be informal and not be subject to procedural rules.
4. The recommendation of the Board is submitted to the President, who is charged with determining if the investigation and proceedings of the Board were conducted in the required manner. The President has the authority to overturn or to amend the recommendations of the Board. The determination of the President is final.
5. If the affected student or applicant wishes to appeal the decision, he/she may do so by submitting a written request to the Office of the President within ten class days of receiving notification of the Board's decision.

## **Sexual Harassment and Sexual Misconduct Policy**

### **Nondiscrimination Policy**

Iowa Wesleyan University does not discriminate on the basis of race, color, sex, genetics, religion, gender, gender identity, age, sexual orientation, national origin, disability, veteran status or creed in admission, employment, education programs or activities. Compliance inquiries or complaints should be directed to the Vice President for Student Development & Title IX Director (319-385-6284), Director of Human Resources & Deputy Director of Title IX (319-385-6209), the Equal Employment Opportunity Commission (1-800-669-4000), the Iowa Civil Rights Commission (1-800-457-4416) or Department of Education Office of Civil Rights.

### **Title IX Coordinator**

The Vice President for Student Development serves as the University's Title IX Coordinator. The Director of Human Resources serves as the Deputy Title IX Coordinator. The Title IX Coordinator and Deputy Title IX Coordinator serve as the primary campus contacts for those seeking information or wanting to report sexual harassment/sexual misconduct. While the Title IX Coordinator has the responsibility for all Title IX matters, operationally, all concerns involving students

(student-student complaint; student-employee complaints) will be led by the Title IX Coordinator and concerns involving only University employees will be led by the Deputy Title IX Coordinator.

The Title IX Coordinator is responsible for:

- Having knowledge of all Title IX Reports and complaints
- Informing parties of process
- Notifying parties of grievance decisions and appeal rights
- Monitoring compliance with all requirements and timelines
- Maintaining grievance and compliance files
- Being involved in policy/procedure revisions
- Monitoring outcomes, identifying patterns, and assessing climate
- Monitoring students' participation in athletics, enrollment across academic programs, disciplinary rulings, and administration of financial assistance for compliance
- Developing/Assessing training/educational programs
- Ensuring accessibility of information through understandable language, for English language learners, and for students with disabilities.

The Title IX Coordinator and Deputy Title IX Coordinator are available to meet with those who believe they have been victimized and can also provide information as well as refer to sources of support. You can reach the Title IX Coordinator during business hours at 319-385-6284 or at [Wesley.brooks@iw.edu](mailto:Wesley.brooks@iw.edu). The Deputy Title IX Coordinator can be reached at 319-385-6209 or at [kathy.moothart@iw.edu](mailto:kathy.moothart@iw.edu).

## What is Title IX?

Title IX of the Education Amendments of 1972 is a comprehensive federal law intended to end sex discrimination in all areas of education. Title IX states "No person in the United States shall on the basis of sex be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

32 C.F.R 106.31

It also applies to educational program equity, such as in athletics, and also to sexual harassment and sexual assault.

## The University's Charge

Iowa Wesleyan University's charge is to implement effective policies and procedures for members of the campus community to report sexual misconduct; to offer multiple reporting mechanisms; to create a culture free of barriers to encourage reporting; and to distinguish between confidential and non-confidential reporting options. The University believes by doing so, it will be executing "best practices" in accordance with the Department of Education, Office of Civil Rights, recent Dear Colleague Letters, Title IX, Violence Against Women Act (VAWA), and numerous other legislative developments. This policy serves as a guide for appropriate sexual communication and activity and as a way to determine, after the fact, whether behaviors infringe upon the rights of others and/or violate our standards of conduct.

## Sexual Harassment

Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, faculty/student, student/faculty and faculty/faculty.

Because of the inherent differential in power between faculty, staff, and administration and students, sexual relationships between faculty, staff and administration and students are prohibited. Faculty are also concerned that the principles of academic freedom as described in section 2.10 of the Faculty Handbook are not compromised.

Sexual harassment may result from many kinds of behavior. These behaviors may range from the most egregious forms,

such as sexual assault, to more subtle forms. Explicit behaviors include but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or brushing against another's body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur or one person has authority over another. Such behaviors may include but are not limited to unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories or images.

The terms, conditions, or privileges of enrollment or employment are not always affected by workplace or educational conduct that may be described as "harassment." Pervasiveness, persistence, being objectively offensive and considering the situation through the lens of a reasonable person are important factors when considering and addressing sexual harassment claims. For example, a one-time utterance of a gender-based epithet would not normally affect the terms of enrollment or employment.

## Definition of Terms of Sexual Harassment

### Sexual Harassment

"Sexual harassment" is *unwelcome conduct* of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including *rape*, *sexual assault*, and *sexual exploitation*. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

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### Sexual Harassment - Hostile Environment:

A "hostile environment" exists when *sex-based harassment* is sufficiently serious to deny or limit the complainant's ability to participate in or benefit from the University's programs or activities. A hostile environment can be created by anyone involved in the University program or activity (e.g., administrators, faculty members, students, and campus visitors).

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### Sexual Harassment - Quid Pro Quo:

Sexual harassment "quid pro quo" occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit in return for sexual favors, whether or not the attempt is successful.

### Unwelcome Conduct

Conduct is considered "unwelcome" if the recipient did not request or invite it and considered the conduct to be undesirable or offensive.

Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.

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## Determining a Hostile Environment Exists

In determining whether *sex-based harassment* has created a hostile environment, the University considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was *unwelcome* to the student who was harassed. But the University will also need to find that a reasonable person in the

student's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

To make the ultimate determination of whether a hostile environment exists for a student or students, the University considers a variety of factors related to the severity, persistence, or pervasiveness of the *sex-based harassment*, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more student's education.

The more severe the *sex-based harassment*, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of *sexual assault* may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the *sex-based harassment* is not particularly severe.

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## PROCEDURE FOR REPORTING

Any member of the University community having a complaint of sexual harassment through unwelcome conduct not defined as rape, may raise the matter informally, through a direct resolution, and/or file a formal complaint. Rape and some other behaviors may be so severe that informal resolution or direct resolution may not be appropriate. Both the informal process and the direct resolution are attempts to mediate between the parties in order to effect a mutually agreeable solution without entering into the formal complaint process. These approaches do not necessarily involve identifying the complainant to the respondent, unless the complainant wants to be identified. If the complainant is willing to be identified, the following informal procedures may be followed:

### Informal Resolution:

- Clearly say "no" to the person whose behavior is unwelcome.
- Communicate orally with the person whose behavior is unwelcome. The most effective communication will have three elements:
  - A factual description of the incident(s) including the time, place, date and specific behavior
  - A description of the complainant's feelings, including any consequences of the incident
  - A request that the conduct cease
- Informal Resolution doesn't result in a record of the complaint.

### Direct Resolution:

- The Complainant should speak with a responsible administrator listed below informing them of their situation. Reports should be made as soon as possible. That responsible administrator will report the matter to the Title IX Coordinator and the direct resolution process will commence which includes:
  - The Title IX Coordinator will inform the complainant of the options available to them. If the complainant chooses Direct Resolution, the following occurs:
  - The complainant files a written complaint with the Title IX Coordinator (student matters) and/or Deputy Title IX Coordinator (employee matters) who will act as an agent of the University to resolve the matter. The written complaint must include the name, email address and phone number of the complainant; nature of the complaint; date and location of the incident; individuals involved; evidence on which the complaint is based; and direct resolution sought by the complainant.
  - The Title IX Coordinator / Deputy Title IX Coordinator will inform the respondent of the complaint and possible actions available to address the complaint. The Title IX Coordinator / Deputy Title IX Coordinator will inform the respondent that retaliation is prohibited and will result in disciplinary action.
  - An investigation process will be conducted. See Investigatory Procedures under Sexual Misconduct for more details on the investigatory process.
  - Following the investigation and the Title IX Coordinator / Deputy Title IX Coordinator receiving a written recommendation from the investigation team, the Title IX Coordinator / Deputy Title IX Coordinator will attempt to recommend a solution, acceptable to both the complainant and the respondent. The Title IX Coordinator / Deputy Coordinator may also recommend dismissal of the complaint or referral to a civil or criminal process.
  - If a recommended solution isn't mutually agreed upon or if the respondent declines a direct resolution, the complaint will proceed to the formal complaint process. Thus, direct resolutions aren't able to be appealed.
  - A summary of the outcome of the direct resolution written by the Title IX Coordinator / Deputy

Coordinator will be kept on file for 2 years. This summary will only be referenced if the respondent has been involved in other incidents of sexual harassment or sexual misconduct.

## Formal Complaint

Formal complaint procedures regarding sexual harassment as defined above will follow the same reporting, investigation, resolution and appeal procedures as sexual misconduct situations as detailed within the sexual misconduct policy.

Accusations of sexual harassment that are made without good cause will not be condoned. Such accusations are indeed grievous and can have damaging and far-reaching effects upon an individual's education, career and life.

## Sexual Misconduct

Sexual misconduct is a subsidiary category of sexual harassment that includes sexual violence/sexual assault, sexual exploitation, domestic violence, dating violence, stalking where motivated by sex or involving sexual conduct, and gender harassment / stereotyping.

## Zero Tolerance

Sexual violence, which includes, but is not limited to, domestic violence, dating violence, sexual assault, and stalking will not be tolerated at Iowa Wesleyan. Thus, a zero-tolerance policy exists which calls for serious sanctions to be imposed when a respondent is found responsible. These serious sanctions aim to reduce acts of sexual misconduct on campus, to eliminate recidivism of sexual misconduct and are in place because all members of the IW community (students, faculty, staff, coaches, administrators, guests, and visitors) are entitled to an environment free of sexual violence. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

## Prevention Efforts and Protective Measures

Zero tolerance is a necessary, yet demanding expectation the University has of its community members and that expectation results in the University providing support, education, on-going communication, and a safe and welcoming environment for the community. The sexual misconduct policy, as well as the entire Student Code of Conduct, the Faculty Handbook, and federal legislation, calls for Iowa Wesleyan to support the campus community through numerous prevention efforts and protective measures which include:

- Publicizing the University's expectations of sexual behavior and emphasize the Iowa Wesleyan community is safe and welcoming to all community members.
- Providing campus community members with multiple reporting options of sexual misconduct.
- Assisting individuals in addressing their concerns through referral to appropriate resources;
- Initial Prevention Efforts
  - New Student Orientation sessions facilitated by professional sexual assault victim advocates on appropriate sexual encounters and bystander intervention
  - Employee trainings on sexual harassment and sexual abuse through the institution's insurance provider.
- On-going Prevention Efforts
  - Educational programming during bystander intervention month (August, observed on campus in September) and sexual assault awareness month (April).

- Annually reviewing Iowa Wesleyan’s Title IX and Sexual Misconduct processes and procedures to align with federal legislation and best practices.
- Iowa Wesleyan University annually educates its “responsible administrators” (see list below) under Title IX and mandatory reporters under the Clery Act on reporting requirements and the educational requirements of sexual violence.\*
- Faculty and staff will receive general information regarding Title IX and specifics regarding Iowa Wesleyan’s Sexual Misconduct policy annually.\*
- Strategically-identified faculty and staff are educated in bystander intervention training periodically to instill a culture of bystander intervention on campus.

*\*All definitions of terms associated with Title IX and Sexual Misconduct are included in the training.*

## **Sexual misconduct offenses include, but are not limited to:**

1. Sexual Assault
  - A. Non-consensual sexual intercourse (or attempts to commit same)
  - B. Non-consensual sexual contact (or attempts to commit same)
2. Nondisclosure of STD information
3. Sexual exploitation
4. Stalking
5. Dating/Domestic Violence

In most circumstances, unsuccessful attempts to commit any of the following will be addressed by Iowa Wesleyan University in the same manner as if the attempts were successfully completed. All sexual orientations or gender of individuals engaging in sexual activity are held to the same standards of appropriate sexual conduct within this policy. Behaviors related to alcohol or drug use will never function to excuse an offender’s sexual misconduct.

## **Definitions of Terms**

In accordance with federal regulations, executive developments and resources provided to institutions of higher education such as Title IX, Violence Against Women Reauthorization Act of 2013, Sexual Violence Elimination Act (SaVE), January 2014 Task Force to Protect Students from Sexual Violence, July 2014 Survivor Outreach and Support Act, Campus Accountability and Safety Act of 2014, Hold Accountable and Lend Transparency on Campus Sexual Violence Act of 2015, September 2014 “Addressing Sexual Assault and Interpersonal Violence NCAA action, Dear Colleague Letters, the Department of Education and the Office of Civil Rights guidance, and Iowa Wesleyan University’s sexual misconduct policy, the following terms are used:

### **“Effective Consent”**

“Consent” must be informed, voluntary, and mutual, and can be withdrawn at any time.

Words or actions can give consent as long as they provide mutually understandable permission of the sexual activity that will be taking place. Effective consent is active and ongoing throughout an entire sexual interaction. If a person desires the sexual activity to stop after initially consenting, s/he should verbalize that desire and physically resist further activity. The other individual should cease activity immediately.

- There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats or duress is used.
- Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent.
- Silence or absence of resistance does not imply consent.
- Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious. Date rape drug information can be found at [www.911rape.org](http://www.911rape.org).

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## Sexual Assault

“Sexual Assault” is actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to:

- Intentional touching of another person’s intimate parts without that person’s consent; or
- Other intentional sexual contact with another person without that person’s consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or
- Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

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Corresponding state statutes in relation to Clery Act Crimes are:

- Forcible Sex Offenses, *Sexual Abuse 1st Degree: 709.2*
- Forcible Sex Offenses, *Sexual Abuse 2nd Degree: 709.3*
- Forcible Sex Offenses, *Sexual Abuse 3rd Degree: 709.4*
- Non-Forcible Sex Offenses, *Sexual Abuse 3rd Degree: 709.4*
- Non-Forcible Sex Offenses, *Sexual Abuse Lascivious Acts with Child: 709.8*
- Non-Forcible Sex Offenses, *Sexual Abuse Lascivious Acts with Minor: 709.14*

## Domestic Violence

A Felony or misdemeanor crimes of violence committed –

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with the victim, as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.”

VAWA Final Regulations

- corresponding state statute in relation to Clery Act Crimes is *Domestic Assault: 708.2A*

## Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of
  - The length of the relationship;
  - The type of relationship, and
  - The frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition...Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

VAWA Final Regulations

- Corresponding state statute in relation to Clery Act Crimes is currently undefined (August 2014).

## Stalking

“Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress
- For the purposes of this definition –
  - Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

#### VAWA Final Regulations

- Corresponding state statute in relation to Clery Act Crimes is *Stalking: 708.11*

## Non-Disclosure of STI Information

Anyone who knows he or she has a sexually transmitted infection or disease must disclose that information to a potential sexual partner prior to any sexual activity.

## Sexual Exploitation

“Sexual exploitation” occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent.

Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Recording images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent;
- Distributing images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosures and objects to such disclosures; and,
- Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent and for the purpose of arousing or gratifying sexual desire.

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## WHAT TO DO IF YOU EXPERIENCE SEXUAL MISCONDUCT

### Get to a Safe Place

Following any traumatizing event, including sexual violence, finding a safe and comfortable place where you are secure from harm is important.

### Consider Resources

### Domestic Violence Intervention Program (DVIP)

Henry County Cell #: 319-850-8518

Business # - 319-351-1043

Website: [www.Dvipiowa.org](http://www.Dvipiowa.org)

24 Hour Crisis Line: 1-800-373-1043

### Rape Victims Advocacy Program

319-541-9554

Website: [www.rvap.org](http://www.rvap.org)

24 Hour Crisis Line: 1-800-228-1625

Contact Responsible Administrators on Campus (See List below)

### Report Incident to Law Enforcement

You may contact law enforcement, albeit not required to do so, to assist you in obtaining police services and medical treatment. Law Enforcement contact information is as follows:

- 911
  
- Mt. Pleasant Police Department
  - 319-385-1450 (Monday – Friday 8:00 AM – 4:00 PM)
  - 319-285-3511 (after 4:00 PM)
  - 204 E. Washington Street, Mt. Pleasant, IA 52641
  - [mppolice@iowatelecom.net](mailto:mppolice@iowatelecom.net)
  - [http://cityofmountpleasantiowa.org/citysite/citydepartments/policedepartment\\_generalinformation.aspx](http://cityofmountpleasantiowa.org/citysite/citydepartments/policedepartment_generalinformation.aspx)
  
- Henry County Sheriff's Department
  - 319-285-2712
  - 106 E. Clay St., Mt. Pleasant, IA 52641
  - <http://www.henrycountyiowa.us/offices/sheriff/index.htm>

The Title IX Coordinator or Deputy Coordinator is happy to assist you in contacting law enforcement, if you so choose. Again, you are not required to contact law enforcement but if you choose to do so, that does not mean you must participate in a criminal investigation. By contacting the Title IX Coordinator or Deputy Coordinator, they will assist you in the process of filing a report. The appropriate law enforcement agency will work with you directly on pursuing criminal charges.

### Seek Medical Attention

While always a victim's choice, Iowa Wesleyan University encourages victims to seek medical attention as soon as possible, and no later than 96 hours after an incident. For physical acts of sexual misconduct, like rape or dating/domestic violence, you should go to the nearest emergency room as soon as possible. Mt. Pleasant does have an emergency department. Details can be found at <http://www.hchc.org/ed/>.

- Emergency Department Hours: 24 Hour Staffing
- Emergency Department Contact: 319-385-3141
- Henry County Health Center Address (Emergency Dept.):  
407 S. White Street, Mt. Pleasant, IA 52641

It is important to know that you don't have to seek medical attention alone. You certainly can have someone you feel comfortable with join you, such as a friend, colleague, Resident Assistant, responsible administrator, or staff from Iowa Wesleyan Partner organizations: DVIP (Domestic Violence Intervention Program) or RVAP (Rape Victims Advocacy Program).

- In most instances, the medical exam has two goals: first, to treat the full extent of any injury or physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy and, second, to properly preserve evidence in case you decide to prosecute.
- **IMPORTANT:** Do not bathe, douche, brush your teeth, drink or change your clothing, as you may be destroying evidence you will need if you decide to prosecute. If you must change clothing, place them in a paper bag (do not use plastic bags).

**Seeking medical attention does not mean you must report the incident to law enforcement.** You can seek medical attention and still choose not to report.

### **Preserve All Physical Evidence**

The preservation of evidence for proof of criminal domestic violence, dating violence, sexual assault, or stalking, as well as for obtaining a protection order, is extremely important. Keep evidence such as text messages, social media posts, voicemails, notes and pictures related to the incident. Also, do not disturb the scene of the incident. Leave all sheets, towels, etc. that may bear evidence that needs collected. This evidence may be used in an administrative investigation with the University or with a criminal investigation with law enforcement. It is recommended that you don't bathe, douche, brush your teeth, drink, or change your clothing, as you may be destroying evidence you will need if you decide to prosecute. If you must change clothing, place them in a paper bag (do not use plastic bags – plastic degrades evidence).

## **The University's Obligation to Complainants and Our Community to Act**

Prompt and effective response to concerns of sexual harassment and violence is of the utmost importance to Iowa Wesleyan University. Knowledge or reasonable awareness of sexual harassment or sexual violence by Iowa Wesleyan University will result in immediate action addressing the sexual misconduct and lessening the chances of repeated actions. It is important to note that even if a complainant or someone with the complainant's best interest (parents, grandparents, legal guardians, etc.) in mind doesn't want to pursue action through the University Sexual Misconduct procedures, the University is still obligated to investigate a concern it is knowledgeable of or should be aware of due to the interest of campus safety. While investigations and processes may need to occur regardless of the complainant's desire or willingness to participate, Iowa Wesleyan University will do everything it can to abide by a complainant's wishes, while also upholding the responsibilities of creating a safe and violence free campus environment as well as adhering to federal guidelines related to sexual misconduct. Similarly, if law enforcement involvement and legal proceedings are happening with an incident known by the University, Iowa Wesleyan is still required to resolve complaints of sexual misconduct

internally. The concurrent action being taken by law enforcement doesn't relieve the institution of its obligations to carry out sexual misconduct procedures.

While reporting sexual harassment and violence is a choice of every individual, Iowa Wesleyan University hopes complainants report concerns to the University. These reports and the action that follows allows the community to be safer, more welcoming and free of sexual harassment and violence. Because of this, Iowa Wesleyan University offers complainants of sexual misconduct amnesty from policy violations related to the sexual misconduct incident. Additionally, interim measures will be taken to assure a safe environment free from fear, anger, and concern are available for both the complainant and respondent's safety and well-being. Furthermore, the University encourages bystander intervention and will extend limited amnesty to other community members offering assistance if other policy violations are present during the bystander intervention. Lessened sanctions may be administered in situations involving sexual misconduct if policy violations don't warrant full amnesty.

Intentional false reporting of sexual misconduct is a violation of the Code of Conduct and may also violate state criminal statutes and civil defamation laws.

Iowa Wesleyan prohibits retaliation against a person who exercises his or her rights or responsibilities in relation to sexual misconduct. Identified retaliation will result in appropriate disciplinary action through the student conduct system or appropriate employee supervisors depending on the person involved.

## **Interim Measures**

Iowa Wesleyan University will consider interim measures throughout all phases of the investigation process, but especially at the beginning of the investigation. It is important to note that due process limitations will always be considered when administering interim measures. See the section, "Reporting" for more details on how interim measures are administered. Interim measures may include but are not limited to:

- Adjusting the complainant's and/or respondent's work schedule, assignment, or location for University employment.
- Changing the complainant's and/or respondent's academic schedule, allowing the complainant to take an incomplete in one or more courses, allowing the complainant to drop (or retake) a course without penalty, or attend class through on-line resources.
- Providing an escort to ensure safe movement between classes, work sites, and other activities.
- Allowing the complainant to withdraw from or retake a class without penalty, or extending deadlines for examinations or other assignments.
- Providing access to tutoring or other academic support.
- Putting the respondent on paid administrative leave until the conclusion of the investigation.
- Residence hall relocation
- Residence hall bans
- No-contact orders
- Campus bans
- Assistance in securing counseling
- Course section reassignments
- Consultations with parents or other emergency contact people with approval from student

Failure to comply with interim measures is a separate violation of the policy and is addressed through the Student Handbook, Personnel Policy Manual or Faculty Handbook.

## **Sanctions for Sexual Misconduct Policy Violations**

- Preponderance of Evidence Standard
  - This is the standard used in all sexual misconduct cases.
  - It means it is “more likely than not” that the proposition occurred.
  - Is less strict than “proof beyond a reasonable doubt”.
  - Evidence doesn’t need to be clear and convincing.
  
- Any student found responsible for committing “rape” which is defined within “Sexual Assault” will receive a recommended sanction of suspension or dismissal. If suspension is sanctioned, it will be in effect until the offended party has graduated or is no longer enrolled, or for a minimum of one year after the sanction has been issued, whichever is longer. If the suspended student requests re-enrollment, s/he must contact the Vice President for Student Development seeking approval to return. Specific conditions may be put in place if approved to re-enroll such as limited or non-existent participation in University Athletics, clubs/organizations, or other co-curricular activities; not publicly representing Iowa Wesleyan University, or residence hall restrictions. The University would consider and work with a student needing to participate in co-curricular activities required for graduation. If dismissal is sanctioned, the student’s status is terminated and never allowed to re-enroll.
  
- Any student found responsible for violating other acts of sexual assault not defined as rape (definition is in Definition of Terms section of this policy) will receive a sanction ranging from probation to dismissal, depending on the severity of the incident.
  
- Any student found responsible for violating the policy on non-disclosure of STI information or sexual exploitation will receive a sanction ranging from warning to dismissal, depending on the severity of the incident.
  
- Domestic Violence / Dating Violence or Stalking which are not sexual in nature will be addressed through the Student Conduct Process rather than the Sexual Misconduct Policy and processes. Domestic Violence / Dating Violence or Stalking that does involve sexual violence will be addressed through this Sexual Misconduct Policy and processes.
  
- Any Faculty member found responsible for violating the sexual harassment or sexual misconduct policy will receive appropriate disciplinary action through employment policies and procedures outlined in the Faculty Handbook.
  
- Any Staff member found responsible for violating the sexual harassment or sexual misconduct policy will receive appropriate disciplinary action through employment policies and procedures outlined in the Personnel Policy Manual.

The Title IX Coordinator has the right to increase or decrease recommended sanctions but may only do so when mitigating circumstances or egregiously offensive behavior exists. No investigation team members will deviate from recommended sanctions / disciplinary action unless reasonable, informed action strongly suggests to do so.

## **Reporting**

Any University community member who has been the subject of Sexual Misconduct has the right to make a report to the Responsible Administrators identified below and law enforcement agencies, or may choose not to report. If reported to Responsible Administrators or the University becomes aware of an alleged incident even without a complaint filed, under this Policy the following procedures will be applied. It is important to note that regardless of a complaint being addressed in a different venue (court of law, etc.), the University has an obligation to carry out this process in its entirety. A reporting individual will be protected from retaliation and will receive appropriate assistance and resources from the University.

## Confidentiality

Victims of sexual misconduct are encouraged to file formal complaints to Iowa Wesleyan University Responsible Administrators. Although other faculty and staff may assist and advise victims, formal disciplinary action against the accused can only be guaranteed when the victim communicates with a responsible administrator. See below for further information regarding reporting. Victims should be assured that that responsible administrators and confidential reporting options who they report incidents too will take the report seriously and carry out the appropriate processes accordingly. Reports made to responsible administrators will be private and all efforts will be made to preserve the rights and privacy of the parties involved. While private, please know that doesn't mean kept in confidence. The circle of people involved and needing to know will be kept as small as possible but those who need to know, will be privy to the necessary information within the filed report.

## Confidential On Campus Resources

Iowa Wesleyan Counseling Services provided by Truth Foundation  
Sam Reighard, Annie Powell, & Anne Reiter  
319-385-6483  
[counseling@iw.edu](mailto:counseling@iw.edu)

## Responsible Administrators: Non-Confidential Campus Resources

Vice President for Student Development  
Title IX Coordinator  
Wesley H. Brooks, Ph.D.  
319-385-6284  
[Wesley.brooks@iw.edu](mailto:Wesley.brooks@iw.edu)

Director of Human Resources  
Deputy Title IX Coordinator  
Kathy Moothart  
319-385-6209  
[Kathy.moothart@iw.edu](mailto:Kathy.moothart@iw.edu)

Assistant Dean of Students and Director of Residential Life  
Luis Aranda  
319-385-6257  
[Luis.Aranda@iw.edu](mailto:Luis.Aranda@iw.edu)

Vice President for Academic Affairs  
DeWayne P. Frazier, Ph.D.  
319-385-6205  
[Dewayne.frazier@iw.edu](mailto:Dewayne.frazier@iw.edu)

Assistant Vice President for Academic Affairs  
Paula Kinney  
319-385-6315  
[Paula.kinney@iw.edu](mailto:Paula.kinney@iw.edu)

BJ Wagy  
Head Volleyball Coach  
Asst. Athletic Director  
319-385-6305

[Bj.wagy@iw.edu](mailto:Bj.wagy@iw.edu)

All Iowa Wesleyan Security Officers (3 total officers - Per Mar staff)  
319-931-6802

All Iowa Wesleyan Resident Assistants (19 Resident Assistants)

## Filing a Complaint

This policy affords a complainant multiple reporting mechanisms for sexual misconduct. They include filing a complaint with one of the 29 identified responsible administrators (above) or by filing a complaint through the [IWSafetyFirst](#) electronic submission form. [IWSafetyFirst](#) allows IW community members to file complaints electronically which affords people the opportunity for anonymity if they so choose. However, anonymous reports limit the University's ability to take action on the matter, and direct follow-up may not be possible if an anonymous report is filed.

From the onset of this process, both the complainant and accused are entitled to have an advisor of their choice present at all times during the sexual misconduct process (i.e. all meetings, investigative interviews, etc.). The advisor is not required to be the same person throughout the process and is not limited to someone in the campus community.

If a responsible administrator (above) receives a report of sexual misconduct or becomes aware of it in another way, s/he is required to report it to the University's Title IX Coordinator. The report shared with the Title IX coordinator will include the name of the complainant, the victim (if different), the accused if known, any witnesses and other relevant information, including the date, time and location of the incident.

It is recommended the complainant consider the reporting obligations of a responsible administrator and that Title IX prohibits retaliation against a complainant and will take strong responsive action if retaliation occurs.

If a complainant desires full confidentiality in these matters, s/he should report the complaint to the confidential on-campus resources listed above rather than a responsible administrator or other University personnel. Discussing matters of sexual misconduct with members of the campus community not listed as a responsible employee or as a confidential reporting option may still result in action being taken by the University. This is due to the obligation Iowa Wesleyan has to follow-up on all reports of sexual misconduct and University employees are strongly encouraged to report incidents of sexual misconduct (excluding confidential resources) even if they aren't mandated to do so as responsible administrators. To ensure confidentiality, reports should be made to confidential on-campus resources only. However, complainants can request the University maintain confidentiality (to the extent permitted by law) in all reports of sexual misconduct and the institution will do its best to honor that but it can't be expected or guaranteed when filing a complaint with a non-confidential responsible administrator. If it's determined action can't be taken without the risk of jeopardizing confidentiality, the University will inform the complainant prior to starting an investigation. The University will, however, maintain information as private and share only necessary information to act on this policy.

Additionally, complainants may request the University not conduct an investigation or take action against the accused. Iowa Wesleyan University is not required to honor that request. In appropriate circumstances, the University may move forward with an investigation and continue with the processes outlined in this policy even without the consent or cooperation of the complainant.

While all members of the campus community (excluding confidential resources) are encouraged to report incidents of sexual misconduct, the possibility of the complaint not be acted upon by the University exists if the complainant informs someone other than a responsible administrator. Be advised, Faculty members, in general, are not responsible administrators. While strongly encouraged to report, it shouldn't be assumed that a report made to a Faculty member will be brought to the attention of the appropriate University officials for action to then be taken.

## **Investigatory Procedures**

When the Title IX Coordinator receives a report of sexual misconduct from a complainant or responsible administrator, investigatory processes will commence. The University aims to address complaints of sexual misconduct as quickly and efficiently as possible without jeopardizing quality, thoroughness, fairness and effectiveness. The University seeks to resolve all matters of sexual misconduct within sixty days. Circumstances may arise that require the extension of time frames, including extension beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

In general, a complainant and respondent can expect that the process will conclude within 60 days. In the event that the investigation and resolution exceed this time frame, the University will notify all parties of the reason for the delay and the expected adjustment in time frames.

At the request of law enforcement, the University may agree to defer its fact-gathering until after the initial stages of a criminal investigation. The University will nevertheless communicate with the complainant regarding Title IX rights, procedural options, and the implementation of interim measures to ensure safety and well-being. The University will promptly resume its fact-gathering as soon as law enforcement has completed its initial investigation.

### **Timeframe:**

Steps 1 – 6 should occur within 5 business days of the complaint being received by a responsible administrator or Title IX Coordinator.

Steps 7 – 11 should occur within 10 business days of the complaint being received by a responsible administrator or Title IX Coordinator.

Steps 12 & 13 should occur within 20 business days of the complaint being received by a responsible administrator or Title IX Coordinator.

Steps 14 & 15 should occur within 30 business days of the complaint being received by a responsible administrator or Title IX Coordinator.

Steps 16 should occur within 35 business days of the complaint being received by a responsible administrator or Title IX Coordinator.

Steps 17 – 21 should occur within 60 TOTAL days of the complaint being received by a responsible administrator or Title IX Coordinator.

\*The timeframes of individual steps outlined above are general estimates and intended to provide the parties involved with a framework of how the process will unfold. However, individual steps may progress more quickly or be delayed. Unless

significant deviations from this step-by-step timeline will occur, only a delay in the 60 day completion process will warrant communication from the University as to why there has been a delay in the process.

## **Steps:**

Following the Title IX Coordinator/Deputy Title IX Coordinator's receipt of a report of sexual misconduct, the following occurs:

Step 1: The Title IX Coordinator and/or Deputy Coordinator will have a preliminary meeting with the complainant to discuss the entirety of the process that will be occurring. It is important to note that both the complainant and the accused have the right to have an advisor of their choice present throughout the process. A full investigative interview will not take place during the preliminary meeting. This meeting has two main objectives: (1) Gain a basic understanding of the nature and circumstances of the report and (2) to inform the complainant what s/he can expect this process to include plus receiving information about resources available to them.

The understanding and circumstances of the report will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. This understanding may warrant the Title IX Coordinator or Deputy Coordinator to implement interim measures. If interim measures are necessary immediately, step 6 would become step 2 in this process. If interim measures are not deemed appropriate or necessary at that time, interim measures will be highly considered again in step 6 of the process. (Steps 1 – 6 should occur within 5 business days).

Following the preliminary hearing, the additional steps within this policy will be executed unless specific factors warrant not proceeding. Those factors could include the complainant's wish not to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation. As stated previously, the University is obligated to attend to matters of sexual misconduct even at times when the complainant requests no action be taken. The safety of the campus community is of paramount importance.

Step 2: A two-member investigation team (lead investigator/secondary investigator) will be assigned by the Title IX Coordinator or Deputy Coordinator to conduct the investigation of the complaint.

University Investigators for incidents involving student respondents include:

- Julie Duplessis, Director of Adult and Graduate Studies
- Luis Aranda, Assistant Dean of Students and Director of Residential Life
- Kate Garretson, E-Resources and Instruction Librarian
- Jeremy Hommowun, Assistant Director of Admissions
- Derek Zander, Men's Head Baseball Coach
- Michael Richtman, Head Football Coach

University Investigators for incidents involving faculty/staff respondents include:

- Dr. Wesley Brooks, Vice President for Student Development and Title IX Coordinator
- Kathy Moothart, Director of Human Resources and Deputy Title IX Coordinator
- Dr. DeWayne Frazier, Vice President for Academic Affairs
- Chris Plunkett, Vice President for Finance and Treasurer

The investigators assigned to complaints are done so in a manner to avoid any potential conflicts of interest or supervisory lines. Discretion will be used whenever possible to limit fellow employee involvement in the investigation process regardless of whether a faculty or staff member is involved as a complainant or respondent. Faculty/Staff respondent investigators may be assigned to student respondent complaints if a faculty/staff member is the complainant but appointment of investigators is at the discretion of the Title IX and Deputy Title IX Coordinators. The accused and the complainant have the opportunity to present concerns of the assigned investigators in writing to the Title IX Coordinator prior to Step 3. If it has been determined that process will be positively impacted by the respondent not learning of this complaint until step 6, s/he will have the opportunity to present a concern in writing at that time. Concerns must be presented within 1 business day of learning who the investigatory team members are. If a concern is deemed legitimate, another investigator will be assigned.

Step 3: The complainant will be contacted by the lead investigator to coordinate an interview time.

Step 4: The complainant interview will be conducted. Both members of the investigatory team will be present for the interview. The complainant can have an advisor of their choosing present for the interview. Investigators may choose to record the interview. If so, they must receive permission from the complainant in order to do so.

Step 5: An interview summary will be prepared by the investigative team. The complainant will be asked to review the summary and sign off, acknowledging truthfulness and agreement with the summary's contents.

Step 6: Interim Measures will be considered throughout all phases of the investigation but will be a top priority at the beginning of the investigative process. Initially, interim measures may be executed by the Title IX Coordinator or Deputy Coordinator following receipt of the initial complaint or after the complainant has been interviewed. The investigative team must inform the Title IX Coordinator if interim measures are deemed appropriate following the complainant interview and provide the Title IX Coordinator with a recommendation. Interim Measures, if applicable, are communicated in writing to the complainant and the accused by the Title IX Coordinator.

Step 7: The accused will be notified of the complaint made against them by the Title IX Coordinator. This notification will also include the interim measures being implemented, if applicable.

Step 8: The Title IX Coordinator and/or Deputy Coordinator will hold a preliminary meeting with the accused. It is important to note that both the complainant and the accused have the right to have an advisor of their choice present throughout the process. A full investigative interview will not take place during the preliminary meeting. This meeting has three objectives which include: (1) to inform the respondent of the complaint made against them and their agreement or lack thereof with the complaint, (2) to inform the respondent of what s/he can expect this process to include plus receiving information about resources available to them and (3) to learn of the members of the investigatory team. The respondent will have an opportunity to present any concerns with the investigatory team members in writing to the Title IX Coordinator or Deputy Title IX Coordinator. This concern must be submitted within 1 business day of learning who the investigatory team members are.

*\*If the respondent agrees with the complaint of sexual misconduct against them, it is appropriate for this process to immediately move to resolution procedures because both parties agree on the facts of the complaint.*

Step 9: The respondent will be contacted by the lead investigator to coordinate an interview time.

Step 10: The respondent interview will be conducted. Both members of the investigatory team will be present for the interview. The respondent can have an advisor of their choosing present for the interview. Investigators may choose to record the interview. If so, they must receive permission from the respondent in order to do so.

Step 11: An interview summary will be prepared by the investigative team. The respondent will be asked to review the summary and sign off, acknowledging truthfulness and agreement with the document's contents.

Step 12: The investigation team will reach out to and interview any witnesses deemed necessary. Investigators may choose to record any of those interviews. If so, they must receive permission from the witness in order to do so.

Step 13: Interview summaries with witnesses will be prepared by the investigative team. The witnesses will be asked to review the summaries and sign off, acknowledging truthfulness and agreement with the document's contents.

Step 14: The investigation team may find it necessary to visit with the complainant, respondent, or witnesses again. If this is necessary, the lead investigator will contact the necessary individual to coordinate an interview time, the interview will be conducted by both members of the investigatory team, the complainant or respondent may have an advisor of their choosing present, and the interview may be recorded if permission is given by the interviewee. If additional interviews are conducted, interview summaries will be prepared by the investigative team and reviewed and agreed upon by the interviewee.

Step 15: When it has been determined that all necessary information has been attained by the investigation team, the investigation team will provide opportunities for the complainant and respondent to review all written interview summaries pertaining to the incident. To protect confidentiality, both the complainant and respondent will be asked to sign non-disclosure agreements regarding the information they are reviewing. However, a complainant cannot be required to sign a non-disclosure agreement. Both the complainant and respondent will have the opportunity to rebut information in the interview summaries of those documents they hadn't already agreed with and signed off prior in the interview summary review processes. Those written rebuttals must be submitted to the lead investigator within 3 business days of the interview summary review taking place.

Step 16 for Incidents involving only students: The Investigation Team will make a finding of "responsibility" for a specific violation based on the findings within their investigation. The finding will be based on the preponderance of evidence standard defined in the Sanctions section of this policy. The investigation team will prepare a written report to share with the Title IX Coordinator, detailing the finding, the evidence supporting the finding, and any evidence that the investigation team excluded from its consideration, and why. The report should conclude with recommended sanctions. This report should not exceed three pages in length, and must be submitted to the Title IX Coordinator within 3 business days of deliberations.

Step 16 for Incidents involving faculty or staff respondent: The Investigation Team will make a finding of "responsibility" for a specific violation based on the findings within their investigation. The finding will be based on the preponderance of evidence standard defined in the Sanctions section of this policy. The investigation team will prepare a written report to share with the appropriate supervising Vice President, detailing the finding, the evidence supporting the finding, and any evidence that the investigation team excluded from its consideration, and why. The report should conclude with recommended disciplinary action. This report should not exceed three pages in length, and must be submitted to the supervising Vice President within 3 business days of deliberations.

## **Resolution Procedures**

### **Resolution Procedures for incidents involving Student Respondents**

Step 17: The Title IX Coordinator receives the investigation team report as detailed in step 16 of the investigation process. The Title IX Coordinator will then review the investigative report and consider the validity and appropriateness of the finding and recommended sanctions.

Step 18: The Title IX Coordinator will finalize the appropriate sanctioning based on the findings and recommendations of the investigative team. The Title IX Coordinator may alter the finding and/or recommended sanctions prior to implementation of the sanctioning. Sanctioning will align with the direction of the sanction section of this policy.

Step 19: The Title IX Coordinator will write outcome letters to be delivered to both the complainant and the respondent. The outcome letters will explain the finding, rationale for that finding, the sanctions associated with the finding, and the process for meeting those sanctions.

Step 20: Both the complainant and respondent will be notified in writing simultaneously of the outcome of the proceeding and appeal procedures; any change to the result before it becomes final; and when the result becomes final. Informing both parties of any institutional disciplinary proceeding is not a violation of the Family Educational Rights and Privacy Act.

Step 21: The Title IX Coordinator will notify parents or guardians of dependent students if suspension or dismissal is issued as a separation between the institution and a student could be a safety concern from a housing or dining perspective.

### **Resolution Procedures for incidents involving Faculty/Staff Respondents**

Step 17: The appropriate supervising Vice President receives the investigation team report as detailed in step 16 of the investigation process. The supervising Vice President will then review the investigative report and consider the validity and appropriateness of the finding and recommended disciplinary action.

Step 18: The supervising Vice President will finalize the disciplinary action based on the findings and recommendations of the investigative team. The supervising Vice President may alter the finding and/or recommended disciplinary action prior to implementation of the disciplinary action. Disciplinary action will align with the policy and processes outlined in the Personnel Policy Manual or the Faculty Handbook, whichever is applicable.

Step 19: The supervising Vice President will then share his/her final recommendation to the President of the University, including all documentation provided by the investigation team. The President will consider all the information and finalize the finding and disciplinary action, if applicable.

Step 20: The President will write outcome letters to be delivered to both the complainant and the respondent. The outcome letters will explain the finding, rationale for that finding, the disciplinary action associated with the finding, and any timelines or processes associated with the disciplinary action.

Step 21: Both the complainant and respondent will be notified in writing simultaneously of the outcome of the proceeding and appeal procedures; any change to the result before it becomes final; and when the result becomes final. Informing both parties of any institutional disciplinary proceeding is not a violation of the Family Educational Rights and Privacy Act.

Note – If a Vice President is the respondent, the President will receive the investigation report. If the President is the respondent, the Executive Committee of the Board of Trustees would receive the investigation report.

## **Appeal Process**

### **Appeals**

Both the complainant and the respondent may make an application for an appeal of a decision of sexual misconduct. Students or University employees desiring to appeal must present their appeal in writing via email to the Vice President for Student Development / Title IX Coordinator within five class days of receiving the initial decision. The right for an appeal to be heard must be based on at least one of the following grounds:

- any irregularities in due process including but not limited to deviation from written procedures that impacted the fairness of the process or bias on the part of an investigation team member, Title IX Coordinator, Deputy Title IX Coordinator, supervising Vice President or President.
- new evidence not available at the time of the original meeting or hearing that could be outcome determinative;
- the finding doesn't align with the evidence;
- a sanction that is extraordinarily disproportionate to the offense.

### Student Appeals

After receiving a student appeal, the Title IX Coordinator / Vice President for Student Development will refer it to the Student Development Committee for consideration. With the Vice President for Student Development serving as the Title IX Coordinator and also as a member of the Student Development Committee, he/she will not participate in the Student Development Committee appeal review whatsoever. The Student Development Committee initially must determine if the submitted appeal has merit which must be done within 2 business days of the Vice President for Student Development receiving the appeal. Merit is based on the grounds listed above. If it is determined that the appeal will be heard, the Student Development Committee has 10 business days to decide the appeal.

The Student Development Committee may support or change an initial decision. If a change is warranted, the committee may choose to increase or decrease the severity of the sanction or adopt an alternative sanction instead. In rare instances, the Student Development Committee may feel it necessary to refer a situation back to the investigative team with instructions. This is most typical if there are due process concerns or new evidence that could alter an outcome. If the Student Development Committee deems an appeal lacks merit, it can reaffirm the decision made by the Title IX Coordinator without hearing the appeal. The Student Development Committee will be deferential to the Title IX Coordinator's decision, making changes to the finding or sanction only if a compelling justification to do so exists. If the Student Development Committee determines a change is justified, it must hold a meeting with Title IX Coordinator and Investigative Team to explain the rationale for changing the finding or sanctions.

### Employee Appeals

After receiving a faculty or staff member appeal, the Title IX Coordinator will forward the appeal to the Deputy Title IX Coordinator who manages faculty / staff concerns and the Committee on Professional Grievances and Complaints. The Deputy Title IX Coordinator will then inform the President an appeal has been submitted. The Committee on Professional Grievances and Complaints initially must determine if the submitted appeal has merit which must be done within 2 business days of the committee receiving the appeal. Merit is based on the grounds listed above. If it is determined that the appeal will be heard, the Committee on Professional Grievances will have 5 business days to act on the appeal.

The Committee on Professional Grievances and Complaints may support or recommend a change of an initial decision. If a change is warranted, the committee may choose to recommend increasing or decreasing the severity of the disciplinary action or adopt an alternative action instead. The recommendation made by the Committee is shared with the Deputy Title IX Coordinator who shares the information with the final determining body, the Executive Committee of the Board of Trustees. In rare instances, the Committee on Professional Grievances and Complaints may feel it necessary to refer a situation back to the investigation team with instructions. This is most typical if there are due process concerns or new evidence that could alter an outcome. If the Committee on Professional Grievances and Complaints deems an appeal lacks merit, it can reaffirm the decision made by the President without hearing the appeal and inform the Deputy Title IX

Coordinator of that decision. The Deputy Title IX Coordinator will then forward that information to the Executive Committee of the Board of Trustees to take final, official action. The Committee on Professional Grievances and Complaints will be deferential to the President's decision, making changes to the finding or disciplinary action only if a compelling justification to do so exists. If the Committee on Professional Grievances and Complaints determines a change is justified, the Chair must hold a meeting with the Deputy Title IX Coordinator and President to explain the rationale for recommending changing the finding or sanctions.

## **Record Keeping**

The Title IX Coordinator will maintain all sexual misconduct records for seven years. Substantiated complaints against students will result in final sanction letters being entered into the student's file maintained in the Student Development Office. Records of all complaints that are not substantiated will be maintained in a file in the Vice President for Student Development's Office.

## **Federal Statistical Reporting Obligations**

In accordance with federal regulations, an Annual Security Report is published which illustrates the number of sexual misconduct cases that occurred during that reporting year. Only statistical information is shared as personally identifying information is kept confidential. All Campus Security Authorities are required to report statistical information to the Vice President for Student Development.

## **Federal Timely Warning Reporting Obligations**

When respondents of sexual misconduct allegations continue to pose threats of bodily harm or danger to members of the Iowa Wesleyan campus community, college administrators must issue timely warnings alerting members of potential risk. It is the aim of the University to maintain confidentiality so a victim's name and other identifying information is not disclosed, in the warning but sufficient information must be communicated to allow students to make appropriate decisions about their safety. Persons required to report timely warnings are all campus security authorities.

# Index

Important Numbers .....	1
IMPORTANT DATES .....	2
Academic Affairs .....	5
Academic Appeals.....	5
Students who have concerns regarding an academic matter, such as procedures in a particular course or a grade received, should meet first with the instructor of the course involved. Failing to achieve satisfaction at this level, the student should then meet with the chair of the division in which the course is taught. Appeals beyond the divisional level should go to the Vice President for Academic Affairs. When appropriate, academic issues will be referred to the Committee on Academic Standards and Review for final decision. Grade appeals must be initiated within five weeks of the time grades are posted. No such appeals will be considered after this time. The Vice President for Academic Affairs is available to students to discuss academic problems and procedures. ....	5
ACADEMIC PROBATION, SUSPENSION AND DISMISSAL .....	5
Academic Dismissal: Students who do not meet certain minimal standards in their first semester, or have already been suspended from the university before and fall below minimum standards are subject to dismissal. Students who fail or withdraw from ARC 105 are subject to academic dismissal. Students that have been suspended twice for academic reasons will be considered dismissed and will not be readmitted to the University.....	6
CLASS ATTENDANCE.....	7
CHANGES IN REGISTRATION .....	9
WITHDRAWAL FROM IOWA WESLEYAN UNIVERSITY .....	10
ACCESS TO AND RELEASE OF STUDENT INFORMATION .....	10
Letters of Appraisal .....	11
Challenges to the Record .....	11
General Information & Services.....	12
OFFICE OF ACADEMIC SUCCESS AND INCLUSIVE SUPPORT (OASIS).....	12
CAMPUS BOOKSTORE .....	13
CHADWICK LIBRARY .....	14
COMMUTER LOUNGE .....	17
IDENTIFICATION CARDS .....	17
SOLICITATION AND ADVERTISING.....	17
MOTOR VEHICLE REGISTRATION & REGULATIONS.....	18
Handicapped & Other Designated Parking Zones.....	18
CLERY ACT INFORMATION .....	18
CRISIS RESPONSE PROCEDURES.....	18
IW Campus Alert .....	19
Communications .....	19

Fire and Facility Evacuation .....	21
Natural Disasters.....	22
Winter Storms.....	22
Tornadoes .....	22
Thunderstorms.....	24
International Students & Crisis Situations .....	25
Sodexo Food Services.....	26
MEAL PLANS & ENTRY TO THE DINING HALL.....	26
2016-2017 Dining Hall Hours .....	26
Student Organizations & Activities .....	27
MEMBERSHIP QUALIFICATIONS FOR ORGANIZATIONS.....	27
ATHLETIC ACTIVITIES.....	27
Student Organizations .....	28
Where to Find Help.....	30
Student Development & Related Services.....	32
CAREER DEVELOPMENT .....	32
MAIL OPERATIONS.....	33
COUNSELING SERVICES .....	33
OFFICE OF STUDENT DEVELOPMENT.....	33
CAMPUS MINISTRY .....	33
Residential Life Information & Policies .....	33
RESIDENCY REQUIREMENTS .....	33
IMMUNIZATION POLICY.....	34
CAMPUS RESIDENCE FACILITIES.....	35
AIR CONDITIONED ROOMS IN S-T AND McKIBBIN.....	36
ALCOHOL POLICY.....	36
APPLIANCES: CONCERNS & SAFETY .....	39
BABYSITTING .....	39
BUSINESS AND SOLICITATION.....	39
BULLETIN BOARDS .....	39
BREAKS.....	39
CHECK IN AND CHECK OUT/ INVENTORIES .....	40
COMMUNITY FLOOR MEETINGS.....	40

COMPUTER CONNECTIONS.....	40
CONDUCT DURING FINALS WEEK .....	41
COOKING IN THE RESIDENCE HALL .....	41
DAMAGES IN COMMON AREAS .....	41
DECORATING GUIDELINES .....	41
DRUG POLICY .....	42
EARLY ARRIVALS AND LATE DEPARTURES.....	43
ESCORT & GUEST VISITATION POLICIES .....	43
Visitation Hours.....	43
Escort Policy .....	44
FIRE ALARM EQUIPMENT & FIRE EXTINGUISHERS.....	45
FIRE SAFETY.....	45
FURNITURE & RESIDENCE HALL PROPERTY .....	45
HALLWAYS MUST REMAIN CLEAR.....	46
INCIDENT AND CONDUCT VIOLATION REPORTS BY RESIDENTS .....	46
KEYS: ROOM KEYS & CARD KEYS & OUTSIDE DOORS .....	46
LAUNDRY FACILITIES .....	46
LOCK OUTS .....	47
Lock Out Procedures .....	47
MISSING RESIDENT POLICY .....	47
PERSONAL PROPERTY INSURANCE .....	48
PETS.....	48
PRINTERS.....	48
Computer Labs with Printers: .....	49
PROHIBITED ITEMS.....	49
QUIET & COURTESY HOURS .....	50
QUIET HOURS DURING FINALS .....	50
RESTROOM USE.....	51
ROOM ENTRY BY UNIVERSITY OFFICIALS.....	51
ROOFS .....	52
ROOM ASSIGNMENTS.....	52
ROOM CHANGE REQUESTS .....	52
ROOM CONSOLIDATION .....	52

ROOMMATE BILL OF RIGHTS .....	52
SECURITY & NIGHT ESCORT .....	53
SINGLE ROOM REQUESTS - DOUBLE AS A SINGLE & PHYSICAL SINGLES .....	53
SMOKING .....	53
Smoking Violation and Penalty .....	54
STORAGE ROOMS.....	54
TELEPHONES IN STUDENT ROOMS & AROUND CAMPUS.....	54
Voice Mail Instructions .....	54
Residence Hall Phone Numbers .....	55
Long Distance .....	55
UNSANITARY ROOMS.....	55
VENDING MACHINE REFUNDS .....	55
Standards of Student Conduct .....	55
CRIME STATISTICS .....	56
CAMPUS CONDUCT HOTLINE.....	56
CODE OF SOCIAL CONDUCT .....	56
INSTITUTIONAL COMPUTER AGREEMENT .....	59
PEER TO PEER FILE SHARING .....	60
DISCIPLINARY PROCESS & SANCTIONS .....	60
APPEAL PROCESS FOR CONDUCT MEETINGS AND HEARINGS.....	62
APPLICATION TO THE UNIVERSITY STUDENT REVIEW BOARD .....	63
Recommendations of the Board .....	64
Title IX Coordinator .....	64
PROCEDURE FOR REPORTING.....	67