

2015-2017 Wiley College Student Handbook



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INTRODUCTION

Thank you for choosing to attend Wiley College and giving us the opportunity to be a part of your future. We think you will find that Wiley is staffed by friendly and caring people who want very much to do everything possible to help you achieve success in whatever you aspire to do.

This handbook is designed to serve as your guide to campus life and the policies of the institution. **A complete review of this document is mandatory** for all students; and failure to read the document does not excuse the student from the responsibility of strict adherence to the College's policies and guidelines.

The *Student Handbook* introduces you to many aspects of life at Wiley, including rules and regulations, academic policies, and services offered. While few constraints are placed on Wiley students, certain regulations are necessary for the community to function successfully and safely. You are expected to know and abide by the regulations which are articulated in this handbook. The information will help you adjust and prosper during your time at Wiley.

The *Wiley College Catalog* provides students with information about admissions criteria and policies, rules of academic conduct, the academic calendar, degree completion requirements, financial obligations, refund policies, and other information relative to attending the College or withdrawing from it. The *Student Handbook* serves as a companion piece to the catalog, and you should become thoroughly familiar with both publications.

No handbook can anticipate all questions or have all the answers. So please don't be afraid to ask for additional help, information or assistance. Your fellow students, professors, and staff members can be very helpful; but, you are the one who will need to be willing to ask for help.

Should you have questions, require clarity or need additional information, please contact the Office of the Vice President for Student Affairs and Enrollment Services at (903) 927-3233 or via email at jmorale@wileyc.edu.

Enjoy your stay at Wiley College; we believe it is "**the place to be**".

A Word from the President

Wiley College is a challenging and caring educational community where students from diverse backgrounds prepare for responsible lives and successful careers.

The 2014-2016 Wiley College Student Handbook serves as one of your guides, complementing the *Wiley College Catalog*, in navigating the Wiley College system, as well as helping you take full advantage of the opportunities the College provides. The *Student Handbook* describes how this living/learning community operates through the provision of pertinent information about several of the key offices you must navigate as students, along with the policies, standards and procedures that govern campus life.

It is important that you read this handbook carefully and commit yourselves to being active and responsible members of this unique educational community. I challenge you to participate fully in activities in which you have special interests, to use your skills and abilities to provide leadership in areas of interest, and to promote a sense of community through involvement in service-oriented projects. Also, you are encouraged to take the time to enjoy the opportunities that Wiley College provides for the development of friendships and personal growth.

If you become engaged in campus life and remain focused on your primary goal, a college education, you will find your years here to be some of the most enjoyable and rewarding of your lives. Best wishes as you join with us in striving to achieve excellence through pride in performance.

Haywood L. Strickland
President and CEO

The Administration

The primary administrative officers of the College include the following:

President and CEO

Dr. Haywood L. Strickland
(903) 927-3201

Executive Vice President and Provost

Dr. Glenda F. Carter
(903) 927-3336

Vice President for Business and Finance

Dr. James Batten
(903) 927-3212

Asst. VP for Information Systems & Technology

Mr. Nathaniel Hewitt
(903) 923-2404

Vice President for Institutional Advancement

Dr. Suzanne Mayo
(903) 927-3283

Vice President for Student Affairs/Enrollment Services

Dr. Joseph L. Morale
(903) 927-3233

Assistant to the President/Director of Sponsored Programs

Mrs. Karen Helton
(903) 927-3369

Executive Assistant to the President and Director of Administrative Programs

Vacant
(903) 923-2412

COLLEGE OVERVIEW

Mission of the College

Wiley College, founded in 1873 in Marshall, Texas, is a historically black, primarily liberal arts, residential, co-educational, baccalaureate degree-granting institution affiliated with The United Methodist Church.

Committed to the principle of educational access, the College serves traditional and non-traditional students from diverse backgrounds who have expressed a desire and potential for learning in a Christian environment. The College, in fulfilling its basic purpose of providing a liberal arts education with a global focus, endeavors to provide an intellectually stimulating environment, promoting student competencies in communication, as well as, critical and analytical thinking. The College also supports spiritual, ethical, moral, and leadership development. To achieve these superordinate goals, the College promotes an atmosphere of academic freedom and employs a faculty committed to excellence and innovation in teaching, advising, and scholarship. The faculty provides a rigorous curriculum for preparing graduates for professional or graduate studies and/or productive careers in traditional and emerging career fields.

Wiley College is committed to shared governance and exemplary stewardship of its resources. The College employs innovative techniques and strategic planning in all its administrative processes, using cutting-edge technology in the delivery of services to its clientele. Acknowledging its covenant relationship with The United Methodist Church, the College affirms the ideal of social responsibility and seeks to contribute to the welfare and revitalization of its community. (Approved unanimously by the Wiley College Board of Trustees July 15, 2011.)

History and Development of the College

Named in honor of **Bishop Isaac T. Wiley**, an outstanding minister, medical missionary and educator, Wiley College was founded in 1873 during turbulent times for Blacks in America. Wiley College opened its doors just south of Marshall with two frame buildings and an overwhelming desire to succeed in a climate fraught with racism and Jim Crow laws. So entrenched was their desire to succeed that in 1880, rather than moving Wiley College farther out of town, the founders of the College moved nearer to Marshall on 55 acres of wooded land where the College stands today. Land was cleared and four additional buildings were constructed as student enrollment soared to 160 students with seven full-time faculty members. Wiley College had effectively become the first Black college west of the Mississippi River.

Among the visionaries of that era were presidents revered in Wiley College history. Individuals who persevered in a climate of hostility in the South and in the face of great personal sacrifice were Wiley's first presidents: **Rev. F. C. Moore** (1873-1876), **Rev. W. H. Davis** (1876-1885), **Rev. N. D. Clifford** (1885-1888), **Rev. Dr. George Whitaker** (1888-1889), and **Rev. Dr. P. A. Pool** (1889-1893). It was their strength of character in the face of hardship and acrimony that forged the early foundations of this bastion of academic excellence. Their labors were rewarded in 1888 when the first graduate of Wiley College (for so it was called at the time) was awarded the Bachelor of Arts degree. Mr. H.B. Pemberton would lead the way for generations of Wiley College graduates to come.

Reverend Isaiah B. Scott (1893-1896) was appointed as the sixth president of Wiley College in 1893. His appointment was significant because he was the first Negro president of Wiley. The Freedman's Aid Society departed from its traditional administration of the school and boldly placed Reverend Scott in the lead role for the fledgling school. Twenty-three years had passed since the founding of Wiley College when Reverend Scott retired in 1896. Two years later, the General Conference of 1896 elected Dr. Scott to the editorship of the *Southwestern Christian Advocate*. A new generation of students then greeted a new president of the College.

Matthew Winfred Dogan, Sr. (1896-1942) was to become the most prolific and the longest-sitting president to grace the halls of Wiley College. The seventh president took office at the age of 33 and was to become the backbone and strength of Wiley. During his 46-year administration of Wiley College, many changes occurred on the campus and in the United States as a whole. At a time in history when the National Association for the Advancement of Colored People (NAACP) and the National Urban League were established to reinvigorate the old abolitionist struggle to achieve complete emancipation and full citizenship for Black Americans, Wiley College was building and expanding.

Two of Wiley's most outstanding faculty members served during Dogan's tenure, Dr. James Farmer, Sr., the first black in Texas with a Ph.D. degree and the visionary Melvin Beaunorus Tolson, one of the most distinguished debate coaches in the United States. Tolson taught at Wiley from 1924 to 1947. During his illustrious and firebrand years as a faculty member, he established the Alpha Phi Omega Forensic Society (debate team), which went virtually undefeated. It was, however, the defeat of the National Champions at the College of Southern California in 1935 that established the signal and historic achievement and prominence of the debate team of Wiley College.

In 1906, the College boasted of eleven buildings on campus. The first brick building constructed on campus under the Dogan administration was the central building. It was built of bricks made on campus and was constructed by students. Subsequent campus buildings were constructed around this main building and housed programs in mechanics, printing, tailoring, broom making, woodworking and industrial programs. Among the eleven buildings was the King Industrial Home for Girls bringing the important study of home economics to Wiley.

Dogan's dream was to expand for the future and indeed Wiley College expanded as building after building was erected for more specialized programs. However, 1906 also brought tragedy to Wiley College as five buildings were destroyed by fire, including the main central building. Although the buildings were in ashes, the foundations remained strong and in 1907, buildings of greater magnitude began to take shape on the campus. Noted philanthropist, Andrew Carnegie, made possible the construction of the Carnegie Library that was erected in 1907.

In 1915, floods, cotton crop failures, and a reactivated Ku Klux Klan motivated Southern rural blacks to migrate to the North in search of employment opportunities in the expanding military industry. Within a year and a half, 350,000 African Americans had moved from Southern farms to the factories of Northern cities.

However, Wiley College was continuing to expand. Coe Hall, named for former teacher, Mrs. Isabel Coe, was built to serve as the men's dormitory. Coe's father had donated the sum of \$5,000 to the College. Thirkield Hall, a magnificent three-story structure built with the grandeur befitting an institution of higher learning, was erected in 1918 and named for Bishop Wilbur P. Thirkield, a close friend of the College and former president of Howard College.

The Daniel Adams Brainard Chapel was erected in 1924 with a capacity for 800 students. The Chapel was equipped with a pipe organ that was one-of-a-kind among similar sized colleges of the time. In 1925, **Dogan Hall** was built to accommodate women in dormitories. Dogan Hall was a truly lavish residence hall in its day. **The Refectory** was also erected during this time period as a dining hall for students and a place for extra-curricular activities. Truly a pioneer in the educational arena, Wiley College took the leadership role in reorganizing Black schools of higher education and in 1929 renamed itself Wiley College, dropping the use of the word College. It was at this time the high school and trade school were discontinued. Wiley College was recognized in 1933 as an A class college by the Association of Colleges and Secondary Schools of the southern states. This marked the first time any Black school had ever been rated by the same agency and standards as other universities.

Wiley College was a leader in planting the seeds of the first social organizations in the Southwest. These fraternities and sororities nurtured the cohesiveness of Black college students. The Beta Chapter of Phi Beta Sigma Fraternity, Inc. was formed on the Wiley campus in 1915, the second chapter founded in the United States. The Theta Chapter of Omega Psi Phi Fraternity, Inc. was formed in 1922 and the Theta Chapter of Zeta Phi Beta Sorority, Inc. was formed in 1923. Other social organizations included the Phi Chapter of Alpha Kappa Alpha Sorority, Inc. in 1924, the Alpha Sigma Chapter of Alpha Phi Alpha Fraternity, Inc. in 1925, the Alpha Iota Chapter of Delta Sigma Theta Sorority, Inc. in 1930 and the Alpha Chi Chapter of Kappa Alpha Psi, Inc. in 1935.

At a time when Jesse Owens was thundering to an unprecedented four gold medals in the 1936 Olympic Games in Berlin, Wiley College was introducing football to Black colleges and was a leader in forming the Southwestern Athletic Conference (SWAC), still in existence today. Wiley College won many national championships in football and basketball, having more championship athletic teams than all its opponents in the SWAC combined.

This drive for excellence extended beyond the football fields and the basketball courts and spilled over into the academic arenas with a debating championship in 1928 and notable accomplishments in the field of dramatic competitions. Wiley College was the first of its kind in the region to adopt an honor roll system for outstanding students. Wiley College was the leader that other Black colleges and universities eagerly followed.

Music has always played an integral part in Black history and this was also true in the history of Wiley College. The Wiley College band was a first during this period. In the 1930's, Duke Ellington wrote "*It Don't Mean a Thing If It Ain't Got That Swing*" and George Gershwin's *Porgy and Bess* debuted before record crowds in New York. The Wiley College music department was also making some noise of its own, proudly becoming second to none

among similar colleges in the region. The Wiley Quartet sang for stage and radio during this time period and the Glee Club, band, orchestra and choir were all well equipped with instruments and talent.

The General Education Board of The Methodist Church provided funding in 1935 to refurbish and redecorate the Carnegie Library. The College accepted the gift and a challenge from the Board to match dollar-for-dollar a \$3,000 proposed endowment. The Endowment Drive was completed in 1938 and the College endowment grew to \$6,000 (equivalent to over \$200,000 in today's value). World War II began for the United States on December 7, 1941, with the Japanese sneak attack on Pearl Harbor. As President Franklin Roosevelt was addressing Congress on the proposition of war, Wiley College President, Dr. Matthew Dogan, relinquished the reins of authority in 1942 to **Dr. E.C. McLeod**, Wiley's eighth president (1942-1948). While college enrollment took a back seat to the draft, Dr. McLeod never backed down from the vision established by the previous administration to build and expand "Dear Wiley", thus, a five-year building plan was unveiled.

Wiley served the defense effort well with the establishment of the Wiley College Committee on Community Service and National Defense. The Committee coordinated its efforts with the country's national defense resources through an expansion of its summer program. Many Wileyites seized this opportunity and trained for community health improvement with the aid of this national program.

Addressing the demands of the market, homemaking education was added to the curriculum and a new facility complete with lecture rooms, laboratories and mock dining and lodging facilities was established in 1942. A new athletic stadium was constructed and improvements were made to the athletic fields. **McLeod Hall** was constructed as a men's residence hall to accommodate the veterans returning from the war. Many young men took advantage of the educational opportunities afforded them through their G.I. Benefits package. This was the most expansive record of enrollment in Wiley College history.

During McLeod's administration, the College joined the United Negro College Fund in 1944 as a charter member. This brought new resources to the College for expanding programs and building projects. Wiley College enjoys the distinction of having won the title of Miss UNCF for three consecutive terms being the only college of the era to receive this stellar national honor.

With the retirement of Dr. McLeod in 1948, Wiley College changed leadership. The ninth president of Wiley College was **Dr. Julius S. Scott, Sr.** (1948-1958). He had worked at the College in various capacities over the years and brought a true Wiley Spirit to the presidency. Under his leadership, the **Alumni Gymnasium** was completed. The new gym was a project initiated by the Wiley College National Alumni Association and was funded through gifts from alumni and grants from the federal government. The gymnasium was more than a new structure on campus. It was a monument to the struggles and the successes of its former students and graduates of the College. Wiley College students were getting their first taste of rock-n-roll in 1954 listening to the sounds of recording artists like Fats Domino, Chuck Berry and Little Richard. During this period, Smith-Nooks Hall of Music was built and dedicated and shortly thereafter, in 1958, Dr. Scott retired the presidency **Dr. Thomas Winston Cole, Sr.** (1958-1971) was selected as the tenth president to lead Wiley College in 1958. He was a 1934 graduate of Wiley College and the first

layman to hold the position. His visionary goal was to build on the great traditions established by his predecessors. In 1960, Wiley College was admitted to full membership in the Southern Association of Colleges and Secondary Schools (SACS). In addition, a new building program was established including a complete renovation of the Refectory together with its transformation into a modernized dining facility. Dr. Cole was instrumental in refurbishing and remodeling many facilities on campus including the Aaron Baker Science Building, the T.W. Cole Library, and the Fred T. Long Student Union Building. He had the streets paved, new sidewalks installed and created new parking facilities for students, faculty and staff. It was also during this period that the annex for Dogan Hall was completed to house the senior females on campus. Dr. Cole served Wiley College well from 1958-1971.

The eleventh president of Wiley College was also an alumnus of the College, **Dr. Robert E. Hayes, Sr.** (1971-1986). His administration continued to advance the College. During his presidency, the College experienced continued growth and development. A new men's dormitory was constructed to accommodate an increasing enrollment. The fledgling KBWC, Wiley College radio station, received licensing approval by the Federal Communications Commission. The A Cappella choir resumed its annual spring concert tour of the mid-west and the number of faculty members holding earned doctorate degrees increased to 41 percent. Dr. Hayes was also instrumental in raising over a million dollars through speaking engagements and gifts from individuals. Dr. Hayes served his Alma Mater from 1971 until his retirement in June of 1986. Between 1986 and 1987, **Dr. E.W. Rand**, and **Dr. David R. Houston** served successively as interim presidents of the College.

The Wiley College Board of Trustees elected **Dr. David L. Beckley** (1987-1993) as the twelfth president of the institution in 1987. Under his leadership, the College improved its fiscal management practices, retired outstanding federal bonds on several campus buildings and facilities, retired federal debts and loans, increased the endowment fund and increased the number of faculty members holding terminal degrees. Also during the Beckley administration, the College was reorganized into five academic divisions: Basic Studies; Business and Social Sciences; Education and Physical Education; Humanities and Natural Sciences and Mathematics. These programs helped prepare students for careers in their major discipline as well as making available to them the opportunity to pursue graduate work.

Dr. Lamore J. Carter (1993-1996) was named thirteenth president of Wiley College by the Board of Trustees in 1993. Under his administration, significant accomplishments included the reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The renovation of significant portions of the Wiley-Pemberton Complex was completed through acquisition of several grants from the Department of Housing and Urban Development (HUD). Dr. Carter continued the initiative to increase the number of Ph.Ds. on the faculty and brought about outstanding improvements in the educational programs via a Fulbright Faculty Seminar in Thailand in 1994.

In 1996, **Dr. Julius S. Scott, Jr.** (1996-1998), a 1945 graduate of Wiley College, became the fourteenth president and chief executive officer of the institution. Dr. Scott's administration was marked by focused planning, fiscal stability and a "seize the day" philosophical ideal. He is credited with enhancing the academic experiences of students, increasing enrollment, improving the living and learning facilities, improving the overall

academic standards of the institution, and improving the College's relationships with the Texas Annual Conference of The United Methodist Church.

Dr. Ronald L. Swain (1998-2000) became Wiley's fifteenth president in 1998. Under his leadership, a College-wide strategic planning initiative was launched. Equally important, the College increased its technological capabilities by extending computer usage throughout the campus, providing laptop computers to each student. Improvements to the information systems were initiated that eventually led to increased network, Internet and computing capabilities and resources for the library.

In 2000, **Dr. Haywood L. Strickland** (2000-present) was named the sixteenth president. His initial administrative theme was "Achieving Excellence through Pride and Performance." During his first year of service, he exemplified this theme in achievements by beginning the construction of the \$2.4 million Julius S. Scott, Sr. Chapel on September 11, 2001, a day that will be etched in the memories of all Americans. As the New York twin towers were falling, the Julius S. Scott, Sr. Chapel was rising. This edifice is now a center for worship and a gathering place for educational and spiritual enrichment for the Wiley College family and will be for generations to come. Dr. Strickland has been responsible for renovating and refurbishing every campus facility; spearheading the expansion of the physical plant to include a fourth residence hall--the J. Jack Ingram Residence Hall; substantially improving science laboratory facilities and securing record amounts in private gifts, as well as increased external funding for sponsored programs. Dr. Strickland is committed to the utilization of innovative techniques and strategic planning in all administrative processes. He is equally committed to modern pedagogy, the application of cutting-edge technology, and the involvement of the College in service to the community. The 16th president of the College is dedicated to student-centered programs and a customer-focused approach. Under Dr. Strickland's administration, the College had its accreditation re-affirmed to the year 2013. The College garnered rare, international visibility on December 25, 2007 with the release of the movie, *The Great Debaters*, directed by Denzel Washington and produced by HARPO Productions and the Weinstein Company. This major motion picture captured the fame and notoriety of Professor Melvin B. Tolson and the intellectual legacy of four former students -- Hobart Jarrett, Henry Heights, James Farmer, Jr. and Henrietta Bell (Wells). It was their 1935 victory over that year's National Champions that was the subject of the movie, *The Great Debaters*, which also won national acclaim. Under President Strickland's leadership, the College received a one million dollar gift from Mr. Denzel Washington to revive the school's debate team which was subsequently named in honor of both Professor Tolson and Denzel Washington.

The College is currently organized into four degree-granting divisions: the Division of Sciences, the Division of Education, the Division of Business and Technology, the Division of Social Sciences and Humanities, and one service unit, the Student Success Academy. The latter division, although not degree-granting, is responsible for the College's general education and developmental education programs, and provides initial support and advisement to freshmen and transfer students.

There is an unyielding conviction among the faculty and administration today that learning occurs best in an environment that is academically challenging and supportive, that embraces the principles of academic freedom, and shared governance. Overall, Wiley

College remains a viable force in the academic community. The institution continues to be a leader in innovation. It was the first “ThinkPad College” west of the Mississippi River.

This initiative afforded all students the opportunity to use a laptop in their daily class work. This type of technologically advanced classroom allows students to become more proficient in the use of technology by obtaining class assignments, tests, and research projects via the Internet consistently. Each residence hall is equipped with Internet capabilities for students to perform extensive research from the comfort of their rooms.

For more than one and one-third centuries, Wiley has offered educational opportunities to the citizens of Texas, the nation and the world. The Wiley College spirit remains vibrant in the face of remarkable social change, global terrorism, economic strife and adversity. The beacon light that is Wiley College will shine forth unsullied for generations to come. The insightful vision of years past that made Wiley College a preeminent black college in the south is alive and well. Those leaders who brought Wiley through its illustrious history and the dates of their service are shown in Table 1.

TABLE 1
THE PRESIDENTS OF WILEY COLLEGE

	President	Years of Service		President	Years of Service
1	F. C. Moore	1873 – 1876	9	Julius S. Scott, Sr.	1948 - 1958
2	W. H. Davis	1876 – 1885	10	Thomas W. Cole, Sr.	1958 - 1971
3	N.D. Clifford	1885 – 1888	11	Robert E. Hayes, Sr.	1971 – 1986
4	George Whitaker	1888 – 1889	12	David L. Beckley	1987 – 1993
5	P. A. Pool	1889 – 1893	13	Lamore J. Carter	1993 – 1996
6	Isaiah B. Scott	1893 – 1896	14	Julius S. Scott, Jr.	1996 – 1998
7	Matthew W. Dogan	1896 – 1942	15	Ronald L. Swain	1998 – 2000
8	Egbert C. McLeod	1942 – 1948	16	Haywood L. Strickland	2000- present

THE DIVISION OF STUDENT AFFAIRS AND ENROLLMENT SERVICES

Wiley College is concerned with the total development of students and as such, the Division of Student Affairs and Enrollment Services is organized to provide services and programs consistent with student needs and the purpose of the institution. Moreover, the Division is designed to promote the emotional and social adjustments of students, as well as, their intellectual growth. These services and programs include orientation, general counseling, tutoring, religious life activities, student activities, judicial affairs, health services, counseling and career planning, intercollegiate athletics, and the Student Government Association.

The Office of the Vice President for Student Affairs and Enrollment Services provides leadership for the coordination of student development and enrollment services programs. An administrator (Associate Vice President for Student Affairs and Enrollment Services) assists in achieving the mission, goals and objectives in the Division. Ten major units, within the Division work cooperatively toward this end: *Admissions and Recruitment, Athletics, Campus Ministry, Counseling and Career Planning, Forensic Society, Health Services, Residence Life, Student Activities, Student Records, Office of Student Development and the Student Government Association.* The Vice President for Student Affairs and Enrollment Services provides leadership and continuity in the long-range planning and program offerings of the Division. The Office of the Vice President for Student Affairs and Enrollment Services is located in the Fred T. Long Student Union Building.

Student Affairs and Enrollment Services Personnel

Critical to the mission of the Division of Student Affairs and Enrollment Services is a staff that meets the out-of-class needs of students. The positions established to serve these needs of students include the following:

Director of Admissions & Recruitment

(903) 927-3311

Director of Athletics

(903) 927-3292

Center for Excellence in Student Leadership

(903) 923 - 2479

College Chaplain

(903) 923-2455

Coordinator of Student Activities
(903) 927-3261

Director of Counseling and Career Planning
(903) 923-2477

Director of Financial Aid
(903) 927-3311

Director of Forensics
(903) 927-3086

Director of Health Services
(903) 927-3260

Director of Quality Enhancement Plan (QEP)
(903) 927-1655

Director of Residence Life
(903) 927-3399

Director of Student Development
(903) 923-2479

Director of Student Success Academy
(903) 923-2466

Director of Student Records/Registrar
(903) 927-3304

Student Government Association
(903) 927-3335

Admissions and Recruitment

The College is committed to admitting capable and talented youth who are desirous of pursuing a college education without regard to race, creed, religion, gender, age, national origin or economic status. Any individual seeking admission may obtain an application by writing or calling the **Office of Admissions, 711 Wiley Avenue, Marshall, Texas 75670, 903-927-3311 or 800-658-6889**. A student also may apply online at www.wileyc.edu. Any student interested in admission to Wiley College must have graduated from an accredited high school or have successfully completed the General Education Development (GED) Test. High school graduates must have a minimum of sixteen Carnegie units* of study. The recommended distribution of these units is as follows:

Language Arts	4 units
History and Civics	2 units
Mathematics	2 units
Sciences	2 units
Electives	<u>6 units</u>
Total	16 units

**For students who do not meet the Carnegie units requirement, the Enrollment Management Committee, chaired by the Vice President for Student Affairs and Enrollment Services, who has overall responsibility for coordinating admission policies and procedures, will review each application for admission on a case-by-case basis. Applicants will be notified of the status of their application within 30 days of review.*

Athletics

Athletic activities on the campus, both intercollegiate and intramural, are under the supervision of the Director of Athletics who reports to the Vice President for Student Affairs and Enrollment Services. Wiley College participates in intercollegiate athletics, competing in men and women's basketball and track and field, men's and women's cross country, women's volleyball, baseball, men's and women's soccer, and cheerleading. The intercollegiate athletics program is under the guidance of the National Association for Intercollegiate Athletics (NAIA) and is currently affiliated with the Red River Athletic Conference. A student must satisfy the criteria set by the NAIA and must be in good standing with the College in order to participate in varsity athletics.

Wiley also provides a program of intramural sports for students. Included in the program of activities are major team sports for men and women and a variety of individual sports which are designed to improve students' physical and mental health, and to help students develop a lifelong perspective on wellness and fitness.

Campus Ministry

In keeping with the College's affiliation with The United Methodist Church and in recognition of the importance of instilling time-honored values in students, the College provides numerous opportunities for religious expression and/or faith development. A chaplain is available to students for pastoral counseling, to conduct worship services and to, otherwise, plan campus ministry activities which foster the spiritual development and growth of students. The student organizations associated with the Office of the Chaplain include the Oxford Club, United Methodist Student Movement, Student Ministerial Alliance and the Fellowship of Christian Athletes.

Center for Excellence in Student Leadership

The Center for Excellence in Student Leadership serves as the administrative hub for twenty-five programs that endeavor to provide a balanced educational experience and advance the connection among spiritual development, academic excellence and purpose-driven leadership. Leadership development is central to the mission of the Center and influences its integrated programmatic approach. The Center provides opportunities for students to gain hands-on experience, interact with accomplished practitioners, and apply classroom theory to real-world conceptual models.

Through its efforts, the Center seeks to cultivate a cadre of ethical, spiritually-centered students who possess the critical knowledge to assume leadership roles in the college setting, in the community-at-large, nationally and globally. A preliminary effort of the Center is to build capacity, identify collaborative partners and create sustainable mechanisms for the expansion and delivery of quality services to the students of Wiley College and community stakeholders.

Counseling and Career Planning

The main objective of the Counseling and Career Planning Center is to assist students in developing vital links between academic life and the world of work. Counseling and Career Planning is concerned with those aspects of students' development that are involved in their selection of a career. It includes assisting the students in self-assessment, exploring occupational areas, choosing occupational areas, and making decisions about either embarking on graduate study or selecting entry-level employment. In order to assist the student in implementing a career choice, Counseling and Career Planning is also concerned with the establishment of relationships with potential employers in locating career opportunities in business, education, government, industry, and service organizations.

Services provided through the Unit of Counseling and Career Planning include conducting activities to improve interview skills; resume development and business dress and etiquette workshops; scheduling of campus interviews for students with potential employers; maintaining a data bank of employment opportunities; a careers information library, including computer-assisted career guidance services; referral to part-time and summer jobs and internships when available; and providing assistance to graduating seniors and alumni in identifying employment and/or graduate school opportunities.

The Counseling and Career Planning Center is located on the second floor of the Fred T. Long Student Union. **All students are required to register with the Counseling and Career Planning Center.**

All career-related services are coordinated by the Director of Counseling and Career Planning who reports to the Director of Student Development.

Financial Aid

The Unit of Financial Aid exists to provide current and future students with information about the resources available to help pay the difference between what a family is able to pay and what is the actual cost for a student to go to college.

The Unit of Financial Aid is committed to making it possible for students who meet the admission requirements to attend Wiley College pursue their educational goals. The Unit of Financial Aid assists with the process of applying for and receiving state, federal, and institutional aid.

Forensics

The Melvin B. Tolson/Denzel Washington Forensics Society of Wiley College is an academically-based competitive activity which focuses on elocution, research, analytical, organizational and critical thinking skills of students to accurately and competitively effectuate communication of current events, literature and creative thought through performance. It is the goal to spread and continue excellence in communication and the award-winning historical tradition of debate through service learning, community events and national competition.

Health Services

Wiley College Student Health Services, located in the basement of the Student Union Building, serves to protect and maintain the health of all enrolled students. The College provides health services under the direction of a practicing physician and a licensed vocational nurse. The Health Services Office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday, and the nurse is on call after 5:00 p.m. and on weekends. In the case of an emergency, the student should go directly to, or will be taken to, the local emergency room.

Health insurance is primarily the responsibility of the student and family, and any family coverage available must provide primary care. Students must present evidence at registration of any family or personal insurance coverage. However, the College does provide secondary insurance through the assessment of general fees. This coverage is designed to supplement primary care coverage and, therefore, is limited to accidental injury and in-patient hospitalization. Coverage for medication, eyewear, out-patient treatment, and dental needs is not offered by the College. A pamphlet describing the College coverage is available in Health Services.

Quality Enhancement Plan

The College's Quality Enhancement Plan, titled Communicate Through Debate, was approved as part of the regional accreditation process. This document includes a process to identify key issues emerging from institutional assessment; it focuses on learning outcomes that contribute to accomplishing the institution's mission; it demonstrates the College's capability to initiate, implement, and complete the QEP effectively; and it identifies goals along with a plan to assess their achievement. Wiley's QEP includes primary responsibility for the debate-centered portions of the Academic Success Seminar (GESS 1300), both in drafting the curriculum within the guidelines promulgated by the General Education Committee and in delivering instruction.

The Quality Enhancement Plan additionally exists to support faculty development and integration of debate-themed activities in selected courses across the totality of the college curriculum. To this end, the initiative employs multiple forensics specialists tasked with ongoing faculty consultation, development of assignments and assessment and facilitation of assignments. In addition, the plan supports the research mission of the QEP, testing and validating pedagogical interventions through the collection and analysis of student performance data in Communicate Through Debate activities.

Residence Life

The College strives to make living in the residence halls an enriching, exciting and educational experience. All freshmen, except those who live within a 50-mile radius, are required to live on campus. The residence requirement applies to upperclassmen on a space-available basis. Requests for off-campus housing must be supported by documentation. Upon receipt, the Committee on Off-Campus Housing reviews all requests for approval or rejection.

Resident students are under the supervision of residence center managers. Rules governing residence life can be found in the *Residence Life Handbook* and/or this handbook.

Personal property insurance is the sole responsibility of the student. Insurance coverage, if desired, must be obtained by the student to cover individual needs. **Students are encouraged to purchase renter's insurance for protection against property damage or theft.**

A student may guarantee a room assignment by paying the Housing Commitment Fee of \$55.00 each semester (fee is subject to change). The Director of Residence Life may recommend that a student who is destructive, non-cooperative, disrespectful, disruptive, or persistent in violating residence life policies and practices, including violating the rights of others, be required to vacate the residence hall within forty-eight (48) hours or be subject to prosecution by local authorities. Furthermore, any student who withdraws or is suspended from the College must leave the residence hall immediately.

Rooms in residential facilities are furnished. However, it is recommended that students bring with them the following items: twin sheets, pillowcases, bedspreads, a blanket, towels, shower shoes, one mattress cover, one set of curtains and one pillow. Students wishing to personalize their room such as wall décor, etc., must have prior written

approval. Some items are strictly prohibited in residence halls, such as air conditioners, space heaters, hot plates and other cooking utensils. Moreover, students are prohibited from having weapons, alcohol and illegal drugs on campus.

Students who live in a residence hall must purchase the College meal plan. For information about room and board adjustments, refer to the refund policy listed in the Financial Aid section of this document.

Student Activities

Student activities include social, cultural, and educational programs that are designed with input from students and carried out through the combined efforts of students, faculty, and staff. These co-curricular activities support the educational mission and academic goals of Wiley College. The extent of an individual student's participation in co-curricular activities is subject to the regulations and eligibility policies of Wiley College which are spelled out in the *Student Handbook*. Student activities are coordinated through the Office of Student Affairs and Enrollment Services under the supervision of the Coordinator of Student Activities who reports to the Director of Student Development.

Ordinarily the Student Activities office is located on the ground floor of the Fred T. Long Student Union building. It has been temporarily relocated to first floor of the Pemberton Building.

Student Development

The mission of the Office of Student Development is to inspire and engage students through strategic integration of co-curricular and experiential learning opportunities that intentionally engage them in the life of the College and a global society. Through collaboration with faculty, staff and students, the office provides innovative programs, activities, and services that enhance the quality of student life and create a student centered environment in which students develop, embrace, and enhance ethical leadership, life skills, leadership, spiritual, career and character development and a myriad of on and off-campus experiences.

The Office of Student Development is ordinarily located on the second floor of the Fred T. Long Student Union and supervises the services provided by the Center for Excellence in Student Leadership, Counseling and Career Planning Center and Student Activities. During renovations of the Fred T. Long Student Union, the office is temporarily relocated on the first floor of Dogan Hall.

Student Records (Registrar)

The Unit of Student Records exists to provide essential administrative support to the faculty; to provide and maintain a centralized source of verifiable academic records; to implement, interpret, and monitor compliance with rules and academic policies; as well as, to facilitate the enrollment of students into classes and provide essential services related to their enrollment, graduation, transfer, and employment.\

The Unit of Student Records has the responsibility of maintaining all data pertaining to academic records of students currently enrolled at the College and those who have previously attended. These responsibilities include registration, graduation, reporting data to agencies, and supplying data to and for students currently enrolled, and those who have left the College by graduation or withdrawal.

Student Success Academy

The mission of the Student Success Academy is to orchestrate complementary and coordinated services to first and second year students early in their careers to ensure academic success, facilitate their retention and strengthen the positive outcome of graduating on time. This academic support unit assists not only students who have insufficient academic skills, but also improves the educational experience for the first-year, full-time student as well as provides comparable services to the second-year, or sophomore students.

Drawing on best practices, the Academy includes programs and activities that follow research based objectives. These include: (a) increasing sustained, informal faculty and student interaction; (b) increasing student involvement on the campus as a learning system; (c) linking curriculum and co-curriculum programs, and (d) structuring a flexible platform for academic assistance and supplemental instruction services.

COLLEGE POLICIES

Anonymous Publications

Anonymous publications are prohibited. Any student publishing or aiding in publishing or circulating or aiding in circulating an anonymous publication will be subject to disciplinary action.

Automobiles and Parking

Students may operate automobiles on the Wiley College campus in accordance with posted regulations. All vehicles parked on Wiley College Campus must display a current Wiley College parking decal. When students complete registration, they must provide a valid driver's license and a copy of their automobile insurance to the cashier to receive a parking decal.

Vehicles not properly registered with the Business Office, or those parked in a Fire Zone (red striped area) or curbs marked with yellow paint, will be towed off the campus at the owner's expense. Fees for traffic violations are payable at the Cashier's Office and must be paid within seven business days of the date of the violation. Payments must be made in the form of cash, money order, or cashier's check for the amount of the ticket. Fines paid through the mail must also be received within the designated seven-business-days' time frame.

Operation of Automobiles

Wiley College considers the possession and operation of automobiles on campus to be a privilege subject to applicable regulations. Automobiles operated by faculty, staff or students using campus parking areas, must be registered with the Business Office.

Parking Regulations and Information

Registering vehicles with Wiley College enables the Campus Security and Marshall Police Department to respond more effectively in instances of theft or damage to vehicles.

Parking Permits are required. Valid permits entitle holders to park any place on campus designed for parking with the exception of designated and residential parking spaces.

Children on Campus

Unattended children are not allowed in Wiley College facilities at any time. For the purpose of this regulation, children are defined as minors who are not currently enrolled in classes or approved programs with Wiley College. Children may not be taken to orientations, classes, labs, testing centers, or other academic programs. Further, children may not be taken to Residence Hall rooms.

College Convocation

Wiley College is interested in the intellectual, spiritual, and cultural development of students, faculty and staff. A weekly assembly convenes on Tuesdays at 11:00 a.m. in the **Julius S. Scott, Sr. Chapel**. Each student is required to attend all programs during each semester the student is enrolled and required to dress appropriately (business attire) for all convocation and lyceum activities. Attendance is optional only for last-semester seniors approved for graduation. More than three absences result in a failing grade in mid-week convocation (MWC).

Curfew

Curfew is established at 11:30 p.m. Sunday through Thursday, and 2:00 a.m. Friday and Saturday **for freshmen only. Residence Centers will be locked 24 hours a day.** Employment that requires a freshman student to work past 11:30 p.m. is strongly discouraged; however, there have been cases where circumstances dictated that a resident be permitted to work past curfew. When exceptions such as those previously mentioned are made, the resident must make arrangements with the appropriate residence center manager.

Also, **all** residents who expect to be gone overnight during the week for any reason must sign out in the office of their residence hall.

Directory Information

In compliance with FERPA, information classified as directory information may be released to the general public without the student's consent. Directory information is defined as:

- A. student name;
- B. student address;
- C. telephone listing;
- D. major field(s) of study;
- E. participation in officially recognized activities and sports;
- F. weight and height of athletic team members;
- G. dates of attendance/enrollment;
- H. most recent previous educational institution attended;
- I. degrees and awards received; and
- J. photo/visual likeness and/or voice.

A student may request that directory information not be disclosed by completing and filing an Authorization to Withhold Directory Information (Authorization) form with the Admissions and Records Office. If no Authorization is filed, directory information will be released in accordance with FERPA. A filed Authorization is valid until revoked by the student in writing. For information on completing an Authorization, please contact the Admissions **or** Records Office.

Disciplinary Files/Records

Student referrals due to a violation of the Student Code of Conduct may result in a disciplinary file being created in the name of the accused student. Record(s) relating to violations that result in administrative re-assignment of an academic grade, permanent denial of a Wiley College degree, and/or expulsion from Wiley College will be retained permanently. Records relating to all other forms of disciplinary action (including those concerning investigations that do not result in disciplinary action), will be retained for three (3) years from the end of the academic calendar year of the most recent alleged incident. Records of major violations, (as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f), see the Student Handbook, Section 6.8 Crime Statistics), or students found responsible of repeated violations of the Student Code of Conduct, Board policies, laws, Wiley College regulations, procedures, or administrative rules may be kept longer than three (3) years, if required by law. Authorized Wiley College officials may disseminate student disciplinary information to officials at other schools without prior consent, in accordance with the requirements of FERPA (the Family Educational Rights and Privacy Act of 1974) Office.

Dress Code Policy for Students

Wiley College makes every effort to expose its students to all aspects of social and business etiquette. **This is accomplished in numerous ways—campus workshops, professional** events that require business attire, social events that require black tie or semi-formal attire and events or services that require dressy attire. Most students, of course, prefer leisure or casual attire, and this is acceptable on the weekends.

We believe, however, that developing good habits of grooming and dressing will help all students better prepare to become professionals early in their careers. We are further convinced that neatness and business casual dress standards gives a competitive edge when students leave Wiley and are forced to compete with thousands of college graduates for employment in a chosen career field. As such, dress code standards for students have been modified to ensure, as part of the educational experience, that demeanor, appearance and habits will give that extra edge.

The College's modified dress standards pertain to the classroom, library, cafeteria, visits to administrative offices and work-study locations and are strictly enforced at all times.

These modified standards of dress are known in the business world as a business casual dress code. The dress code is as follows:

1. Male students are to wear polo or short or long sleeved shirts with khakis or jeans with shirts tucked in if they are rounded at the bottom; shirts with a square bottom may be worn out; pants are to be worn at the normal waistline. **SAGGING PANTS ARE ABSOLUTELY PROHIBITED!**
2. Female students are required to wear business casual attire, which excludes flip flops, in the classroom and administrative offices (for appointments and/or extended business).
3. On Tuesdays, for the 11:00 a.m. Chapel program, males are required to wear shirts and ties and females are expected to wear Sunday dressy attire, which may include pant suits or blazers with slacks.
4. In the event formal convocations or other programs are held in the Chapel on Thursdays, students are expected to dress similar to the way they are required to dress for Tuesday Chapel program.

Dressing for success is intended to cultivate greater self-confidence as students will know that they are appropriately dressed at all times. Lastly:

- Hats, do-rags stocking caps, and baseball caps are not to be worn inside any building.
- Flip flops, pajamas, house slippers, short shorts, mini-skirts or mini-dresses will not be allowed in the classrooms, Chapel, laboratories, administrative offices (for appointments or extended business), library or cafeteria.

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- Sagging (i.e., pants worn below the natural waistline) is strictly prohibited.

Students who do not comply with the policy will be asked to leave class and given up to only three warnings. The fourth warning will result in a mandatory service project and the fifth warning will result in suspension from Wiley College for the remainder of the semester.

Students are expected to dress in a neat manner and make the appropriate selection for the time, occasion, and place. Examples of times when students should dress professionally are: Opening Convocations, Tuesday assembly programs, Founders Convocations, and Commencement exercises.

Questions or disputes about the appropriateness of a particular mode of dress for the time, occasion, and place should be referred to the Vice President for Student Affairs and Enrollment Services for a determination.

Failure to Pay Financial Obligations

Wiley College may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay amounts or payments owed to Wiley College (e.g., loans, fines, charges). If a student fails to pay Wiley College any amount due, disciplinary action may be initiated and vital services will be interrupted. (i.e., cafeteria privilege) Disciplinary action may also be initiated if a student gives Wiley College an “insufficient funds”/NSF check or stops payment on a check or draft.

Grievance Procedures for Students

Policy Statement

The policy of the College is to ensure the speedy and fair resolution of all conflicts, to provide for review processes to guarantee the fair and reasonable application of College policies to all students, and to encourage mediation of potential conflicts at the earliest possible moment. Students are expected to exhaust all internal administrative remedies before pursuing any action with external agencies. It shall be the responsibility of the College, through the Office of the Vice President for Student Affairs and Enrollment Services, to ensure that the rights of all students are appropriately supported and respected.

Definition

A student grievance is any complaint made in writing by a student to an appropriate administrative office of the College alleging unfair, unreasonable, arbitrary, capricious, and/or discriminatory application of College policies. A grievance may result from academic experiences, non-academic matters involving administrators, staff, or student organizations or matters related to alleged discrimination on the basis of race, color, national origin, age, gender, disability, creed, or marital status.

All grievants are encouraged to resolve problems where they arise and with the parties involved. In general, grievances may be categorized as academic, non-academic or discriminatory grievances. Grievances may result also from alleged acts of sexual harassment.

Filing a Grievance

Students may file a grievance or register a formal complaint by presenting the complaint in writing to the appropriate administrative officer of the College. The appropriate officers for various types of grievances are listed below:

<u>Type of Grievance</u>	<u>Administrative Officer</u>
Sexual Harassment	Director of Human Resources
Academic Matters	Vice President for Academic Affairs
Financial Matters	Vice President for Business and Finance
Student Code Violations	Vice President for Student Affairs and Enrollment Services

Appeals

Student appeals related to Wiley College academic policies must be submitted to the Vice President for Academic Affairs, who will refer the appeal to the appropriate college committee. The Vice President for Academic Affairs will have a consultative meeting with students and provide other needed assistance. The Academic Council will consider letters of appeal. The appeal is limited to the issue of penalty.

The decision of the Vice President for Student Affairs and Enrollment Services on disciplinary matters may be appealed. **The appeal is limited to the issue of penalty.**

Guest Speakers

Wiley College has and reserves the right to regulate the presentation of guest speakers on the campus who are not affiliated with the College.

1. Only registered student organizations and the Student Government Association may present guest speakers on campus.
2. The organization sponsoring a guest speaker has the responsibility of making clear to the guest speaker the fact that the organization, not the College, is extending the invitation to speak and that any views that the speaker may express are his or her own and not necessarily those of Wiley College.
3. A guest speaker is subject to all provisions of federal, state and/or local laws.
4. No person shall be permitted on the campus to engage in speech, either verbal or written that is inciting or likely to produce imminent, lawless action.

Hazing

Wiley College expressly forbids hazing in any form. The following definition has been developed to inform the College family clearly about the position of the College as related to hazing.

Hazing is any intentional, knowing, or reckless act, occurring on or off the College campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are to include students at Wiley College.

Hazing includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental and physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution, rather than submit to acts described in this subsection.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

In addition, Wiley College has also defined hazing to include:

1. Misuse of authority by virtue of class rank or position of leadership.
2. Any form of physical bondage of a student.
3. Road trips, or taking a student to an outlying area and leaving him/her there.

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4. Any form of quadding. Quadding includes, but is not limited to, throwing a person into water or holding a student down and pouring water on him/her.

Some guidelines for determining whether or not an act is considered hazing are outlined below: How is a hazing offense committed?

A person commits an offense if the person:

1. Engages in hazing as previously defined.
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing as previously defined.
3. Intentionally, knowingly, or recklessly permits hazing to occur.
4. Has first-hand knowledge of the planning of or the outcome of a specific hazing incident involving a student at Wiley College, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Division of Student Affairs and Enrollment Services or other appropriate official.

Questions Frequently Asked About Hazing:

Does it matter if I did not intend to harm anyone?

NO. Wiley College's policies state that if any one of the situations described in the section above occurs, it is HAZING, regardless of your intent.

Does it matter if the person being hazed agrees to the activity?

NO. Wiley College's policies state that if one of the above occurs, it is HAZING, regardless of the consent or cooperation of the recipient.

What is the penalty if I am found guilty of hazing?

The student may be subjected to College disciplinary action, up to and including expulsion from the College, in addition to or regardless of any penalty imposed by the State of Texas.

Are there state criminal penalties for hazing?

YES. They are listed below:

1. Failing to report hazing is a Class B Misdemeanor with a fine of up to \$2,000 and/or up to 80 days in jail.
2. Hazing resulting in no serious bodily injury is a Class B Misdemeanor with a fine up to 2,000 and/or 180 days in jail.

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3. Hazing resulting in serious bodily injury is a Class A Misdemeanor with a fine up to \$4,000 and up to one (1) year in jail.
 4. Hazing resulting in death is a State Jail Felony with a fine up to \$10,000 and/or 180 days to two years in jail.
 5. Except where the hazing results in death, the student may be required to perform community service in lieu of confinement in jail.

Can an organization be found guilty of hazing?

YES. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Can I get in trouble for reporting hazing?

NO. Any person who reports a specific hazing incident involving a student to the Vice President for Student Affairs and Enrollment Services or other appropriate officials is protected from civil or criminal liability. This statute, however, does not protect a person who reports in bad faith or malice.

Where do I report hazing?

Hazing is reported to Student Activities if the hazing was committed by members of a Greek organization or other recognized student organization. The telephone number for Student Activities is (903) 927-3261. Other hazing incidents are reported to the Vice President for Student Affairs and Enrollment Services. The telephone number for the Division of Student Affairs and Enrollment Services is (903) 927-3233.

Hazing is against Wiley College regulations and laws of the State of Texas. The Division of Student Affairs and Enrollment Services and the College will enforce all laws and regulations pertaining to this issue. Any student who, acting alone or in concert with others, engages in hazing is subject to disciplinary action. State law (Section 4.51 to 4.58, Texas Education Code) prohibits hazing in educational institutions. Hazing with or without the consent of a student whether on campus or off campus is prohibited; violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to disciplinary action. Initiation or activities of an organization may not include any feature, which is considered dangerous. Violation of this prohibition renders both the organization and participating individuals subject to disciplinary action. (*Wiley College Student Handbook*, 2012-2014). **This policy is strictly enforced; any and all known violations are adjudicated.**

Identification Cards

All Wiley College students are issued an identification card (ID) free of charge upon arrival to the College. **If a student loses his/her ID card at any time during their time at the College, he/she must pay a fee of \$35.00 for a replacement card.** All Wiley students must have

their ID card present upon return to campus each semester. All Wiley students are required to have and display a college issued identification card at all times.

Litter-Free Campus

Wiley College takes great pride in the beauty of the campus. Littering is strictly prohibited and a violation of the College's policy. Littering shall include, among other things, the throwing of debris such as cigarette butts, food wrappers, paper, cans, bottles, or other trash on the ground.

No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the College except in receptacles provided for that purpose. Intentionally discarding such will be seen and adjudicated as a violation of the College Littering Policy. Fines may be imposed in an amount not to exceed one hundred dollars (\$100.00).

Non-Discrimination Policy

Wiley College is committed to equality of educational opportunity and does not discriminate against applicants, students or employees, based on race, color, national origin, religion, gender, age, or disability.

Moreover, the College is open to people of all races and actively seeks to provide racial integration by recruiting and enrolling students of all racial and ethnic backgrounds. For more information about this policy or to lodge complaints or grievances under this policy, contact the Human Resources Office in the Willis J. King Administration Building or call 903-927-3345.

Off-Campus Conduct

A student is subject to disciplinary action for prohibited conduct that occurs while participating in off-campus activities sponsored by another college, including field trips, internships, athletic events, etc. **Students may be brought before a College judicial body for violations of the Student Code of Conduct that occur off campus and for behavior and conduct that reflect negatively on the image or reputation of Wiley College. The specific actions and/or behaviors are described in the official notice of charge(s) brought against the student.**

Probation

A student placed on disciplinary or academic probation may not represent the College in any official capacity, such as sports, as a class representative, or travel with the institution until the probation has ended.

Publications

The Vice President for Student Affairs and Enrollment Services supervises student publications. Two student publications are authorized on the Wiley College Campus, *The Wildcat* and *The Prowler*. Each is described below.

The Wildcat (yearbook) attempts to tell the story of the school year-by-year, presenting a careful selection of eye-catching pictures and balanced, written accounts of activities that stress the significant, while winking good-naturedly at the off-beat. The idea is to produce a book that will be of immediate interest to readers and also have lasting value as a historical document by accurately recording growth and change in college life.

Achieving this double-pronged aim, while also trying to produce a yearbook that is journalistically beautiful, is a job that keeps editors and staff busy up to the final deadline. The yearbook is issued during the spring semester.

The Prowler (newspaper) is the College's student-produced newspaper. It is distributed free of charge monthly, except during the summer months when school is not in session.

The bulk of the staff is made up of volunteers. *The Prowler traditionally* welcomes students from all fields of study. The primary purpose of *The Prowler* is to inform; but the newspaper does have a sense of humor, which it exercises under appropriate circumstances. The editors serve an academic-year appointment.

Quiet Hours

Quiet Hours are maintained to help provide an atmosphere that is conducive to good scholarship and that promotes an environment where individuals can learn from the experience of group interaction. Quiet hours are mandated for residence halls and the adjacent parking lots. Students must observe quiet hours from 10:00 p.m. to 10:00 a.m. seven days a week. The television room and lobby are closed from 12:00 midnight to 6:00 a.m. on Sunday – Thursday and 2:00 a.m. to 6:00 a.m. on Friday and Saturday.

Noise heard in the hallways or from the confines of the individual's room will be considered excessive and in violation of the Quiet Hours policy. Likewise, noise heard in the residence halls from the parking lots will be considered excessive and in violation of the policy.

Records and Files

The Family Education Rights and Privacy Act of 1974 ensure students the right to inspect their educational records and files. Provisions also exist concerning the release of materials from a student's files to a third party without the written consent of the student. Wiley College complies fully with the legislation and follows the guidelines issued by the Department of Education. Questions about these policies and procedures should be referred to the Registrar.

In accordance with the provisions of the Family Educational Rights and Privacy Act (commonly referred to as FERPA or the "Buckley Amendment"), the Unit of Student Records/Registrar has adopted the following Student Records Policy to protect the privacy of the education records of its students.

The term “education records” means those records, files, documents, and other materials in handwriting, print, tape, film, electronic, or other media that contain information directly related to a student and are maintained by Wiley College (the “College”) or a party acting for the College. A “student” is any person who currently attends or has attended the College.

Scholastic Dishonesty

Any student who commits an act of scholastic dishonesty is subject to disciplinary action. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts.

The Division of Academic Affairs is responsible for the overall coordination of the educational program of the College. Academic Affairs is comprised of four degree granting units: Business and Technology, Education, Sciences and Social Sciences and Humanities. The Student Success Academy is another unit within Academic and Student Affairs. This unit coordinates the general education requirements and provides initial support and advisement for freshmen and transfer students. Additionally, this unit coordinates the developmental education services for the College and handles the placement testing for all incoming first-year students in cooperation with the Office of Institutional Research. The

Cole Library, Student Support Services, and Evening and Weekend Programs **also** constitute the Academic Affairs Division.

Sexual Harassment

Sexual harassment is a form of sex discrimination which may violate federal and state laws. Wiley College will not tolerate sexual harassment in any form by any person. The following description adapts the 1980 Equal Employment Opportunity Commission guidelines to the academic setting.

Unwelcomed sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

1. Submission is made an expressed or implied term or condition of employment or status in a class, program, or activity;
2. Submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion, or grade in a course);
3. The conduct may unreasonably interfere with a person’s work or educational performance or creates an intimidating, hostile, or offensive environment for working or learning.

Both men and women can be sexually harassed. Sexual harassment can occur between equals, but most often occurs in situations when one person has power over another. The College’s sexual harassment policy applies to all members of the college community—

students, faculty, and staff, in both on-and off-campus settings when involved in College employment, classes, programs, or activities.

Informal Procedures

Students may seek a resolution to sexual harassment matters through discussions with the alleged offender. Before adopting this approach, however, the student may choose to seek advice from a staff member in the Vice President for Student Affairs and Enrollment Services' office about how best to confront an individual whose conduct is believed to be offensive.

Formal Procedures

Students may report the incident(s) of harassment to the alleged offender's immediate or general supervisor. The appropriate supervisor to contact is shown below:

<u>Alleged Offender</u>	<u>Supervisor</u>
Faculty Member	Division Dean or Vice President for Academic Affairs
Staff Member	Immediate Supervisor or Human Resources Office
Student	Residence Center Manager, Director of Residence Life or Vice President for Student Affairs and Enrollment Services

All complaints will be taken seriously and investigated. A student who makes a complaint of sexual harassment will not be subjected to any adverse consequences. However, Wiley College recognizes the damage that can result from a false complaint and will not tolerate false allegations. False allegations of sexual harassment will be handled in accordance with procedures outlined in the *Student Code of Conduct*.

If a student decides to file a formal complaint, it will be resolved according to established College procedures. The procedures depend on the status of the person against whom the complaint is being filed, not the status of the person(s) filing the complaint, e.g., a student complaint against another student is handled by way of the student judicial process and a student complaint against a faculty or staff member is handled according to College policy outlined in the *Employee and Faculty Handbooks*.

Smoking Policy

In keeping with Wiley's long-standing policy to promote and protect the safety of students, faculty and staff, and in recognition of the ill effects of tobacco on both smoking and non-smoking persons, the College declares that all buildings on the Wiley College campus shall be smoke free. There shall be no use of smoking materials of any kind inside the College buildings, including student rooms in residence halls.

Employees and students who choose to smoke must do so during authorized breaks outside of Wiley College buildings. Smoking outside of buildings shall be at designated areas (35 feet from the building) equipped with receptacles for the appropriate disposal of the smoking materials. All individuals are responsible for enforcement of this policy.

Solicitation

Student solicitation of faculty and staff members at Wiley College is prohibited.

Speech and Assembly

The freedoms of speech and assembly are basic and essential to intellectual development. However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic program and administrative processes of the College. The College will

designate one or more appropriate areas on the campus where students may assemble and engage in speech activities without prior administrative approval.

Student Accounts

Students whose accounts are not current with the Business Office and those whose financial aid forms are incomplete, incorrect, or late, may be denied any and all Wiley College services. A student may not be permitted to register, attend classes, use College facilities, take final exams, or receive transcripts, grade reports, or other educational records unless all accounts with the College are satisfied.

Student Food Services

The College dining program assures students a healthy and balanced diet essential to physical well-being. All students who reside in College residence halls are required to purchase the College meal plan. Off-campus or commuter students may purchase a meal plan. Purchases may be made in the Office of Business and Finance.

After dining, trays and dishes must be returned to the appropriate receiving area. Silverware, salt and pepper shakers, glassware, and food preparation equipment are for use only in the College Cafeteria and under no circumstances are any items to be removed from the premises. **A failure to do so will result in a \$100.00 fine.**

Rules of good conduct, proper attire and good citizenship must be observed in the dining area at all times. Students are expected to dress in a neat manner and make the appropriate selection for the time, occasion, and place. For information about proper attire, refer to Dress Code Policy for Students.

Meals are served during the time frames designated below:

Monday – Friday

Breakfast 7:00 a.m. – 8:30 a.m.
Lunch 11:30 a.m. – 1:00 p.m.
Dinner 4:30 p.m. – 6:00 p.m.

Saturday and Sunday

Brunch 9:30 a.m.- 11:00 a.m.
Dinner 4:00 p.m. – 5:00 p.m.

Addendum:

As a result of renovations taking place with the Fred T. Long Student Union the Cafeteria has been relocated to the Wiley Pemberton Complex. The cafeteria now provides continuous feeding hours Monday – Friday. The weekend Brunch scheduled listed above remains the same.

Student Intellectual Property

A student shall retain all rights to work created as part of instruction or using Wiley College technology resources. As an agent of Wiley College, a student employee shall not have rights to work he or she creates on Wiley College time, or using Wiley College technology resources or intellectual property. Wiley College shall own any work or work product created

by a student employee in the course and scope of his or her employment, including the right to obtain copyrights and patents.

Student Searches

Searches of Student’s Personal Possessions, Wiley College Property or Facilities

Wiley College respects the privacy rights of students. However, authorized Wiley College officials have a limited right to search students or their property when in the interest of the overall welfare of other students or when necessary to preserve good order and discipline.

Other searches by authorized Wiley College officials of a student’s personal possessions for the purpose of enforcing this Code or investigating allegations may be conducted based on the official’s reasonable suspicion, with the student’s consent, when practicable. These restrictions do not apply to searches of Wiley College property or facilities.

Authorized Wiley College officials may question a student regarding the student’s own conduct or the conduct of other students. In the context of Wiley College disciplinary proceedings, students have no claim to the right not to incriminate themselves. All persons are responsible for the security of any vehicle, bag, or other item they own, possess, or bring onto Wiley College property or to a Wiley College sponsored activity. No person shall own, possess, place, keep, or maintain any article or material that is prohibited by law or Wiley College policy in vehicles, on Wiley College property, or at a Wiley College-sponsored activity. Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in disciplinary proceedings against the student.

When law enforcement authorities are involved in a search, a law enforcement officer with probable cause is authorized to search a student's personal possessions for the purpose of enforcing this Code or investigating allegations of illegal or criminal behavior. Searches by law enforcement officers of a student's possessions shall be only as authorized by law.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses to permit the vehicle to be searched, an authorized Wiley College official may contact the Wiley College Security Department and/or local law enforcement officials and turn the matter over to them.

Student Travel

Students who travel representing the College must have a minimum 2.0 grade point average (GPA) and have no disciplinary sanctions at the time of travel. This policy does not include travel that is a requirement of a particular class (such as a field trip) in which a student is enrolled. **The owners of private cars approved for any trip assume liability in the event of accidents. The College cannot be held liable for accidents and injuries sustained on a trip.**

Transcripts

A Wiley College transcript is the complete and official academic record of a student. One official transcript can be given to graduates without charge. Students seeking internships and scholarships will be provided transcripts without charge. Additional transcripts are \$10.00 each.

An unofficial transcript is one that is provided without the College seal and without the Registrar's signature.

Visitation

Visiting hours in the residence center lobbies are from 6:00 p.m. until 11:00 p.m. daily. For further information on visitation, see the *Residence Life Handbook*.

Withdrawal

Withdrawing from the College involves dropping all courses for which the student has enrolled. Students may withdraw voluntarily or may be withdrawn involuntarily by the College. Any student wishing to withdraw from the College must execute a Student Withdrawal Form that can be picked up from the Unit of Student Records. When the student withdraws, a notation of "W" (withdrew) will be posted to the permanent record of the student if the student withdraws prior to the academic penalty date set in the academic calendar or after the academic penalty date, providing that the student is passing at the time of the request for withdrawal. It is the responsibility of the student to complete and obtain all appropriate signatures on the withdrawal form prior to submitting the form to the Unit of Student Records. The withdrawal is effective only when the form is turned in to the Unit of Student Records with all appropriate signatures.

The Vice President for Student Affairs and Enrollment Services and the President of the College are authorized to withdraw students involuntarily from the College. A written and signed statement is sent to the Unit of Student Records. A student is withdrawn by dropping all classes for that term.

COLLEGE OFFICES AND SERVICES

Academic Affairs

The Division of Academic Affairs is responsible for the overall coordination of the educational program of the College. Academic Affairs is comprised of four degree granting units: Business and Technology, Education, Sciences and Social Sciences and Humanities. Additionally, this unit coordinates the developmental education services for the College and handles the placement testing for all incoming first-year students in cooperation with the Office of Institutional Research. The Cole Library, Student Support Services, and Evening and Weekend Programs also constitute the Academic Affairs Division.

Academic Advisement

Responsibility for the academic advisement of each student is delegated to one or more faculty and staff members by the Vice President for Academic Affairs and the division to which the student applies. Advisor-advisee pairing is done within the Office of the Vice President for Academic Affairs.

Every student has an academic advisor. Another professor in the major department chosen by the student and the dean of the division will assist with advisement when the advisor is not available. For freshmen, the primary advisor is an academic coach from the Student Success Academy.

In all cases, the dean of the division in which the student's chosen major resides will function as the advisor when the normal advisors are not available.

Business Office

The Business Office is responsible for the financial, accounting, security and management-information systems of the College. Specific functional responsibilities are information technology, budgeting, general ledger processing, purchasing, accounts-payable processing, fixed-asset management, accounts-receivable processing, payroll, monitoring and reporting, cash management, cashiering, and financial aid.

The Business Office is also charged with ensuring that the College's internal accounting and administrative controls are adequate. Internal controls are the methods and procedures adopted by the College to safeguard its assets, ensure the accuracy and reliability of its accounting data, promote operational efficiency and help ensure adherence to prescribed policies and procedures.

Co-Curricular Activities

The College recognizes: (1) the importance of organized student activities as an integral part of the total educational program of the College and that the acquisition of knowledge is not confined to the formality of the classroom; (2) that college learning experiences are enriched by student organizational activity; and (3) that student organizations provide a framework for students to develop special talents and interests.

Inherent in the relationship between the College and organized student groups is the understanding that the purposes and activities should be of significant value to the student. Each proposed organization must demonstrate that its purposes are to broaden the scope of the academic experience, extend knowledge in specialized areas, enhance professional, cultural, and social interests, or promote recreational interests within the College community.

Clubs and Organizations

There are a variety of special-interest clubs available to students, some of which are listed in this document. For additional information, contact the Unit of Student Activities at 903-927-3261.

Advisors for Organizations

Every campus organization, including Greek-lettered organizations, must have an on-campus faculty or staff advisor. Each organization shall submit the name(s) and signature(s) of its advisors at the beginning of the academic year. The following are among the responsibilities of the advisor to an organization.

Wiley College deems it necessary for each recognized organization to have an advisor. Student organizations may seek advisement from either faculty or full-time staff members of the College. However, organizations should endeavor to seek an advisor who has adequate time to dedicate to their respective organization. Individuals may serve as advisors for two organizations and only one class organization, such as, freshman class. Organizations should seek out professionals who are allied to, or have a professional interest in, their organization. The College will only recognize on-campus advisors.

Responsibility to the Organizations

The following are among the responsibilities of the advisor to an organization:

1. Complete and receive advisor certification through the Office of Student Activities.
2. Present opportunities for the educational and personal development of students who participate as members of student organizations.
3. Create programs that justify a student's time, abilities, energy and dues.
4. Attend a mandatory risk management training session.
5. Remain well informed about all plans and activities of the organization.

(All student meetings should be documented on the College's template for meeting agendas and minutes.)

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6. Discourage domination of the organization by any individual.
 7. Become familiar with the history of the organization and all events and/or changes that have occurred within the organization.
 8. Assist in the orientation of new officers.
 9. Attend all events sponsored by the organization. The advisor should cancel an event if he/she is not able to attend the event or remain on the premises until the event ends.
 10. Provide assistance for sponsored events and must be willing to play a more active role if deemed necessary to insure the success of the event. The advisor should use discretion in this role and remember that students can often learn from experiences that are not completely successful. Therefore, it is highly recommended that advisors review/evaluate programs with their student organization(s).
 11. Encourage students to evaluate every activity or event.
 12. Approve the organization's planning binder prior to it being submitted to the Student Activities Coordinator.
 13. Verify that the organization has registered all campus events and has properly reserved the necessary rooms and equipment.
 14. Verify that the organization has submitted a Security Staffing Request Form regarding security needs for an event.
 15. Assist the organization in setting realistic goals and obtaining objectives for each academic semester and/or year.

Fraternities and Sororities

Seven of the Divine Nine national fraternities and sororities are represented on the Wiley College campus. These organizations take into membership and activity a high percentage of the College's enrollment. For inquiries about the status of these organizations, contact the Coordinator of Student Activities.

Nine organizations of the Divine Nine hold a charter from 1915-2014. Eight of the nine national fraternities and sororities are represented on the Wiley College campus.

FRATERNITIES include: Alpha Phi Alpha, Alpha Sigma Chapter, Kappa Alpha Psi, Alpha Chi Chapter, Omega Psi Phi Theta Chapter, and Iota Phi Theta, Theta Xi Chapter.

SORORITIES include: Alpha Kappa Alpha, Phi Chapter; Delta Sigma Theta, Alpha Iota Chapter; Sigma Gamma Rho, Beta Gamma Chapter; Zeta Phi Beta, Theta Chapter.

The Pan-Hellenic Council is composed of elected representatives of all fraternities and sororities and is organized for the promotion of fellowship, cooperation and brotherhood among Greek-lettered organizations.

Fraternities and sororities should be aware of the fact that their existence on campus is a privilege, not a right. They are bound to follow, not only the regulations set forth by

their respective national bodies, but also the rules, regulations and policies of Wiley College. Guidelines governing the operations of fraternities and sororities are as follows:

1. Each fraternity or sorority must have an on-campus advisor financially active in the respective organization. Individuals external to the College may serve as co-advisors or off-campus advisors.
2. Organizations are not permitted to have a meeting or event without having at least one advisor present.
3. An advisor from each organization must attend Pan-Hellenic Council meetings.
4. The Coordinator of Student Activities or a designee will serve as the coordinator of sorority and fraternity activities. (This arrangement will not lessen the responsibilities of the advisors.)
5. Organizations will not be permitted to meet after 12:00 a.m.
6. The Pan Hellenic Council develops a schedule of events for the year, giving special dates for the intake process during the spring semester of each academic year in the Spring. In the event an organization has less than five members, the organization may apply for Fall-intake with the approval of the Vice President for Student Affairs and Enrollment Services or designee.
7. Hazing in any form is not permitted. Disciplinary action will be taken against any individual or organization found guilty of hazing any person desiring to join an organization.
8. All persons attempting to join an organization must be in good standing with the College and must be cleared by the Director of Student Development or Vice President for Student Affairs and Enrollment Services.
9. Each Greek organization must prove to be in good standing.

Honor Societies

Alpha Kappa Mu National Honor Society (AKM) is the College's general scholarship honor society open to junior and senior students in all academic areas whose cumulative grade point averages are 3.5 or above (on a 4.0 scale). It was founded at Tennessee State College in Nashville, Tennessee on November 26, 1937 by the late Dr. George W. Gore.

Kappa Mu Chapter of AKM, Wiley College, was organized March 9, 1945. The honor society was re-instated in March 1979.

Beta Kappa Chi is a National Scientific Honor Society. Organized at Wiley in 1945, the chapter promotes the dissemination of scientific knowledge and stimulates high scholarship in pure and applied sciences.

Membership Requirements

All student organizations are subject to administrative approval. To participate in the activities of any organization, students must be in good disciplinary and academic standing. Students seeking membership in a Greek-lettered Organization (Divine Nine) must have

completed at least thirty hours (30) at Wiley College and possess and maintain 2.5 cumulative/GPA; transfer students must be sophomores and completed one semester as full-time Wiley students and meet all specific criteria of the organizations (mid-term and final grades will be reviewed). Students seeking membership in social clubs must have earned 30 semester hours at Wiley College and have and maintain 2.5 cumulative GPAs.

Criteria for Registration of an Organization

The following guidelines are established for the registration of a student organization:

1. Select an advisor.
2. Set up a meeting with the advisor and the Coordinator of Student Activities for the purpose of reviewing the *Student Organization Handbook*.
3. Obtain a copy of the *Student Organization Handbook* and become familiar with Wiley College rules and regulations governing student organizations.
4. Apply for recognition. All student organizations should be officially recognized and must register with the Student Activities Office each year. The necessary forms must be completed before recognition is considered. All forms are available in the Student Activities Office.
5. Submit a nationally recognized constitution and/or charter. Every student organization must have an up-to-date constitution on file.

Important things to remember about a constitution:

- a. It must be voted on and approved by the general membership.
- b. It must be submitted to the Student Activities Office and renewed every year.
- c. Copies should be kept by each organization.
- d. The constitution must be signed by the student organizer/president, advisor, and the Student Activities Coordinator.
- e. The organization's membership requirements must be in line with College rules and regulations governing the operation of clubs and organizations.

All constitutions must contain statements that cover the following points:

- a. A concise statement of purpose, which includes the general goals and direction of the organization.
- b. A clear definition of requirements for membership.
- c. A list of titles of officers, their duties, and a clear definition of requirements to be an officer (at least two officers are needed). A chaplain must be one of the officers.
- d. The requirements for a quorum to conduct official business.
- e. A designated process for the assessment of dues or fees.
- f. Requirements of officers and procedures for collecting and depositing money.

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6. Complete the required forms and submit them to the Student Activities Coordinator for approval. When the organization obtains recognition, the officers may begin to transact business. Any new group may advertise for and hold one organizational meeting before it is officially recognized.
 7. In order to be recognized and to retain official recognition, student organizations must maintain certain requirements for the general membership of the club, the advisors and the student officers.
 8. All elections should be held the third week in April.
 9. All organizational members must have an active Wiley College e-mail account.
 10. Student organizations may be recognized officially when formed for purposes that are consistent with the philosophy and goals of Wiley College. Approval for recognition is granted by the Vice President for Student Affairs and Enrollment Services through the Coordinator of Student Activities (or designee). In order to be recognized and retain official recognition, student organizations must meet certain requirements. Student groups not complying with the following conditions shall not enjoy the privileges associated with the status of being officially recognized by the College, including using College facilities for meetings and publicizing activities.

To be recognized, student groups must:

- a. Have an approved full-time faculty or staff advisor (employed by the College on at least a nine-month basis) who shall ensure that College regulations which apply to recognized student organizations are followed.
- b. File a constitution and statement of purpose (in English) with the Coordinator of Student Activities and keep the constitution current by updating it annually.
- c. File an annual request with the Coordinator of Student Activities for official recognition for the school year and provide signatures of official College advisors and student officers authorized to withdraw money and the names and addresses of all advisors and student officers by April 30th.
- d. Conduct activities of the organization in a manner that reflects the highest ideals of the College. The purposes, goals and activities of one organization may not duplicate those of another.
- e. Perform College assigned community service projects.
- f. Commit to a minimum of one week of beautifying the campus during the academic year.
- g. Submit a planning binder of activities for the next academic year by April 30th.
- h. Submit financial and community service reports by December 1st (Fall) and April 30th (Spring) of each semester.

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11. In matters of finance, provisions established by the College shall govern operations of student organizations.
 12. Students selected as officers in officially recognized student organizations shall:
 - a. have at least a 2.5 overall grade point average at the time of the election. Post at least a 2.5 grade point average for the regular semester during the term of office (mid-term and final grades will be reviewed).
 - b. be in good standing with the College and enrolled in at least twelve credit hours in a regular semester during the term of office.
 13. Student religious organizations desiring to operate on campus are subject to all regulations pertaining to other student organizations.
 14. Student organizations and their official College advisors are responsible for compliance with College policies and regulations and applicable state and federal laws.
 15. Actions of recognized student organizations are subject to review. Recognition privileges may be revoked for failure to abide by College regulations (See the Code of Student Conduct).
 16. Individuals who are not students at Wiley College are not eligible for membership and may not participate in regular activities of Wiley College recognized student organizations.

Music Organizations

The Department of Music has always maintained high standards and is known across the United States for its A Cappella Choir and musical ensembles.

National Organizations

Wiley College is affiliated with Who's Who Among Students in American Universities and Colleges, Alpha Phi Omega National Service Fraternity, and Gamma Sigma Sigma Service Sorority.

Social Clubs

Students wishing to become members of social clubs are required to meet several specific criteria as indicated below:

1. Must have completed at least 30 semester hours at Wiley College and have a 2.5 cumulative GPA.
2. Must be in good standing with the College.

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3. Must submit, in writing, any special membership criteria/requirements to the Student Activities Office for approval.
 4. Must adhere to any additional administrative requirements of the College (e.g., community service hours).
 5. Must host their formal information programs and other recruitment activities that are designed to reveal the true character and essence of each organization only after meeting with and gaining approval of the Student Activities Coordinator.
 6. Must have an open membership policy; there is no pledge process or observation period, in-take process, hazing, or coming out.

Financial Aid

Financial aid includes such programs as the Federal Pell Grant; Federal Stafford Student Loan Program; Federal College Work-Study program; grants or scholarships provided by the College or by outside avenues; state or federal rehabilitation assistance, and veteran's educational benefits. The amount of aid a student receives is generally based on need. Should a student decline the financial aid award offered, she or he must do so in writing.

"Need" is defined as the difference between the student's college expenses and the amount of money the student and his/her family are expected to contribute.

Wiley College continuously reviews its financial aid program in an effort to assist needy and worthy students with the rising costs of a college education. Wiley College offers its students the following types of financial assistance based on the institution's eligibility to participate in the various programs:

Federal Programs

Federal Pell Grant Programs (FPELL)

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Work-Study Program

(FWS)

Federal Stafford Loan Program (FSL) - Subsidized/Unsubsidized

Federal Family Educational Loan Program (FFELP)

State Programs

Tuition Equalization Grant Program (TEG)

Leveraging Educational Assistance Program (LEAP)

Texas Work-Study

College Access Loan Program (CAL)

Teach for Texas Grant

Private Gifts/Grants

Endowed Scholarships

Institutional Programs/Scholarships

Scholarships available for entering freshmen: Wiley College Work-Study Presidential Scholarship Award; Dean's Scholarship Award; and Honors Scholarship Award

For additional information about financial assistance, call (903) 927-3311 or write the:

Financial Aid Office
Wiley College
711 Wiley Avenue
Marshall, Texas 75670

Application for Financial Aid

Students who need financial assistance should complete the Free Application for Federal Student Aid (FAFSA). Financial aid forms may be obtained by writing or calling the Financial Aid Office, from high school guidance counselors, or via the Internet at www.fafsa.ed.gov/.

Room and Board Adjustments

The student who withdraws from the residence hall will be charged from the first day of registration through the end of the month in which the withdrawal was completed. The student who withdraws from the College and resides in the residence hall will be given consideration for a room and board adjustment after the withdrawal has been recorded by the Registrar. Consideration for room and board adjustments will be given first to reducing the student's loan. Otherwise, adjustments will be prorated back to the sources from which the funds came. Contact the Office of Business and Finance if additional clarification is needed about room and board adjustments.

Refund Policy

The term refund is defined as financial aid and/or cash payments minus the amount retained by the institution for the student's actual period of enrollment. Any student who withdraws from the institution may be eligible for a refund of institutional charges, according to the published refund policy. However, a student who received financial aid and withdraws from the institution may be required to refund all or a portion of the financial aid awards to the appropriate financial aid programs.

Repayment of Refunds

Repayment is defined as the amount a student must repay of student financial aid that is given directly to the student as cash disbursement to cover non-institutional costs. A student who withdraws and receives a cash disbursement of student financial aid for non-institutional costs may be required to pay all or a portion of the student financial aid to the appropriate financial aid program(s). If it is determined that a student is required to repay all or a portion of the student financial aid disbursed to him/her, federal regulations require that the student return the funds to the College which, in turn, will apply the repayment to the appropriate program(s) in the following priority order:

Federal Pell Grant
Federal SEOG

Other Title IV Aid Programs
Other Federal, State, Private, or Institutional Aid Program

Credit Balance Refund Policy

All students are encouraged to pay only the amount charged to their accounts in order to prevent credit balances from occurring. Credit balances will be refunded to the student or credited to the next semester's billing, as directed by the student. Credit balances not subject to financial aid restrictions will be refunded upon written requests.

Credit balances from financial aid sources authorized for withdrawal for personal expenses may be withdrawn monthly after sufficient cash credits have been posted to the student's account and if a cash balance actually exists.

Return of Title IV Funds

The Federal regulation requires that the recipient of Federal Student Aid Funds returns the unearned portion of all Federal funding (excluding work-study) to the College. The unearned portion is the percentage of time remaining in the semester multiplied by the amount of Federal funding the student received on his/her behalf, up to the 60% point of the semester. If the student withdraws at or after the 60% point of the semester, the funding is considered earned. An example of this policy is as follows:

Student withdraws on September 20 – (25% of the semester). Student received \$1000 in Federal Financial Aid Student earned \$250 of the aid received – (1000 x 25%).

Student would owe \$750 (unearned portion) to the College which, in turn, will reimburse the appropriate Title IV financial aid program(s).

Financial Aid Warning

As a service, the Financial Aid Office notifies students who fall below the required grade point average for maintaining satisfactory progress after the first semester that their grades must be improved to continue eligibility for financial aid.

Re-instatement of Financial Aid

In order to have financial aid reinstated, students must enroll and successfully complete a minimum of 6 academic hours at their own expense and earn a semester GPA of 1.75 if classified as a freshman or sophomore or a GPA of 2.0 if classified as a junior or senior. Courses taken during summer school (and accepted by Wiley College if taken at another school) may be included in determining satisfactory progress for the next academic term, but the student must make sure that the Financial Aid Office receives a copy of the record of courses taken and the grades received. If the removal of an incomplete grade ("I") makes the student eligible, the student must make sure that the Financial Aid Office is informed of the removal of the incomplete grade.

Should a student fail to make progress as outlined above, the student will be denied all types of federal/state aid (grants, work study, and loans) until the deficiency has been removed.

Expenses incurred while a student's aid is suspended must be paid by the student and/or the student's parents.

Financial Aid Appeal Procedures

Students who fail to make satisfactory academic progress due to extenuating circumstances may appeal to the Director of Financial Aid. This appeal must be submitted in writing, and will be forwarded to the Enrollment Management Committee for review. Students will be notified in writing no later than ten days after the Committee has rendered a decision.

Maximum Time Frame for Financial Aid

Most degree programs at Wiley College are attainable within four years. However, in some instances, additional time may be required. In accordance with federal regulations, a full-time student's eligibility to receive financial aid is limited to six school years.

Laptop Computers

Students are provided the opportunity to purchase laptop computers, software, and Internet boards that meet minimum Wiley College standards. The rights, privileges and responsibilities of students' access to and use of the campus network are described in this handbook.

Access to Network Services

A **JICS** and an **E-mail** account are provided to each student upon arrival at Wiley College and remains in effect as long as the student is enrolled at the College. Accounts assigned to students or others are the property of Wiley College. The standard Wiley College email naming convention comprises the first initial of the first name, followed by the middle initial of the middle name, followed by the last name. Example: icwildcats@wileyc.edu.

Using JICS, students can view classes and availability, register for classes, pay tuition, view financial aid status, access email, and more.

Residence Hall Connections

Residence hall connections are intended to provide end-user connections to campus computing services and the Internet. Two network connections per room are available.

Personal Computers on the Network

Personally owned computers that are used on the College's network are subject to the regulations contained in the Information Systems & Technology Division Handbook. Information Systems & Technology Division (ISTD) reserves the right to discontinue access to the network.

Computers connected to the network may not be used as servers for private enterprises, commercial activity, or profit. ISTD reserves the right to disconnect any network ports having activity that adversely affects the network or any other user. Network connections may also be revoked in the case of malicious or inappropriate computing activity.

E-Mail

Student Group Accounts

By special permission, student groups will be granted a single account to facilitate communication within the group and between or among interested parties. The group must identify one person to be responsible for sending an annual request to ISTD to continue the account.

Appropriate Use of E-Mail

Wiley College strongly recommends that e-mail not be used for confidential communication. E-mail is now considered a formal written record that carries the same legal weight as a paper memorandum. Users of e-mail should remember that e-mail messages become the possession of the receiver and can be duplicated easily and redistributed by recipients.

Messages that have been deleted can be retained unintentionally on system back-up files. In addition, even secure passwords are not completely confidential. When a private message needs to be conveyed between two individuals, a conversation is the best way to accomplish it; and messages that should not be preserved should be deleted immediately. E-mail is also governed by state and federal laws with regard to copyrighted material, photographic images and libelous remarks.

College policy prohibits certain types of e-mail. These include mail messages that may be perceived as pornographic, harassment, political campaigning, or commercial solicitation. Chain mail is also prohibited because it consumes large amounts of system resources. Certain types of e-mail, including, but not limited to, harassing e-mail, may subject the sender to civil or criminal penalties. In spite of College policy, malicious users who know the owner's computing ID and password can abuse e-mail. Users are responsible for protecting their own passwords. These policies will be enforced when violators are brought to the attention of the ISTD administration. Contact the ISTD office.

Wiley College does allow mass mailings via the e-mail server; however, there are guidelines which govern the use. Contact the ISTD office.

Network Security

Security for access to the network and to files or applications on a server is implemented via user ID and password systems. Each user is responsible for all e-mail transactions made under his or her user ID and password, and for all network e-mail activity originating from that connection. Users are solely responsible for the security of the ID and password assigned to them.

User IDs and Passwords

Only the person responsible for the account and user ID should have access to the password. Access to user IDs may not be loaned or sold and any suspected breach of password security should be reported immediately to ISTD at (903) 927-3240, or via e-mail ist@wileyc.edu. Some common rules to follow in protecting the password include: 1) do not store passwords at any workstation that can be used to gain access to other computing resources; 2) never share passwords; and 3) never tape passwords to a wall or under a keyboard.

Responsible Use of Network and Computing Facilities

Wiley College is a private institution fully committed to the ideals of academic freedom, freedom of expression, and multicultural diversity. At the same time, inappropriate and/or malicious use of computing resources that in any way is wasteful of the College's equipment and services, violates the rights of others, or is inconsistent with the College's policies relative to technology is strictly prohibited. Violators will be penalized severely and expeditiously. Penalties may include warning, administrative or involuntary withdrawal, suspension, expulsion and/or referral to law enforcement authorities.

Individual Responsibility

Students have the responsibility as authorized users to use the network and systems appropriately. This is the only way that the integrity and availability of the network and systems can be ensured for everyone. Each student is responsible for using only the account or computer for which he or she has authorization. Moreover, each student is responsible for protecting all passwords. Individual responsibility also involves respecting the rights of other users.

Institutional Privileges

Wiley College reserves the right to allocate resources in different ways in order to achieve maximum usage. To accomplish this, the system administrator may suspend or terminate privileges of individuals without notice if malicious misuse, or use inconsistent with College policy or applicable law is discovered. Privileges may also be suspended without notice to meet time-dependent, critical operational needs. The system administrator may also limit the number of messages or files that each user has in order to keep the system functioning.

Intellectual Property Policy

1. Definition

- a. **Intellectual Property**: While examples include the following items, this list is not meant to exclude a wide spectrum of additional properties and types of properties whether they may be protected by patent, copyright, trademark, trade secret or other law: Discoveries, Writings, Musical compositions, Literary works, Artworks, Trademarks, Software, Trade secrets. It also includes licensable know-how and related rights, records of confidential information generated or maintained by the College, data, texts, instructional materials, tests, bibliographies, research findings, organisms, cells, viruses, DNA sequences, other biological materials, probes, crystallographic coordinates, plant lines, chemical compounds, and theses (as permitted by US Patent Law).
- b. **Creator**: The person or group who invented, authored, or were otherwise responsible for the intellectual creation of the property.
- c. **Net Income**: The payments to the College as a result of transferring rights in the intellectual property less the College's expenses related to the development, protection, and transfer of defined intellectual property.

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- e. Regular Academic Work Product: Any copyrightable work product intended to disseminate the results of College's academic research or scholarly study.

Regular academic work product includes, but is not limited to, books, class notes, theses, dissertations, course materials designed for the web, distance education and other technology-oriented educational materials, articles, poems, musical works, dramatic works, pictorial, graphic and sculptural works, or other works of artistic imagination. Software specifically needed to support a regular academic work or which is designed to disseminate the results of academic research and scholarly study.

- f. Employee: Any person employed or otherwise compensated by Wiley College, including faculty members, staff members, and students.

2. Application

- a. Scope: This policy applies to all faculty, adjuncts or conjoint appointees, staff, students, and any other persons employed by Wiley College whether they receive funds directly from the College or receive funds administered by the College. This policy also applies to all students enrolled (full or part-time) regardless of their funding or employment status. It also applies to any person who develops intellectual property while using the facilities of the College whether under formal or informal arrangements. It applies to any intellectual property disclosed to Wiley College or any of its employees during their tenure at Wiley College.
- b. Implementation: The President of Wiley College, in consultation with the Vice President for Academic Affairs, shall implement this policy.

3. Ownership

- a. Wiley College Ownership: Wiley College shall be the sole owner of all intellectual property created through the use of the College's resources or facilities, supported directly or indirectly by funds administered by the College, developed within the scope of employment by employees, or property assigned in writing to the College. The College asserts legal and beneficial ownership of all course materials which are specifically commissioned. The college may, at its discretion, give the creator(s) of specifically commissioned course materials a non-exclusive license to use the course materials for teaching purposes, only provided that such license will not extend to use of the course materials in direct competition with the College.
- b. Exceptions to College Ownership: Intellectual property created under a grant or other sponsorship, which a priori and by agreement by the President of Wiley College, has excluded the College from the ownership of any or specified resulting intellectual property; or ownership is determined in accordance with terms of the College's agreement with the external party and applicable law. The faculty, student or staff grants the College a non-exclusive right to use such materials, works or subject matter generated by the faculty, student or staff member for the College's teaching purposes. The non-exclusive right to use such course material continues should the faculty, students, or staff member leave the College.

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- c. Rights to Publish: Nothing in this policy shall be construed as affecting the rights of a creator to publish, except that the creator must agree to observe a brief period of delay in publication or external dissemination if the College so requests and such a delay is necessary to permit the College to secure protections for intellectual property disclosed to it by the creator.
 - d. Jointly Owned Intellectual Property: To encourage and facilitate joint work on the development of teaching materials and support collaborative teaching, and notwithstanding the ownership rights otherwise granted by this policy, individuals who contribute teaching materials used in jointly developed and taught College courses thereby grant a non-exclusive, non-transferable license to the College to permit other contributors to the course to continue using those jointly produced teaching materials for Wiley College courses.
 - e. Owned by the College and Faculty Member: Works that may be protected by copyright such as multimedia courseware products and distance learning materials which are developed through contributions intended to be part of an integrated whole, even if College employees contribute as programmers, graphic artists, video technicians, script writers, etc., and their work is added to a faculty member's contribution, the result is a jointly-authored work, owned by the College and the faculty member.

4. Income

Distribution of Income: Unless otherwise agreed in writing by the College and creator, in the event that the College receives income from intellectual property that is derived from academic research or scholarly study, that is disclosed to and licensed or otherwise transferred by the College, any net income will be divided equally between the creator and the College.

5. Responsibilities

- a. The College: the College has the responsibility to protect the College's intellectual property; to provide oversight of intellectual property management; to establish effective procedures for licensing, patenting, transfer, distribute and market of its intellectual property; and to inform individuals covered by this Intellectual Property Policy about its provisions.
- b. Faculty, students, and staff: All persons receiving funding administered by the College or receiving other compensation from the College, and all students regardless of funding or employment status, have a responsibility to (i) adhere to the principles embodied in this policy; (ii) sign, when so requested by the College, the Wiley College Intellectual Property Policy Acknowledgment; (iii) to create, retain, and use intellectual property according to applicable local, state, federal, and international laws and College policies; (iv) disclose promptly to the College, in writing, intellectual property owned by the College pursuant to this policy or created pursuant to sponsored research or other contractual arrangements with external parties and assign title to such intellectual property to the College to enable the College to satisfy the terms of any applicable funding or contractual arrangement; (v) and cooperate with the

College in securing and protecting the College's intellectual property, including cooperation in obtaining patent, copyright, or other suitable protection for such intellectual property and in legal actions taken in response to infringement.

6. Compliance

Failure to comply with the provisions of this policy is a violation and may result in disciplinary action of the employee, faculty member, or student in accordance with applicable College policies and procedures.

Indemnification of Wiley College

Users agree, in consideration of access to the College's computing, networking and media services, to indemnify, defend, and hold harmless the College from any suits, claims, losses, expenses or damages, including, but not limited to, the user's access to, or use of, the College's computer resources and all other media services and facilities.

Telephone and Cable

Telephones: Students are provided with basic local telephone service. Students may purchase long distance cards from the local stores. There is only one phone number PER room.

Cable: Students are provided with analog cable (channels are in the brochure). Students who desire premium stations must arrange for them through Charter Cable Services. STUDENTS are RESPONSIBLE for this additional fee. The College does not provide the television.

Laundry Services

Washer/dryer services are available in each residential hall free of charge.

Library Services

The Thomas W. Cole, Sr. Library collection includes thousands of catalogued items, comprising both print and non-print materials. During each semester, the library hours are established so that the library is always available to students during peak hours of need. An African-American exhibit is housed on the second floor of the library. General policies governing use of the library are: I.D. cards are required for borrowing library materials. Reference books and periodicals are to be used in the library only. It is against College policy to deface library material in any matter.

Postal Services

Each student must have an assigned mailbox in order to receive mail at Wiley College. Boxes may be requested from the Post Office located in the basement of the Fred T. Long Student Union Building. If a student loses his/her mailbox key, he/she must pay a fee of \$10.00 for a replacement key.

Procedures for Scheduling Student Events

To avoid conflicts, all student activities must be registered on the College master calendar and in the Student Activities Office. Events occurring on campus or sponsored by a campus group must be recorded at the Office of Student Activities 14 days prior to the event. Several requirements for scheduling events follow:

Individual Students

- Consult the Office of Student Activities to ensure that the proposed event does not conflict with events already scheduled.
- Complete and return a Building Request Form to the Office of Student Activities the individual, the Office of the Vice President for Student Affairs and Enrollment Services, and the building manager.
- Submit the building request to the Office of Administrative Services for College approval.
- Should there be a need to reschedule an event, it must be rescheduled according to the steps outlined above. Cancellations must be reported to the Office of Administrative Services and the Office of the Vice President for Student Affairs and Enrollment Services immediately.

Recognized Campus Groups/Organizations

Campus groups or organizations desiring to schedule an event should adhere to the guidelines listed below:

- Consult the Office of Student Activities to ensure that the proposed event does not conflict with events already scheduled.
- Designate one person from the organization as the contact person for all information such as requests for furniture set-ups, refreshments, or service.
- Complete and return a Building Request Form to the Student Activities Office no later than one month prior to the event. This request should be signed by the group's advisor, second attending sponsor, the Office of Student Activities, the Office of the Vice President for Student Affairs and Enrollment Services, and the building manager.
- Include all requests for equipment on the request form. Equipment to be moved from one building to another must be approved by the Office of the Vice President for Student Affairs and Enrollment Services.
- Publicize events for the use of Wiley College facilities only after having received written confirmation of the approved scheduling.
- Regular weekly meetings must be confirmed 48 hours prior to the meeting.

Should there be a need to reschedule an event, it must be rescheduled according to the steps outlined above. Cancellations must be reported to the Office of Student Activities immediately.

Radio Station

The mission of the Radio Station is to promote a positive image of Wiley College, provide community outreach, and serve as a laboratory training area for the Mass Communications Department.

KBWC – “Wildcats” 91.1 FM is owned and operated by Wiley College. The Radio Station was voted “Black College Radio Station of the Year” in 2004 and 2009. The station is located on the 2nd floor of the Fred T. Long Student Union Building. KBWC plays Gospel, Contemporary Jazz, Hip-Hop, R&B, Blues, Old-School, and Reggae music. The station broadcasts 24 hours a day. The office hours are Monday through Friday from 8am – 5pm. The office number is (903) 927-3307. The request line is (903) 927-3266. To listen “live” via the Internet, visit www.wileyc.edu.

Student Success Academy

The mission of the Student Success Academy is to orchestrate complementary and coordinated services to first and second year students early in their careers to ensure academic success, facilitate their retention and strengthen the positive outcome of graduating on time. This academic support unit will assist not only students who have insufficient academic skills, but also improve the educational experience for the first-year, full-time student as well as provide comparable services to the second-year, or sophomore students.

Drawing on best practices, the Academy includes programs and activities that follow research based objectives. These include to: (a) increase sustained, informal faculty and student interaction; (b) increase student involvement in the campus as a learning system; (c) link curriculum and co-curriculum programs, and (d) to structure a flexible platform for academic assistance and supplemental instruction services.

Student Support Services

The Student Support Services program assists eligible students in successfully obtaining a college degree. Services are targeted toward students in the General Education and Special Studies Division who may be more prone to becoming discouraged learners because of deficiencies in their basic learning skills. Services provided include tutoring, academic and personal advising, social and career counseling, and a variety of structured motivational learning experiences. Students accepted for enrollment in the Student Support Services program are monitored for progress employing an academic-support plan from the time of enrollment to the date of graduation. Each semester, the students should maintain at least a 2.0 grade point average. The program is designed to improve the retention and graduation rate of college students.

The Student Support Services Program is a federally funded program that affords eligible students every opportunity to obtain a college degree successfully. The services provided include academic tutoring, advice and assistance in postsecondary course selection. The program assists student with information about student financial aid programs, educational or counseling services designed to improve financial and economic literacy; provides assistance in completing financial aid applications; and assists students in applying for admission to

graduate and professional programs. The program is designed to improve the retention and graduation rates of college students.

These services enable eligible participants to:

- Improve their academic skills,
- Increase their retention rates,
- Increase their graduation rates, and
- Facilitate their enrollment into a graduate or professional school program.

Technology Services

Wiley College offers a wide array of computing, networking, and media services to students, faculty, staff and administrators. These services are in place to facilitate teaching and learning, fundraising, and administrative activities that further Wiley College's mission. The policies listed below govern the allocation and use of the information technology resources and outline the responsibilities of those who use computing and networking facilities at the College. By accessing these services, all students agree to abide by and be subjected to the terms and conditions contained in this handbook and that are cited in all other applicable College policies. It is the intent of this policy to enable high-quality services and maximize productivity while protecting the rights of all members of the campus community.

Internet service is available to students seven days a week. Off-campus students can access network resources at www.wileyc.edu. On-campus networks are located in the residence halls, Aaron Baker Science Building, Freeman P. and Carrie E. Hodge Center, Thirkield Hall, Thomas Winston Cole, Sr. Library, and the Wiley-Pemberton Complex. Wireless and direct access is available in all buildings and residence halls.

Transportation

Transportation is available for a nominal fee to and from Shreveport, Longview, Tyler and local airlines and other transit facilities. Students are responsible for arranging their own transportation beyond these areas. Information on shuttle services is available in the Student Activities office.

Wildcat Emergency Notification System (WENS)

The Wildcat Emergency Notifications System is an online communication system that has been established to ensure that all students, faculty and staff on campus are immediately notified in case of an emergency including inclement weather, bomb threats, gun threats and other instances in which students would need to know that traveling throughout the campus at a specified point in time is prohibited or that classes may be cancelled due to bad weather.

STUDENT GOVERNMENT ASSOCIATION

The student body of the College is organized and represented by the Student Government Association (SGA). Its officers are elected by students who, in turn, represent the student body. The purposes of the SGA are to cooperate with administration and faculty on behalf of student life, to assist with coordination of campus activities, to serve as the agent of student

body thought and opinion, and to promote College loyalty and devotion. The President of the Student Government Association is the chief student body representative at Wiley College. Ordinarily, The Student Government Association Office is located in the Student Center of the Fred T. Long Student Union Building. It has been temporarily relocated to first floor of the Pemberton Building.

The Student Government Association is governed by a constitution. This constitution is as follows:

The SGA Constitution

We, the students of Wiley College, in order to provide a structure for self-government and to promote cooperation and communication among students, faculty and the administration do establish this constitution.

ARTICLE I

NAME AND PURPOSE

Section 1 **Name**

The name of this organization shall be the Student Government Association of Wiley College.

Section 2 **Purpose**

The purposes shall be:

1. To promote and maintain the high academic and social standards of Wiley College;
2. To convey the opinions, ideas, wishes, and needs of the student body to the administration and faculty;
3. To create and execute measures beneficial to the student body;
4. To serve as the governing agent of the student body in accordance with authority delegated by the College administration.

ARTICLE II

MEMBERSHIP

The membership shall consist of all students of Wiley College.

ARTICLE III

GENERAL QUALIFICATIONS FOR OFFICE

All candidates for office in the Student Government Association shall meet the following qualifications:

1. Shall be a full-time student;
2. Shall not be on scholastic or disciplinary probation or suspension;
3. Shall have a cumulative grade point average of not less than 3.0;
4. Shall meet any specific requirements for the office they seek; and
5. Shall not hold more than one elective office in the Student Government Association.
6. Shall have held an office of the Student Government Association for one academic year.

ARTICLE IV

EXECUTIVE BRANCH

Section 1

Powers

The powers granted the Executive Branch shall be vested in the executive officers of the Executive Council. The Executive Council shall consist of the SGA:

1. President
2. Vice President
3. Business Manager
4. Secretary

The individual elected to the position of Miss Wiley College may be appointed to the Executive Branch by the Vice President for Student Affairs and Enrollment Services to provide balance or to break tie votes.

Section 2

Specific Qualifications for Executive Office

1. The President and Miss Wiley College must have completed 70 or more hours at the time of election and **must reside on campus**. His/her cumulative grade point average must be at least a 3.0 at the time of election and must be maintained at 2.75 or above. The student must have Student Government Association experience

prior to holding this office (i.e., Class Officer or SGA position). The President and Miss Wiley College may only serve for one term of office.

2. The Vice President shall have completed 60 hours at the time of election and **must reside on campus**. His/her cumulative grade point average must be at least a 3.0 at the time of election and must be maintained at 2.75 or above. The student must have Student Government Association experience prior to holding this office (i.e., Class Officer or SGA position).
3. The Business Manager shall have completed one year (30 hours) at Wiley College by the beginning of the term of office and have a 2.5 grade point average at the time of election.
4. The Secretary shall have completed one year (30 hours) at Wiley College by the beginning of the term of office and have a 2.5 grade point average at the time of election.

Duties of Executive Officers

Section 3 **President**

The duties of the President shall be:

1. To serve as chief officer of the Student Government Association;
2. To represent the student body at meetings held for the interest of students;
3. To appoint a Parliamentarian, a Sergeant-at-Arms, and a Chaplain to serve as officers of the Student Government Association;
4. To appoint and supervise all committees and chairpersons;
5. To sign all legislation and monetary appropriations; and
6. To veto in writing any measure or items within a measure that are inconsistent or detrimental to the purpose of the Student Government Association. (This power must be exercised within five (5) school days after approval of the measures by the representatives or it goes into effect).

Section 4 **Vice President**

The duties of the Vice President shall be:

1. To serve as the second highest ranking officer of the Student Government Association;

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2. To assist the President with the business of the Student Government Association;
 3. To assume the duties and responsibilities of the President in his/her absence; and
 4. To ascend to the Presidency in case of a vacancy in that office.

Section 5
Business Manager

The duties of the Business Manager shall be:

1. To serve as the third highest ranking officer of the Student Government Association;
2. To sign all checks, requisitions, and all other documents regarding monetary appropriations;
3. To prepare and present the proposed budget of the Student Government Association;
4. To receive and deposit funds for the Student Government Association, and
5. To keep an accurate record of spending and appropriations, and make monthly reports to the Executive Officers of the Student Government Association.

Section 6
Secretary

1. To serve as the fourth highest ranking officer of the Student Government Association;
2. To record minutes of all Student Government Association meetings; and
3. To maintain records of all results of votes taken.

Section 7
Miss Wiley

The duties of Miss Wiley shall be to:

1. Project a positive representation of Wiley College both on campus and in the community at large.
2. Be present for declared institutional events such as Homecoming, Founders Week activities and designated Wiley Days and any other designated events.
3. Participate in community outreach efforts.

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4. Maintain the queen's court which includes an inner court of all classes and an outer court of organizational queens.
 5. Establish and maintain a platform.
 6. Exemplify a woman of poise and grace.

ARTICLE V

REPRESENTATIVE BODY

Section 1 **Composition**

The Representative Body shall consist of:

1. Two representatives of each class elected by the class members; and
2. One representative of each recognized campus organization elected by its members.

Term of Office

1. The term of office for each representative shall be one normal academic year; and
2. One representative of each recognized campus organization elected by its membership.

Section 3 **Powers of Representatives**

The authority of representatives includes the power:

1. To enact and/or draft such bylaws, resolutions, and recommendations as deemed necessary to serve the student body;
2. To override any presidential veto by a two-thirds vote of all representatives; and
3. To consider and to act upon all matters referred to it by a petition of 1/10th of the student body, the Executive Council or the administration.

Section 4 **Quorum**

The presence of two-thirds (2/3s) of the duly elected or appointed voting members shall constitute a quorum for voting purposes and for conducting business.

Section 5
Meetings

1. The first meeting shall be held no earlier than the first school day of September and once a month thereafter. Call meetings will be held as needed.
2. Special meetings may be called by the SGA President.
3. Regularly scheduled meetings may be postponed by a two-thirds (2/3s) vote of the representatives present.

ARTICLE VI

ELECTIONS

The Election Commission shall be in charge of all student elections.

Section 1
Composition

Policies that govern the Election Commission shall include:

1. The Election Commission shall consist of the Associate Vice President for Student Affairs and Enrollment Services, Coordinator of Student Activities, a member of the student body that is not a member of the SGA, the SGA advisor, and the SGA President or his or her designee.
2. Any enrolled student at Wiley running for office in a SGA election shall not be a member of the Election Commission.
3. The Election Commission shall only convene when necessary for election purposes.
4. Any member of the Election Commission who chooses to run in a SGA election must resign his or her position on the Election Commission.

Section 2
Power of Election Commission

The authority of the Election Commission shall include the power:

1. To supervise and validate all aspects of the SGA election.
2. To organize and coordinate all necessary materials and personnel for the efficient and prompt execution of the General Election, and all other SGA elections provided for in these rules.

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3. To ask the SGA advisor, when necessary, for advisory opinions on election code procedures and provisions.
 4. To ensure the accuracy and correct printing of ballots and any other official publications of the Commission.
 5. To certify election and campaign materials as prescribed in the Election Rules.
 6. To render advisory opinions on the Election Rules as requested by candidates.
 7. To provide a secure environment for ballot boxes or machines between voting periods.
 8. To punish violators of the Election Rules as they see fit. Punishments shall include, but are not limited to fines, suspension of campaigning activities, disqualification or enforcement of disciplinary code violations.
 9. To verify election returns, such verification being final unless contested within seventy- two (72) hours after the closing of the polls;
 10. To make sure that the polls are manned with Student Government Association officials from 8:30 a.m. to 6:00 p.m.;
 11. To adjudicate all contested election returns within forty-eight (48) hours after receiving a complaint; and
 12. To report election results as soon as they have been tabulated

Section 3
Notices of Intention

1. Filing for offices shall begin at least twenty (20) calendar days before the Spring General Election. The application will be made available in accordance with the SGA Constitution.

Section 4
Candidate Seminar

2. All candidates must attend a candidate seminar to be held no later than three (3) class days after the filing deadline. At the time of filing, each candidate will be informed in writing of the time and location of the seminar.
3. In the event that a candidate fails to attend the Candidate Seminar, the candidate will be disqualified, unless the absence is requested by the candidate and approved by the Commission no later than twenty-four (24) hours after the meeting has occurred.

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4. The topics at the Candidate Seminar shall include, but not be limited to, the following:
 - a. The Election Rules.
 - b. College policy relating to the election (posting policies, and use of facilities)
 - c. Election Schedule.
 - d. Structure and Functions of the Student Government Association
 - e. Duties and Responsibilities of the elected officers of the Student Government Association

Section 5 **Candidate Forum**

1. The Candidate Forum will be established as a means of better informing the constituents of the qualifications of the candidates as well as the election process.
2. The Candidate Forum must be held a minimum of three (3) calendar days before the beginning of the Spring General Election. At the Candidate Forum, all candidates will receive a space to set up campaign materials for display.
3. The Candidate Forum will consist of two main components: the caucus and the debate.
4. The caucus will be the first aspect of the Candidate Forum to occur.
5. The caucus is a time scheduled for constituents to come and meet the candidates individually.
6. After the conclusion of the caucus, the debate will occur.
7. The debate will consist of all candidates for high office in the election.
8. The debate will begin with each candidate's designee giving a nominating speech for his or her respective candidate which shall last no longer than three (3) minutes.
9. Each candidate will be allowed five (5) minutes to give a campaign speech about his or her qualifications and platform.
10. Both the name of the designee and transcripts of both speeches must be turned in to the Election Commission at least twenty-four (24) hours prior to the Candidate Forum.
11. Following the conclusion of the last speech, the candidates will take questions from the audience. The candidates will also be allowed to ask one question each specifically to another candidate for the same office.

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12. There will only be a mandated Candidate Forum for the Spring General Election. However, the Election Commission does retain the right to hold a Candidate Forum for any other election.

Section 6
Election of Executive Council

1. Primary elections for the positions of Student Government Association president, vice president, secretary and business manager shall be held within the first three (3) weeks of April.
2. If no candidate receives a majority of the votes cast for a specific office; a run-off election for this contest shall be conducted a minimum of three (3) days following the primary election.

Section 7
Election of Representatives

Election of representatives shall be held during the third week of the fall semester.

Section 8
Assumption of Duties

All newly elected Student Government Association officers shall assume the duties of the office at the beginning of the semester following their election.

ARTICLE VII

CAMPAIGNING

Section 1

Campaign Materials

1. No literature posters, advertisements, or other election materials shall be used or distributed during the campaign without prior approval by the Election Commission. The Election Commission shall not censor or prohibit any material, but will only certify its compliance with the criteria for certification.
2. The criteria for certification approval shall include:
 - a. The materials must be accompanied by the name of the individual responsible for its productions and distribution.
 - b. The materials shall not be in violation of the Student Government Association Constitution, Election Rules, Student Life Policies, Residential Life and Housing Policies, or any other Wiley College policy.

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- c. A sample of each piece of election campaign material must be provided, at the candidate's cost, to the Election Commission prior to the use.
 - d. To be considered for certification, all campaign materials must be submitted for approval at least twenty-four (24) hours before the beginning of the General Election.
 - e. Any campaign materials must be submitted to the Election Commission by 5:00 p.m. on the day before the material is to be used for campaigning purposes.
 - f. In accordance with College policy, flyers require the additional approval of the Office of Student Activities before they can be posted at any location on campus.

Section 2

Budgets and Expenditure Limitations

1. Candidates for high office shall not expend a total exceeding three-hundred dollars (\$300.00). For all other elections, candidates shall not expend a total exceeding one hundred dollars (\$100.00).
2. Each candidate will be required to keep an updated record of expenditures which shall be turned in to the Commission at the close of the polls on the final day of voting. Any candidate's financial records shall be available for inspection by any Commission member at any reasonable time. If a candidate is asked to provide financial information to the Commission, that candidate has no more than six (6) hours to obtain and provide that information to the Commission.
3. All candidates are responsible for the accuracy and truthfulness of their financial records and will be held accountable as such.

Section 3

Electronic Campaigning

1. Candidates may begin campaigning on the Internet after the conclusion of the candidate seminar.
2. Candidates will be responsible for any Internet messages, websites, or other online campaign material that is directly associated with their campaign or advertised on their campaign materials.
3. Candidates may send personal e-mails as a part of their campaign, but may not use any Wiley College distribution lists.
4. Any candidate who chooses to advertise through the Internet will be held responsible for the accuracy and truthfulness of any information or statements related to the campaign.

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5. All electronic materials (websites, e-mails, Facebook, MySpace, etc.) are subject to the same rules as other campaign materials. None of these media may be used without the content having been first approved by the Election Commission.

Section 4
Campaign Restrictions

1. Enticement of constituents by any candidate is forbidden and will not be tolerated.
2. No candidate may campaign inside a dormitory hall through any means other than flyers posted in appropriate locations in a dormitory. This includes, but is not limited to, going door-to-door and hosting campaign rallies or other gatherings inside a dormitory room.
3. No candidate speeches or demonstrations will be permitted by any candidate in any scheduled classes.
4. No member of the Wiley College faculty, staff, or Election Commission may endorse any candidate or offer any tangible support to the campaign of any candidate.
5. Candidates will be held responsible for violations committed by their campaign volunteers and personnel.
6. It shall be illegal to remove, alter, cover, obscure, or otherwise tamper with campaign materials concerning candidates or questions on the ballots, except by order of the Election Commission.
7. Candidates shall not be allowed to campaign within a fifty (50) feet vicinity of any sanctioned election kiosks. However, candidates have the option of having a picture and biography (no longer than 100 words) available at the polls.
8. The Election Commission may punish any violators of these Rules or any other College policy through whatever means is determined to be necessary which may include, but is not limited to, fines and suspension of campaigning activities.
9. Any money that is collected through fines will be deposited directly in the SGA account under the line item Election Funding.
10. Fines shall not exceed a total amount of fifty (\$50) dollars.
11. In the extreme cases of candidate misbehavior through malicious, persistent, and/or willful acts, disqualification may be a punishment exercised by the Commission.
12. Tickets shall not be allowed in any SGA election (students running on one ticket as a group).

ARTICLE VIII

ELECTION MAINTENANCE AND ELECTION VALIDATION

Section 1

Election and Post-Election Procedures

1. Election will take place at the designated polls. The polls shall remain open continuously on the two consecutive days chosen for the election. The polls shall open at 8:30 a.m. on the day of the election. The polls shall close at 6:00 p.m. on the day of the election.
2. There will be at least one (1) kiosk in the Student Union available for voting to occur.
3. Additional polling places may be ordered and maintained by the Election Commission.
4. The kiosk(s) will be open from 8:30 a. m. to 6:00 p. m. on the day of the election and will be staffed with students and College personnel.
5. Any staff and/or students at the polls will not be allowed to offer any form of opinion, endorsement, or other enticement as it pertains to the election or any candidate.
6. Upon the closing of the polls, the Election Commission shall convene within one hour in order to either validate or invalidate the results of an election.
7. Validation shall require a majority of the Commission to be present. The current SGA President and the SGA advisor must be present for validation to occur.
8. The Election Commission will fill out a report which shall include all the election results, a statement of validation or invalidation, and the signatures of all of the present Election Commission members.
9. After the election results have been validated, the victor(s) shall be informed immediately.
10. All of the victors are to be notified of a twenty-four (24) hour waiting period following the election in which the results of an election may still be contested.
11. Should the Election Commission decide that an election be invalidated, the Commission shall recommend a new election and file a report with the Vice President for Student Affairs and Enrollment Services detailing the events that resulted in the invalidation of the election results.

ARTICLE IX

COMPLAINTS AND APPEALS

Section 1 **Complaints**

1. Complaints must be filed based on violations of the Student Government Association Constitution, Election Rules, Student Life Policies, Residential Life and Housing Policies, College Policies, or rulings of the Election Commission.
2. Only a candidate may file a complaint
3. Complaints must be filed, in writing, with the Election Commission within twenty-four (24) hours after the violation and not thereafter. The complaint will be considered void if it is not filed within this time limit.
4. The Election Commission will meet at its earliest convenience in order to determine appropriate actions in response to a complaint.
5. If the Election Commission decides to conduct a hearing, the Chair of the Commission will first interview each affected party. The Commission will then convene in a joint hearing with all parties and decide the appropriate action to be taken after the hearing has concluded.

Section 2 **Appeals**

1. In any instance in which the decision of the Election Commission is being appealed or when the Election Commission itself is a party in a dispute, the complaint/appeal will be heard by the Vice President and Associate Vice President for Student Affairs.
2. Appeals must include:
 - a. A copy of the original complaint.
 - b. Name, phone number, e-mail address, and student number of person appealing.
 - c. Impact of the Commission's decision.
 - d. Reason for appeal.
 - e. Action requested from the SGA.
3. Any decision of the Election Commission is appealable.

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4. All appeals must be filed with the Vice President for Student Affairs no later than twenty- four (24) hours after the action to be appealed has occurred.
 5. Procedures for the hearing of election appeals shall be determined by the SGA.
 6. Appeals must be filed and heard by the Student Court no more than ninety-six (96) hours after the conclusion of the election.

ARTICLE X

DEFINITIONS

1. **Campaign Materials** - Any supplies used by a candidate or the candidate's staff, which have the primary purpose of furthering the candidate's likelihood of being elected.
2. **Disqualification** - T h e removal of a candidate from the ballot. Grounds for disqualification include willful, malicious, and/or persistent acts.
3. **Election Fraud** - Intentional deceitful practice or willful device resorted to with the intent to deprive a candidate of his or her rights. This includes all acts, omissions, and concealments involving a breach of duty, and resulting in the denial of any or all candidate's rights, including the offering of enticements.
4. **Enticement** - Offering a voter something with a monetary value as part of a campaign. Enticement does not include flyers, mini-flyers, stickers, and buttons.
5. **Formal Campaigning** - The period after the conclusion of the candidate seminar until the close of the polls on the final day of voting.
6. **High Office** - Any of the following positions: WC-SGA President, Vice President of the WC-SGA, or Miss WC.
7. **Invalidation** - The nullification of an election due to technical problems, including but not limited to, poll hours, poll operator misconduct, and ballot availability.
8. **Logistical Problem** - An action by a candidate that is in violation of this act and that can have or did have an impact on the results of the election.
9. **Majority Vote** - In order to receive a majority of the votes in an election, the candidate must receive a plurality of the votes cast.
10. **Malicious Act** - Wrongful and intentional act without just cause or excuse or as a result of ill will.
11. **Persistent Act** –A malicious or willful act that continues to exist or is constantly repeated.

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12. **Scheduled Class** - An assembly of students awaiting or attending a scheduled class as per the Wiley College Class Schedule.
 13. **Technical Problem** - A problem directly related with the maintenance of the election, including but not limited to, poll operator misconduct, polling hours, and ballot availability.
 14. **Validation** - The upholding of election results due to proper execution of responsibilities and procedures by the Commission and all participating candidates.
 15. **Willful Act** - An act done intentionally, knowingly, and purposely, without justifiable excuse.

ARTICLE XI

IMPEACHMENT

Section 1

Grounds for Impeachment

Dereliction of duty which shall be defined as any act or acts, failure or failures to act by an officer of the Student Government Association which may be considered inimical to the authority, purpose or prestige of the Student Government Association as defined in this constitution may constitute grounds for initiation of impeachment proceedings.

Section 2

Initiation of Impeachment Proceedings

Impeachment proceedings shall be initiated by:

1. Presentation of a petition containing the signature of at least one-third (1/3) of all representatives at any regularly scheduled meeting; or
2. Presentation of a petition at any regularly scheduled meeting containing the signatures of at least ten percent (10%) of the student body.

Section 3

Impeachment Proceedings

Guidelines for initiating impeachment proceedings are as follows:

1. Upon receipt of an impeachment petition, the Association shall hold a hearing for the accused party within two regularly scheduled meetings.
2. The Student Government Association president shall preside over impeachment proceedings unless he/she is the accused, in which case the vice president shall preside.

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3. The accused shall be notified in writing one week prior to the trial to respond to the accusations made against him/her.
 4. A two-thirds (2/3s) vote of the elected representatives shall be necessary for the return of a guilty verdict.
 5. These proceedings shall, upon the written request of the accused, be open to the public.
 6. Robert's Rules of Order (revised edition) shall be the parliamentary basis of order at these proceedings.

Section 4
Results

1. The accused shall tender his/her immediate resignation from office if found guilty.
2. A special election shall be held within three (3) normal school weeks to fill the vacant position.

ARTICLE XII

STUDENT FUNDS

Section 1
Budget

1. A budget for a normal two (2)-semester school year shall be proposed in the spring semester by the Executive Council and shall be approved by representatives.
2. The proposed budget shall be submitted to the Vice President for Student Affairs and Enrollment Services for review prior to the vote.

ARTICLE XIII

AVAILABLE SGA POSITIONS

1. Miss Wiley College
2. Miss Senior
3. Miss Junior
4. Miss Sophomore
5. Miss Freshman
6. Student Government Association President
7. Student Government Association Vice President
8. Senior Class President
9. Junior Class President
10. Sophomore Class President

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11. Freshman Class President
 12. Student Government Association Business Manager
 13. Student Government Association Secretary

ARTICLE XIV

STIPENDS FOR SGA CABINET

<u>SGA Position</u>	<u>Amount</u>
1. Miss Wiley College	\$1,600.00
2. SGA President	\$ 800.00
3. SGA Vice President	\$ 600.00
4. SGA Business Manager	\$ 300.00
5. SGA Secretary	\$ 300.00
6. SGA Chaplain	\$ 300.00
7. SGA Parliamentarian	\$ 300.00
8. SGA Sgt of Arms	\$ 300.00
9. Miss Senior	\$ 300.00
10. Miss Junior	\$ 300.00
11. Miss Sophomore	\$ 300.00
12. Miss Freshman	\$ 300.00
13. Senior Class President	\$ 400.00
14. Junior Class President	\$ 400.00
15. Sophomore Class President	\$ 400.00
16. Freshman Class President	\$ 400.00

ARTICLE XV

RATIFICATION OF CONSTITUTION

Section 1 **Ratification**

All other constitutions shall be considered invalid and without any authority upon ratification of this Constitution by two-thirds (2/3s) of voting students.

Section 2 **Jurisdiction**

1. This Constitution shall be the supreme source of students' authority and responsibility at Wiley College, Marshall, Texas.
2. Nothing in this Constitution shall be construed to usurp the power and authority of the Board of Trustees of Wiley College, the laws of the State of Texas, or the laws of the federal government of the United States.

STUDENT UNION ADVISORY BOARD

In keeping with the mission to foster a high level of involvement from Wiley's student population and the various facets of our campus, a Student Union Advisory Board (SUAB) was developed to act as the governing body for the Student Union. The Board determines the role of the Student Union in the life of the campus as well as how the building is operated. It has the responsibility to impact the vision, facility use

and the occupants of the Student Union and works with the Unit of Student Activities and other campus administrative offices on a wide variety of issues affecting students, faculty, and staff.

The SUAB Constitution

PREAMBLE

The Student Union Advisory Board provides programs, services and opportunities to encourage student involvement in campus life, integrate entering students into the College and promote an environment that values all students. Consequently, this organization will be the official student vehicle to be used in accomplishing these aims and objectives.

ARTICLE I

Section 1

The name of this organization shall be Wiley College Student Union Advisory Board (WCSUAB).

ARTICLE II

Section 1

Purpose

1. To formulate and execute policies of social, recreational, and educational programs of the Student Union.
2. To provide for wholesome leisure through programs.
3. To work cooperatively in carrying out the mission of the College.

ARTICLE III

Section 1

Membership

The membership of the WCSUAB shall consist of a minimum of fourteen (14) students, a maximum of twenty-five (25), and two (2) advisors. The staff advisors for the Board will be the Coordinator of Student Activities and the Student Activities Weekend Coordinator.

Section 2
Qualifications of Members

All members of the WCSUAB must be in good academic and social standing with the College.

Section 3
Methods of Selection

1. Persons seeking membership on the WCSUAB must file a formal letter of application with the Coordinator of Student Activities and must be interviewed by current members of the Board.
2. All applicants will receive a formal letter of acceptance or rejection from the WCSUAB President.
3. The term of membership is one year, unless reappointed.
4. Request for membership should be submitted no later than two weeks prior to the end of each semester.

Section 4
Duties of Members

1. All members must abide by the constitution at all times.
2. All members must promote proper conduct in and outside of the Union at all times, especially at WCSUAB sponsored activities.
3. All members must assist in planning and implementing polices relative to the social, recreational, and cultural programs.

ARTICLE IV

Section 1

Officers

Officers of this body shall be the President, Vice President, Business Manager, Secretary, Assistant Secretary, Parliamentarian, and Chaplain.

Section 2
Methods of Election

1. The officers will be elected by majority of the members of WCSUAB. Voting shall be by secret ballot.

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2. In the event that there is a tie after voting twice for any officer, the advisors will cast secret ballot votes to break the tie.
 3. Elections shall take place during the Spring Semester of each academic year, no later than the third week in April. New officers will take office the semester following elections.

Section 3
Qualifications of Officers

1. Have at least a 2.5 overall grade point average at the time of the election. Post at least a 2.0 grade point average for the regular semester during the term of office (mid-term and final grades will be reviewed).
2. Are in good standing with the College and enrolled in at least twelve credit hours in a regular semester during the term of office.

Section 4
Tenure of Officers

The tenure of all officers of the WCSUAB shall be one academic year. All officers shall be eligible for re-election provided they remain in good academic and social standing.

ARTICLE V

Section 1
President

The President shall preside over all WCSUAB meetings, call all special meetings, coordinate the activities of the Board, administer responsibilities of the Board, appoint committees and chairpersons, have the authority to conduct or delegate any business of the WCSUAB that is not specifically stated in the constitution, represent the organization, and serve as ex-officio member of all board committees and as liaison.

Section 2
Vice President

The Vice President shall assist the President, preside over meetings in the absence of the President, and serve as committee coordinator by assisting the chairpersons in carrying out the committees' functions. However, chairpersons shall have a direct line of communication with the President. The Vice President shall be prepared to assume the duties and responsibilities of the President at all times.

Section 3
Business Manager

The Business Manager shall collect, disburse, when authorized, any funds or monies acquired by the Advisory Board, and be responsible for said funds and monies. Checks must be co-signed by the following: the President and the Business Manager.

Section 4
Secretary

The Secretary shall prepare and read minutes of meetings. All minutes must be typed and a copy given to the WCSUAB President and Coordinator of Student Activities within (48) business hours after the meeting. After receiving approval from the Wiley College Student Union Advisory Board, the Secretary shall have available for the President, the agenda for each meeting and keep permanent records of the organization on file in the Student Activities Office.

Section 5
Assistant Secretary

The Assistant Secretary will serve as corresponding secretary, send notices to members, and assume the duties of the Secretary in his/her absence.

Section 6
Parliamentarian

The Parliamentarian shall guide all meetings in conformity with parliamentary procedures as outlined in Roberts Rules of Order (revised edition).

Section 7
Chaplain

The Chaplain shall be responsible for meditations at the beginning and ending of the meetings and other activities when requested.

ARTICLE VI
Section 1
Impeachment of Officers

All officers duly elected or appointed to carry out the functions of their respective office shall be subject to removal from office for malfeasance and gross inefficiency in carrying out stipulated duties and/or performance of any other actions which tend to bring disrespect to them and the organization.

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1. Charges are to be filed in writing and signed by at least three (3) active members who are in good standing with the organization.
 2. The President of the organization shall announce the receipt of such charges and immediately notify the party or parties involved.
 3. In case the President is charged, the next highest-ranking officer, according to the constitution, shall preside.
 4. The accused person shall have the opportunity to bring evidence and witnesses to attest in his/her behalf.

Section 2
Resignation, Dismissal, and Withdrawal of Officers

1. Any officer or member of the WCSUAB may resign by a written statement at least (2) days preceding the effective date of resignation.
2. The WCSUAB will judge the validity of all resignations.
3. In the event of withdrawals or dismissal from WCSUAB, the position shall be filled utilizing proper parliamentary procedures.

ARTICLE VII

Section 1
Committees

Persons seeking membership on any committee of the WCSUAB must: (1) be enrolled full-time at Wiley College; (2) file a formal application with the WCSUAB, and (3) be interviewed by the chairperson of the committee on which they wish to function.

Section 2
Ad Hoc Committees

Ad Hoc committees shall be appointed by the organization.

Section 3
Chairpersons

Chairpersons of each standing committee must be an officer of the WCSUAB.

Section 4
Standing Committees

The Standing Committees shall be the:

1. Activity Committee - This committee shall be responsible for

entertainment and recreational activities. There may be several sub-committees of this standing committee.

2. Artistic and Cultural Committee - This committee shall be responsible for all cultural programs in the field of music, films, and special projects.
3. Hospitality Committee - This committee shall be responsible for the general hospitality of the Union and have representation at all WCSUAB sponsored programs. This committee may sponsor programs/activities such as fashion shows and special workshops.
4. Publicity Committee - This committee shall be responsible for publicizing all Wiley College Student Union Advisory Board sponsored activities to the College and the community.
5. Religious Committee - This committee shall be responsible for all spiritual programs.
6. Research and Evaluation Committee - this committee is responsible for the evaluation of all WCSUAB sponsored activities. This committee will be chaired by the President of SUAB. The members of this committee will be all committee chairs. A record of all evaluation data will be provided to the Coordinator of Student Activities within 48 hours of an event.

ARTICLE VIII

Section 1 **Meetings**

1. The WCSUAB shall meet at least twice a month or as deemed necessary by the President and advisors.
2. All committees shall meet at least once a month or as deemed necessary by the chairperson.
3. A designated day and time shall be established for each committee and the chairperson shall forward same to the President, Vice President and advisors.

ARTICLE IX

Section 1 **Methods of Amending the Constitution**

1. Any member of the organization may, in writing, propose an amendment to the constitution. This amendment must be presented at least one (1) meeting before action is taken.
2. When the amendment is considered, it may come before the body for adoption or rejection. When two-thirds (2/3) of the WCSUAB shall deem any change, alteration, or amendment necessary to this constitution, such proposed

amendment, change or alteration, shall be read and passed by a two-thirds vote of the members.

ARTICLE X

Section 1

Effective Date

The Constitution with all provisions shall become effective when approved by a two-thirds (2/3s) majority of the WCSUAB members.

STUDENT CODE OF CONDUCT

The College has a definite and binding responsibility to promote appropriate student conduct on the campus. This responsibility must be shared by all members of the College community. The policies governing standards for student behavior, referred to herein as the Student Code of Conduct, reinforce the College's right and duty to promulgate regulations for the safety and welfare of the College community. The policies provided herein are designed to provide a swift remedy, by means of exclusion from the campus or College premises, for cases involving students who commit overt acts of violence, or otherwise engage in illegal conduct that disrupts the orderly operation of the College.

Terms and Definitions

Below are various terms and definitions with which all students should become familiar. Understanding the meaning of these terms is important to full comprehension of the Student Code of Conduct.

- 2.1 Administrators, Faculty, Staff** - Any person employed by the College to execute prescribed functions in accordance with College and Board of Trustees rules and regulations, as well as, the laws of the State of Texas.
- 2.2 Business Days** - Those days that persons employed with Wiley College are required to work (Monday through Friday).
- 2.3 College Premises** - Property, which includes the campus, under supervision of the College authorities.
- 2.4 Judicial Bodies** -The Disciplinary Hearing Board and the Administrative Appeals Board, or other special judiciary committee or boards of the College. (Special panels may be appointed when necessary; the membership of which shall be comprised of members of the other panels.)
- 2.5 Post-Suspension Hearing** - A student disciplinary hearing held by the Disciplinary Hearing Board as a result of an immediate interim suspension.

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- 2.6 Restraining Order** - An order by the President or the President's designee prohibiting a student from entering Wiley College campus.
- 2.7 Sanctions** – The penalty or punishment for violation of the Student Code of Conduct.
- 2.8 Student(s)** - Any person matriculating at Wiley College on a full- or part-time basis.
- 2.9 College Community** - Administrators, faculty, staff, or students of the College, as well as, citizens of the surrounding community within close proximity to the campus.
- 2.10 College Environment** - The College environment includes areas located on and off of the Wiley College campus. Violations of College regulations and/or local, state, and federal laws that may be under the jurisdiction of civil authorities will fall within the scope of the College's System of Judiciaries and Student Code of Conduct whether they occur on or off the Wiley College campus.

Rules and Regulations

The scope of coverage for the Student Code of Conduct includes Wiley College, the surrounding community and premises within close proximity to the campus. Therefore, the scope of coverage for violations includes both on-and off-campus locations. Please reference Appendix D for Disciplinary Penalties.

The Student Code of Conduct cannot list every possible act of inappropriate behavior and does not profess to do so. Some representative examples, however, of prohibited activities include the following:

- 4.1 Abduction** - An act of kidnapping.
- 4.2 Academic Dishonesty** - Cheating and plagiarism will not be tolerated in any form. Examinations and assignments are employed to encourage learning and judge its quality. To evaluate this with justice and fairness, it is necessary that they be executed with complete honesty. Persons, who are guilty of cheating or plagiarism, as defined below, will be subject to probation, suspension, or expulsion.
- a. Cheating.** Dishonesty of any kind with respect to examination, course assignments, alterations of records, or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating, but in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat will be considered as guilty of cheating as the student he/she assists. The student should do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in or out of class.

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- b. **Plagiarism.** Honesty requires that any ideas or materials taken from another for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs, to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgement also is considered plagiarism. Any student who fails to give credit for ideas or materials that he takes from another is guilty of plagiarism.

4.3 Aiding or Inciting - Assisting or persuading others to commit any act of misconduct in the College community.

4.4 Alcoholic Beverages - Unauthorized sales, possession, or consumption of alcoholic beverages.

4.5 Arson - The malicious burning of property including creating fires, open flames, and/or igniting flammable materials in any building or facility on College premises.

4.6 Assault - An intentional attempt by a person, by force or violence, to injure another person, or intentionally place another person in fear of an assault.

4.7 Battery/ Aggravated Battery - The unlawful application of force to the person of another is strictly prohibited. An unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon.

4.8 Classroom Dismissal by Faculty Member

If a student is disruptive in class (i.e., his or her behavior is disruptive or inappropriate in the class setting and interferes with the teaching/learning process), a faculty member has the right to temporarily dismiss the student from class (not to exceed one (1) class). If a faculty member finds it necessary to dismiss a student from one (1) class, the appropriate academic dean should be notified as soon as possible. A faculty member may not dismiss a student from more than one (1) class without notification to the academic dean and the initiation of disciplinary proceedings. If the student's behavior is so disruptive it is believed that the student should be dismissed from more than one (1) class, the academic dean and the faculty member should collectively contact the Vice President for Academic Affairs to initiate the student disciplinary process.

Dismissal from more than one (1) class requires submission of an incident report to the Vice President for Student Affairs.

4.9 Computer Abuse - Students shall not abuse College computer time or equipment. Abuse includes, but is not limited to, unauthorized entry or transfer of a file, unauthorized downloading of copyrighted information, unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of a student, faculty members or College officials; or use of computing facilities to interfere with normal operation of the College. Students shall

adhere to the rules and practices set forth by the Division of Information Systems and Technology.

- 4.10 Conduct of Groups** - Groups of students who violate the Student Code of Conduct will be adjudicated individually as though the violation was committed solely by each person involved.
- 4.11 Contempt** - Willful disobedience or open disrespect of a College judicial body such as failure to appear; failure to adhere or comply.
- 4.12 Damage/Destruction of Property** - Damage, vandalism or destruction to property owned or leased by the College or personal property belonging to an individual, including but not limited to, car vandalism, defacing structures and facilities, littering, marking, egging, painting, spraying, painting residence hall rooms, hall ways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization is prohibited.
- 4.13 Dangerous, Threatening, Unsafe Behavior** - Any conduct or behavior, which threatens or endangers the health or safety of any person in the College environment. This includes, but is not limited to, verbal threats to injure or harm another person, horse playing, practical jokes, abductions, and kidnapping.
- 4.14 Dangerous Weapons and Explosives** - Unauthorized possession of dangerous weapons and explosives.
- 4.15 Destruction or Damage to Property** - Willful destruction of or damage to College property.
- 4.16 Dishonesty and Forgery** – Dishonesty, including forgery, alteration or misuse of College documents, records, or student identification cards.
- 4.17 Disorderly Assembly** - The gathering of any group in such a manner as to disturb the public peace, do violence to person or property, disrupt the function of the College, or interfere with its faculty or staff in the performance of their duties, or otherwise by such gatherings bring disgrace or disrespect to the College. Any student who encourages or in any way participates in the formation or prolonging of such a gathering is subject to immediate dismissal from the College.
- 4.18 Drug Activity** - Sales, possession and/or use of dangerous drugs or narcotics unless prescribed by a physician.
- 4.19 Drunkenness** - Drunkenness and/or disorderly conduct regardless of whether it results in injury to person(s) or property.
- 4.20 Duplication of Keys** - The duplication or unauthorized possession of keys to College property is prohibited. Also, illegal or unauthorized entrance to College buildings is forbidden.

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- 4.21 False Reporting of Emergencies** -False reporting of an emergency such as activating a fire alarm or reporting a bomb threat.
- 4.22 False Claims** - A complainant, student respondent, and/or student witness who intentionally makes a false claim, offers false statements, or refuses to cooperate with a Wiley College investigation regarding, but not limited to, discrimination, harassment, retaliation, fighting and/or sexual violence, shall be subject to appropriate disciplinary action.
- 4.23 Falsification or Forgery** - Falsification, forgery, or misuse of College records (e.g. transcript, health records) is prohibited. Forgery of negotiable instruments (such as checks and money orders) is considered a criminal offense. Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated.
- 4.24 Fights** - Students are forbidden from engaging in fights, especially where weapons are used or where there is attempted use. The use of weapons is also a received or given in horseplay or other potentially dangerous activities.
- 4.25 Fire Safety Equipment** - Fire safety equipment is provided for the safety and protection of lives and property at the College. Tampering with such equipment places lives and property in danger. Anyone charged with tampering with fire equipment will be considered an eminent danger and as such will be immediately suspended from the College. Anyone found guilty of tampering with fire safety equipment will be suspended for at least one semester, subject to termination, expulsion and/or criminal prosecution. The following items are considered fire safety equipment: fire alarms, fire extinguishers, smoke detectors, fire hoses, fire hydrants, fire trucks, security vehicles, posted fire instructions, exit signs, and fire sprinklers.
- 4.26 Firearms, Weapons, Chemicals and Explosives** - Firearms, weapons of any sort, chemicals and explosives are not permitted on College property. At no time should these items be kept in a residence hall, in a vehicle or elsewhere on the campus. Firearms include compressed air guns, pellet or BB guns. Explosives include firecrackers and other fireworks. The misuse of fire equipment is prohibited by College regulations and by Texas State Law.
- 4.27 Gambling** - Betting or playing a game for money or other reward. Gambling is prohibited within the residence halls.
- 4.28 Harassment (Physical or Verbal)** - The excessive physical annoyance of or the use of verbally abusive language by any person on College property or while attending College-sponsored events is considered to be harassment and is prohibited. The scope of any form of harassment includes language to physical acts which degrade, insult, taunt, or challenge another person by any means of communication, verbal, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racists remarks or any other behavior that places another member of the College community in a state of fear or anxiety.

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- 4.29 Hazing** - Any intentional, knowing, or reckless act, occurring on or off the College campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are to include students at Wiley College.
- 4.30 Health and Safety Violations** - This means any behavior that creates a danger or risk to others of the College community. This includes, but is not limited to, propping open doors to residence halls, throwing objects from windows, failure to keep one's room in a condition that is sanitary and safe, or failure to maintain reasonable standards of cleanliness and safety as defined by the College.
- 4.31 Identity Disclosure** – Failure to provide personal identification, such as a driver's license or identification card, when requested to do so by campus security or other officials.
- 4.32 Indecent, Obscene, or Immoral Behavior, or Profanity** – The use of obscene gestures, improper body exposure, or other immoral acts, or profanity directed to any member of the faculty, staff or student body.
- 4.33 Insubordination and/or Disrespect for Authority** - Not complying with reasonable and lawful requests or directives by members of the faculty or staff.
- 4.34 Littering** - Littering shall include, among other things, the throwing of debris such as cigarette butts, food wrappers, paper, cans, bottles, or other trash on the ground. No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the College except in receptacles provided for that purpose.
- 4.35 Obstruction, Disruption, or Disorderly Conduct** - Intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, other regular tasks of the College, or other College-authorized events or activities. This code also includes other disorderly acts.
- 4.36 Off-campus Guest's Behavior** - Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the Grounds for Disciplinary Action while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.
- 4.37 Off-campus Violations** - Students may be brought before a College judicial body for violations of the Student Code of Conduct that occur off campus and for behavior and conduct that reflect negatively on the image or reputation of the College. The specific actions and/or behaviors are described in the official notice of charge(s) brought against the student.

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- 4.38 Organizations** - The organizing and functioning of any group (club, Greek-Lettered Organization, societies, etc.) on campus is prohibited unless it is approved by the College. All approved organizations must have a sponsor or advisor approved by the College. No organization may hold a meeting unless its advisor or sponsor, or approved designee is present. Sanction for violations may be levied against organizations and individuals.
- 4.39 Personal Business Activities** - No student is permitted to engage in any type of personal business activity unless the activity has the full approval of the College. No organization may raise funds on campus without prior approval of the Vice President for Student Affairs and Enrollment Services. Violators are subject to probation, suspension, or expulsion.
- 4.40 Possession of Dogs, Cats, and Other Animals** – Bringing “animals” onto the College premises is prohibited. Seeing eye dogs, when accompanied by their owners, are excluded from this provision.
- 4.41 Rape** - Engaging in the act of sexual intercourse with another person without the consent of that person.
- 4.42 Selling or Soliciting** - Trading or exchanging any goods or services on College premises for monetary considerations without proper permission.
- 4.43 Sexual Assault** - The forcing of, or attempting to force, another person regardless of sexual gender, personal affiliation, and/or affiliation with the College, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats and physical restraint, and will not be tolerated.
- 4.44 Sexual Battery** - The intentional engagement in sexual misconduct, which involves physical contact with another person.
- 4.45 Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of communication with sexual overtones.
- 4.46 Sexual Intercourse** - Prohibited sexual activity. Any sexual act on campus is strictly prohibited.
- 4.47 Solicitation** - Unauthorized selling, collection of monies, and promotion on campus or within College buildings is not permitted without permission of the Vice President for Business Affairs. Acting as agents for business firms that entail solicitation or the receiving of business offers or goods on College property is prohibited. Students may not solicit on behalf of the College without the written permission of the Vice President for Student Affairs and Enrollment Services.

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- 4.48 Student Dress Code** - The College still holds to the traditional position that male students are not to wear hats, caps, or other related headgear in classrooms, offices, assemblies, the dining hall, or other places where men normally do not wear hats. Neither men nor women are permitted to wear loungewear outside of the residence centers. Women are not permitted to wear baseball caps inside buildings. Students must adhere to any special dress standard set by groups presenting special programs such as lyceum events, pageants, or vespers. Sagging (i.e., pants worn below the natural waistline) is strictly prohibited.
- 4.49 Theft - Stealing** – Taking another’s property, etc.; dishonesty, especially in a secret manner.
- 4.50 Traffic or Parking Violations** – Failure to obey College traffic and parking violations.
- 4.51 Trespassing** - Unauthorized entry into or remaining in a private room, office, or facility under the control of another person (student, staff, or faculty member).
- 4.52 Unauthorized Entry into Residence Halls** – Entering a residence hall without proper permission (see *Residence Life Handbook* for more detailed information about this topic).
- 4.53 Unauthorized Use of Property** - Use of College property, such as telephones, vehicles and office equipment without proper consent.
- 4.54 Vandalism** - The destroying, defacing, or damaging of College, state, federal, public or private property is prohibited and will not be tolerated.
- 4.55 Violation of Housing Rules** - An infraction of housing regulations (see the Wiley College *Residence Life Handbook* for more detailed information about housing rules).

Student Rights and Responsibilities

Rights

1. Students have a right to pursue an education free from discrimination based upon gender, race, cultural background, religion, political creed, marital status, age or disability.
2. Students have a right to fair and impartial academic evaluation.
3. Students have a right to be free from involuntary disclosure of information about their views, beliefs and political association which professors or administrators require in the course of their work as advisors.

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4. Students have a right to have the College maintain and protect the confidential status of all personal and academic records except as directed by appropriate legal authority.
 5. Students, through student representatives, have a right to participate in formulating and evaluating institutional policies.
 6. Students have a right to organize and join associations to promote interests held in common with others.
 7. Students have a right to peaceful protest on College premises. This protest may not interfere with entrance to and exit from campus facilities, unreasonably disrupt the educational process, or damage property.
 8. Individual students, student groups, and campus organizations have a right to invite to the campus and hear any persons, or to view films or other media of their own choosing, subject to College requirements regarding reasonable time, place, and manner for the use of its facilities.
 9. Students have a right to be interviewed on campus by any graduate or professional school or employer desiring to recruit at the College, subject to the Non-Discrimination Policy and requirements for the use of College facilities.
 10. Students have a right to a press free of any censorship, subject to state, local and federal laws, and College policies.
 11. Students have a right to an environment conducive to intellectual freedom and a campus characterized by safety and order
 12. Students have a right to a confidential disciplinary process and may choose between a formal hearing by the College Disciplinary Committee or to have an administrative hearing.

In addition to the rights accorded to all students of Wiley College, each person living on campus possesses certain individual rights that must be held in high regard. This handbook is intended to define the minimal expectations of the rights and responsibilities of residents in actualizing their freedoms, without placing constraints upon such rights of other residents.

Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her college life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents.

Responsibilities

Wiley College is sensitive to the rights, freedoms and responsibilities of all student residents. Policies and procedures have been established to ensure that individual rights and freedoms are protected and responsibilities are understood. The residential community aims to maintain standards conducive to academic, social and personal growth. Students at Wiley College are expected to:

- Observe state and federal laws as well as College policies and regulations. Respect the rights and privileges of others.
- Be forthright and honest in all of their academic and social conduct.
- Share the responsibility of maintaining an environment where individual actions do not violate the community's welfare.

This means that students have both the right and the responsibility to confront each other directly in a constructive manner when problems occur. Residence Life staff will support and work with students in an effort to help them understand and abide by College policies.

Students are also responsible for abiding by all policies, rules and regulations for on-campus living contained in this handbook, as well as information from other sources, including terms and conditions of the Housing Contract and Residence Life staff.

The College, however, does not attempt to use formal rules to define every unacceptable form of behavior. In situations not covered by specific regulations, students are expected to use common sense and conduct themselves at all times as mature, responsible individuals. **Remember**, if it's a violation of the student conduct code on-campus; it's a violation off-campus.

While most students demonstrate respect for others in the community and conduct themselves in an appropriate manner, the small number of individuals who do cause behavioral problems may have a negative effect on and disrupt the entire community. Failure to comply with College and/or residential policy may result in disciplinary action. Serious or repetitive violations of these policies could be grounds for termination of a student's housing contract and may affect his/her opportunity to return to College residences.

Interim Suspension and Restraining Order

Whenever students are disruptive, or are dangerous to themselves, others, or property, the President or the President's designee may suspend students immediately on an interim basis without providing the normal Notice of Hearing form. A letter from the Office of Student Affairs and Enrollment Services will constitute the Notice of Hearing.

If the facts and evidence suggest that the student's continued presence on College premises constitutes imminent or clear and present danger to himself/herself, others, or property, the President or the President's designee may issue a restraining order against the student, restricting him/her from the College's premises prior to the normal judicial hearing if the President or the President's designee deems it necessary.

Whenever the interim suspension rule is invoked, the student shall be given the opportunity to discuss the incident with a College official prior to the interim suspension.

Any student suspended shall have the right to a post-suspension hearing on the merits of the case within five business days of the suspension.

Organization and Authority of Judiciary Bodies and Functionaries

Wiley College has established a system of judiciaries and Student Code of Conduct that every student must submit to upon registration. A judiciary body is a system of courts of law for the administration of justice. The execution of the judiciary process is a part of the educational environment. The College judiciary process is not equivalent

to the criminal law processes of state and federal courts. The imposition of such rigid standards and time-consuming processes would interfere with the administration of the judicial process and render the College's control impotent. Although the College's judicial processes are not analogues to the state and federal processes, the College affords students their basic rights to due process. An admission of guilt waives the right to an appearance before the Judicial Panel. The judiciary bodies and functionaries are defined as follows:

- 4.56 Coordinator of Student Judicial Records** - The Coordinator of Student Judicial Records has the authority to assist with student discipline. This coordinator has the responsibility for investigating and pressing charges against students who are believed to have violated the Student Code of Conduct. This coordinator or an appropriate designee must be present at all Disciplinary Panel Hearings.
- 4.57 Vice President for Student Affairs and Enrollment Services** - The Vice President for Student Affairs and Enrollment Services assumes overall responsibility for student discipline.
- 4.58 Judicial Board** - The Judicial Board shall consist of **15 members**. The Vice President for Student Affairs and Enrollment Services shall appoint all members, including the chairperson. The Board shall be divided into three disciplinary panels, designated as A, B, C, respectively. Each panel shall have a chairperson, all of whom shall be appointed by the Vice President for Student Affairs and Enrollment Services. Two students shall be appointed to serve as members of each panel. (Special panels may be appointed when necessary; the membership of which shall be comprised of members of the other panels.)
- 4.59 Authority and Responsibility of the Judicial Panels** - Each judicial panel has responsibility for determining guilt or innocence of any student charged with violation of the Student Code of Conduct and may recommend sanctions in those cases where guilt is established. The panel's recommendations are made to the Vice President for Student Affairs and Enrollment Services.
- 4.60 Jurisdiction** - The judicial panels are the primary judiciary bodies of the College. Each panel has original jurisdiction over all cases referred to it by

appropriate College officials. It also has jurisdiction over all cases involving immediate interim suspension. Each panel of the Board shall treat all cases referred without bias.

- 4.61 Quorum** - The presence of a majority of judicial panel members shall constitute a quorum; and with a quorum present the panel may hear the case. Chairpersons may accept substitute representatives for regular members when it is necessary for regular members to be absent. Chairpersons shall vote only in the case of a tie vote. Proxy voting shall not be permitted.
- 4.62 Recuse** - When any board or panel member is involved in or associated with a case and that involvement or association interferes with or prevents a fair and impartial hearing, that person must be excused from participation in the judicial hearing.
- 4.63 Administrative Appeals Board** - College regulations provide for an appeal of decisions and recommendations of the Disciplinary Panel.
- 4.64 Authority and Responsibility** – The Appellate Board has the authority to determine innocence or guilt by affirming or reversing the findings of the Disciplinary Hearing Board Panels. The board may also recommend sanctions. The Vice President for Student Affairs and Enrollment Services must approve the recommendations regarding sanctions.
- 4.65 President** - The President of Wiley College is the final arbiter in cases involving student discipline. However, the President may delegate this authority. The President or the President’s designee may review cases, affirm recommendations or decisions reverse findings, or alter the Appellate Board’s findings and/or recommend sanctions.
- 4.66 Board of Trustees** - In accordance with the Wiley College Charter and the By-laws of the Corporation, the Board of Trustees has final responsibility and authority for any decision arrived at through the College judiciary process.

Judicial Protocol

The following *Judicial Protocol* will apply when a student is required to appear before a Wiley College judiciary body for violations of the Student Code of Conduct.

- 4.67 Notice of Hearing** - Hearings are scheduled when a student is charged for violations of College rules and regulations that require appearance before a College judiciary body. The student will be given at least three (3) business days’ notice (excluding Saturday, Sunday, and state holidays) to appear for the hearing.

In the notice to appear, the student will be provided the following information:

- 4.67.1 The College regulation(s) allegedly violated;
- 4.67.2 The statement of the specific charges against the student; the date, time and place of the hearing;
- 4.67.3 The names of witnesses against the student;
- 4.67.4 The statement explaining that students are entitled to present their own witnesses and to cross-examine the witnesses against them;
- 4.67.5 A statement explaining that students are entitled to a hearing that will be recorded by the College; and
- 4.67.6 A statement that indicates that if a student brings an attorney to the hearing, the attorney will be allowed to attend only as an advisor. The day after the date of delivery of the letter to students shall be the first day of the three-day period of notice.
- 4.68 **Failure to Appear** - An accused student must appear in person before the judicial body. **If the student does not appear, that person shall be charged with contempt, and suspended indefinitely** until he/she appears for the hearing, unless the judiciary body finds that unavoidable circumstances prevented the appearance of the student, in which case, the hearing shall be rescheduled.
- 4.69 **Confidentiality** - The hearing before the judiciary body will be tape recorded, and conducted in an atmosphere designed to respect the privacy of the student charged with violation of College rules. Only those persons whose presence is required will be permitted to attend. However, the student charged and/or appropriate College authorities may request three people to observe, who reserves the right to transcribe the tape if it believes a transcript is essential to its deliberations. The student may request a copy of all tapes at a cost of \$10.00 per tape.
- 4.70 **Judgment and Recommendation** - The judiciary body shall render judgment and make its recommendation in a timely manner and notify the student within three business days thereafter.
- 4.71 **Legal Counsel** - The student charged will be informed that he/she may appear alone or may bring an attorney or other representative to serve only in an advisory capacity. The advisor may not personally examine or cross-examine witnesses or present the case for the student. If the student elects to bring a representative or an attorney, he/she must indicate that intent in writing to the Vice President for

Student Affairs and Enrollment Services 48 hours in advance for approval prior to the hearing. Attorneys (or other representatives) will not be permitted to record the hearing.

4.72 Witnesses - The student will be notified that he/she can present evidence or witnesses in his/her behalf and that cross-examination of the witness(es) appearing against him/her will be permitted. The College representatives and judiciaries are empowered to question persons who present information at the hearing.

4.73 Emergency Procedures for Graduating Seniors - The College may implement an emergency procedure to allow a hearing to be held prior to the end of the respective semester or term in which the violation occurs.

Judicial Sanctions

The following is a listing and definitions of the sanctions usually imposed as a results of the judicial process.

4.74 Admonishment - A warning to the student to refrain from any and all action that may result in disciplinary action. A fine of \$25.00 may be imposed. No sanctions are given unless the student violates the College's rules and regulations or the *Codes of Conduct*

4.75 Community Service - A disciplinary sanction imposed upon a student as a result of a violation of the *Codes of Conduct*. Service is provided by the student to a specific on- campus department for a specific amount of hours as imposed by the College Disciplinary Committee. The student will not receive any monetary compensation. **NOTE:** Failure to complete required community service will result in the student being placed on disciplinary hold, fined and/or suspended from the College.

4.76 Exonerate – To clear the accused of any and all blame, with all charges being dismissed or dropped.

4.77 Fine - A monetary payment imposed as punishment for an offense. Payment must be made to the College for violations of the *Codes of Conduct*. **NOTE:** A disciplinary fine may range from \$25 (twenty-five dollars) to \$500 (five-hundred dollars), depending upon the severity of the offense(s). **NOTE:** All disciplinary fines are DOUBLED for repeat offenses.

4.78 Probation - A specified amount of time, involving restrictions, after which College authorities will determine whether the student's behavior has improved. During this time period, the student may be subjected to additional disciplinary measures resulting in suspension, if he/she is involved in violations of any type of College *Codes of Conduct*. The types of probation are *Regular* and *Indefinite*. **NOTE:** Probationary statuses range from one semester through graduation. A violation of a probationary status may result in the student being immediately suspended from the College. A fine of not less than \$75.00 and not more than \$100.00 is imposed.

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- 4.79 Loss of Privileges** - A student who has a disciplinary sanction will receive written notification of the specific privileges(s) which he/she has lost. The privileges may include removal and/or eviction from on-campus housing and restrictions from affiliation and or representing the College. The written notification shall include the time period for which the student has lost certain privileges.
- 4.80 Pre-hearing Suspension** - The Vice President for Student Affairs may suspend students from the College pending a scheduled disciplinary hearing depending upon the severity of the infraction.
- 4.81 Research Assignments** - Depending upon the nature of the offense, students may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be scholarly, comprehensive, thorough, and submitted in accordance with the guidelines set by the College Disciplinary Committee (see the Vice President for Student Affairs and Enrollment Services). **NOTE:** Failure to comply with the terms of this sanction will result in temporary suspension from the College until all matters are agreed upon by the student and the appropriate official or all requirements have been completed.
- 4.82 Restitution** - Compensation, reimbursement, or a required replacement of loss, injury, or property (personal or private) by the student in violation. Restitution may be made within a specified time period. Failure to pay full restitution to the appropriate party will result in the student being placed on disciplinary hold and/or suspension. **NOTE:** Restitution is due in full, prior to or no later than thirty (30) days from official notification to the offender, unless otherwise approved by the College Disciplinary Committee or the Vice President for Student Affairs and Enrollment Services.
- 4.83 Seminar/workshop Participation** - Depending upon the circumstance of the violation, some students may be required to assist in developing, coordinating, and evaluating workshops related to the nature of the offense the student has committed. The student may also be required to attend and participate in seminars or workshops to enhance their knowledge and understanding of a particular topic related to the committed offense. Students are required to be prompt, attentive, and to present a well- developed essay of the activity according the guidelines set by the College Disciplinary Committee (see the Vice President for Student Affairs and Enrollment Services). This report should be submitted within twenty-four (24) hours of the event to the Disciplinary Chairperson. **NOTE:** Failure to comply with this sanction may result in Interim Suspension from the College.
- 4.84 Suspension** - Dismissal from the College for a specific time period following severe violation of the *CODES OF CONDUCT* or violation of a present probationary status. Suspensions are recorded on the student's permanent record. Students suspended from the College are required to return their ID card and room keys. His/her name is deleted from the roster of enrolled students and from the faculty class roll. The student will not get credit for course assignments, papers, projects,

make-up work, or other course-related work during the period of suspension and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Vice President for Student Affairs. If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to the College will be threatened and he/she will be subject to arrest. During the period of suspension, the student is not eligible or entitled to receive any College services, thus his/her relationship with the College is terminated. Upon completion of a fully served suspension period, a student who desires to return to the College must submit a written request to the Vice President for Student Affairs no later than thirty (30) days prior to the beginning of the semester the student wishes to return. The Vice President for Student Affairs will review the student's file to determine the student's eligibility to return to the College. The types of disciplinary suspensions are defined as follows:

Suspension - Suspension period begins with an existing semester and continues through that semester; however, suspension may become effective at the beginning of a specified semester (usually the following semester) and continue through that semester and future ones.

Interim Suspension - Suspension that is put into effect immediately when charges are alleged. The suspension will remain in effect until the disciplinary hearing is held or the student has completed requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found guilty of the violation(s), or fails to satisfy the requirements of the sanction imposed, the interim suspension may be changed to another sanction, including suspension or expulsion.

Indefinite Suspension - Dismissal or suspension from the College to be served for a period of not less than one (1) school year.

Expulsion - Permanent dismissal from the College. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the College. When a student is expelled from the College, the student's relationship with the College is permanently severed.

Appeals Procedures

A student may appeal the findings and decisions of the Disciplinary Hearing Board Panels to the Administrative Appeals Board. The procedures are described below:

4.84 To Appeal a Finding and Decision of a Disciplinary Hearing Board Panel -

Within three business days after notice of the findings and decision of a Disciplinary Hearing Board Panel, a student has the right to appeal to the Administrative Appeals Board. To exercise this right, a student must give written notification to the Vice President for Student Affairs and Enrollment Services of the intent to appeal and reason for appealing. Based upon the merits of written justification, the Vice President for Student Affairs and Enrollment Services may accept or reject the

student's request for an appeal. If the request for an appeal is granted, the Vice President for Student Affairs and Enrollment Services shall set a date, time, and place for the Administrative Appeals Board to review the findings and decision of the respective disciplinary hearing board panel. The student will be notified in accordance with the procedures outlined in Section 4.66.

The complete record of the hearing and the evidence presented before the Disciplinary Hearing Board Panel shall be made available for use by the Administrative Appeals Board.

The chairperson of the Administrative Appeals Board will then follow the procedures established for the judicial bodies. The Coordinator for Student Judicial Records or a representative thereof will be present at the hearing. The procedure is as follows:

4.85 To Appeal a Finding and Decision of the Administrative Appeals Board-

Within three business days, notice of the findings and decision of the Administrative Appeals Board, a student must give written notification to the President of his/her intent to appeal and reasons for appealing. Based upon the merits of the written justification, the President may accept or reject the student's request for appeal. The Administrative Appeals Board shall make the complete record available for use by the President. The President may request the presence of any individual, administrator, or student involved in the case. The appeal procedure is outlined below.

4.86 To Appeal the Decision of the President - Students shall have due process in disciplinary matters, and any student who has exhausted all due process procedures at the institution at all levels **may appeal to the Board of Trustees**. Within 30 days after all due process procedures have been exhausted at the institutional level, the student must present the appeal to the chairperson of the Board of Trustees. The staff shall review the due process proceedings from the institution and submit recommendations to the Board. If the request for appeal is granted, the chairperson of the Board or his designee shall set a date, time and place to review the findings and decisions of the President of Wiley College.

The complete record of the case shall be made available for use by the Board. The Board may request the presence of any individual, administrator, or student involved in the case.

Reprisals

Students shall not take any adverse action (reprisal) toward any Wiley College faculty, staff member, or fellow student who reports an alleged violation of the Student Code of Conduct or participates in any disciplinary proceeding. Reprisals include, but are not limited to, retaliating against, threatening to retaliate against, filing a grievance or a student incident report in bad faith, harassing, stalking, intimidating, interfering with, and/or coercing another individual to not report or participate in a disciplinary proceeding.

APPENDIX

THE WILEY WAY

A WILEY MAN WILL NOT SAG.

A WILEY MAN WILL REMOVE HIS HAT INSIDE BUILDINGS.

A WILEY MAN WILL NOT WEAR SLEEPWEAR, STOCKING CAPS OR DU-RAGS OUTSIDE THE RESIDENCE HALL.

A WILEY MAN WILL NOT WEAR FLIP FLOPS OR HOUSE SLIPPERS OUTSIDE THE RESIDENCE HALLS.

A WILEY MAN WILL ALWAYS MAKE THE APPROPRIATE CLOTHING SELECTION FOR THE TIME, OCCASION, AND *PLACE*.

A WILEY WOMAN ABSOLUTELY WILL NOT SAG!

A WILEY WOMAN WILL NOT WEAR SHORT SHORTS OR MICRO MINI SKIRTS TO CLASS OR ADMINISTRATIVE OFFICES.

A WILEY WOMAN WILL NOT WEAR SLEEPWEAR OUTSIDE THE RESIDENCE HALLS.

A WILEY WOMAN WILL NOT WEAR HEAD SCARVES OUTSIDE THE RESIDENCE HALLS.

A WILEY WOMAN WILL NOT WEAR FLIP FLOPS OR HOUSE SLIPPERS OUTSIDE THE RESIDENCE HALLS.

A WILEY WOMAN WILL ALWAYS DRESS IN GOOD TASTE.

Appendix B

Guide to Student Services

Service/Information Needed	Contact	Building	Phone Number
Academic Advising and Retention	Freshmen Academic Coaches/Student Success Academy	Beckley Building	923-3359
Academic Advising Business & Technology Criminal Justice Administration Education Evening and Weekend Organizational Management Post-baccalaureate Program Sciences Social Sciences & Humanities	Upper Classmen Dr. A. Hagan Dr. T. Andrus Vacant Ms. W. Jamerson Dr. K. Long Ms. W. Jamerson Dr. R. Washington Dr. S. Byrd	Division Offices Thirkiel Hall Thirkiel Hall Thirkiel Hall Thirkiel Hall Thirkiel Hall Thirkiel Hall Baker Science Building Thirkiel Hall	 927-3332 923-2469 923-2475 927-3333 927-3367 927-3333 923-1690 923-1621
Academic Counseling Services	Student Support Services	Wiley-Pemberton Complex, Room 128	927-3230
Admissions & Recruitment	Admissions & Recruitment	Enrollment Services Center	927-3311
Athletics/Intramurals (Recreation)	Alumni Gymnasium	Alumni Gymnasium	927-3293
Calendar of Student Activities	Office of Student Activities	Wiley-Pemberton Complex, Room	927-3261
Bookstore/Supplies	Wiley Bookstore	Wiley-Pemberton Complex, Room 138	927-3264 927-3267
Campus Ministry	Office of Campus Ministry	Julius S. Scott, Sr. Chapel	927-3233
Career Development/ Employment Internships (Students)	Counseling & Career Planning	J. Jack Ingram Hall	923-2479
Computer Labs	Academic Skills Center	Wiley-Pemberton Complex Room 8	927-3276
Dining	Dining Hall	Wiley-Pemberton Complex	927-3269 935-3137
Distance Learning	Dr. K. Long	Wiley-Pemberton Complex, Room 144	927-3236
Financial Aid Office	Financial Aid	Beckley Building	927-3311
Grades/Graduation/ Transcripts	Office of Student Records and Registrar	Beckley Building	927-3311
Housing	Office of Residence Life	Haywood L. Strickland Living Center	923-7351
Personal/Social Health	Health Center	Dogan Hall(1st floor)	927-3260

Service/Information Needed	Contact	Building	Phone Number
Postal Services	Wiley Post Office	Haywood L. Strickland Living Center	927-3265
Radio Station KBWC 91.1 FM	Radio Station	McLeod Hall	927-3307
Sophomore Year Experience	Office of Student Success Academy	Wiley-Pemberton Complex	923-1646
Student Organizations	Student Activities Office	Wiley-Pemberton Complex	927-3261
Student Success Academy	Office of Student Success Academy	Wiley-Pemberton Complex	923-2466
Student Support Services	Office of Student Support Services	Wiley-Pemberton Complex	927-3230
Rules & Regulations	Office of Student Affairs & Enrollment Services	Wiley Avenue Bldg.	927-3233
Safety and Security	Campus Security	Security Bldg.	927-3268
Spiritual Guidance/Involvement	Office of Campus Ministry	Julius S. Scott, Sr. Chapel	923-2442
Student Employment/College Work-study	Financial Aid	Beckley Building	927-3311
Student Government Association (SGA)	SGA Office	Wiley-Pemberton Complex	927-3335
Student Leadership	Office of Student Development	Dogan Hall	923-2479
Vice President for Student Affairs & Enrollment Services	Office of Student Affairs & Enrollment Services	Wiley Avenue Bldg.	927-3233

Appendix C

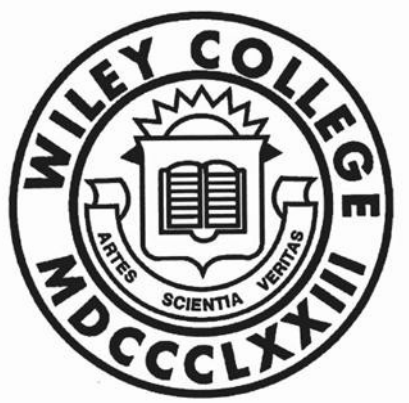
Matrix of Wiley College Spirit

* Alma Mater	Oh, Wiley Dear, ever we'll sing thy praise. With love and rapture our voices we'll raise. Our hearts are all swelling with joy sublime. We'll cherish thee, till the end of time. We'll cherish thee, till the end of time. Oh, Lord, we pray, may our Dear Wiley stand. A beacon light, shining o'er our dear land. And may her sons, with steadfast purpose true. Go forth inspired, glorious deeds to do. Go forth inspired, glorious deeds to do. - Written by Mr. William Henry Smith
Colors	Purple and White
Mascot	Wildcat
Motto	Achieving Excellence Through Pride in Performance

*** This song is sacred. When sang, persons should stand and, if applicable, remove their hats.**

OFFENSE	PENALTY OPTIONS
ABDUCTION	Suspension; Indefinite Suspension; Expulsion
ACADEMIC DISHONESTY	Academic Sanctions, Probation, Suspension, Expulsion
AIDING OR INCITING	Fine \$50-\$225 + Probation and/or Campus Service; Suspension
ALCOHOL (Alcoholic Beverages)	Fine \$50-\$225 + Probation and/or Campus Service; Suspension
ARSON	Suspension; Indefinite Suspension; Expulsion
ASSAULT	Restitution (if required) + Fine \$50-\$225 + Probation and/or Counseling and/or Campus Service; Suspension
BATTERY/AGGRAVATED BATTERY	Restitution (if required) + Fine \$50-\$225 + Probation + Campus Service + Counseling; Suspension; Indefinite Suspension
COMPUTER ABUSE	Restitution (if required) + Loss of Privileges
CONDUCT OF GROUPS	Loss of Privileges + Fine \$100
CONTEMPT	Fine \$100-\$250 + Reschedule of Hearing + Interim Suspension
DAMAGE/DESTRUCTION OF PROPERTY	Restitution and/or Replacement of Property; Probation; Suspension; Indefinite Suspension
DANGEROUS, THREATENING, UNSAFE BEHAVIOR	Fine \$50-\$100 + Probation and/or Campus Service and/or Counseling
DANGEROUS WEAPONS OR EXPLOSIVES	Suspension; Indefinite Suspension; Expulsion
DESTRUCTION OR DAMAGE TO PROPERTY	Restitution + Fine \$50-\$100 + Probation
DISHONESTY OR FORGERY	Restitution (if required) + Suspension
DISORDERLY ASSEMBLY	Fine \$50-\$225 + Probation and/or Campus Service; Suspension
DRUG ACTIVITY	Fine \$250-\$500 + Probation and/or Counseling and/or Campus Service; Suspension; Indefinite Suspension; Expulsion
DRUNKENNESS	Fine \$50-\$225 + Probation and/or Campus Service; Suspension
DUPLICATION OF KEYS	Fine \$50-\$200 + Probation; Suspension
FALSE REPORTING OF EMERGENCIES	Fine \$500; Suspension
FALSIFICATION OR FORGERY	Probation and/or Campus Service; Indefinite Suspension
FIGHTS	Suspension and/or Campus Service; Expulsion; Indefinite
FIRE SAFETY EQUIPMENT	Suspension; Indefinite Suspension; Expulsion; Restitution (if Required)
FIREARMS, WEAPONS, CHEMICALS, EXPLOSIVES	Fine \$50-\$250; Suspension; Indefinite Suspension; Expulsion
GAMBLING	Fine \$250 + Probation; Suspension
HARASSMENT (physical or verbal)	Fine \$50-\$225 + Probation and/or Campus Service; Suspension
HAZING	Fine \$250-\$500 + Probation, Suspension, Indefinite Suspension, Expulsion
HEALTH & SAFETY VIOLATIONS	Fine \$50-\$250; Suspension, Indefinite Suspension

OFFENSE	PENALTY OPTIONS
IDENTITY DISCLOSURE/ID CARD	Fine \$50 + Probation and/or Removal of Privileges
INDECENT, OBSCENE OR IMMORAL BEHAVIOR, OR PROFANITY	Fine \$50-\$250 + Probation, Suspension
INSUBORDINATION AND/OR DISRESPECT FOR	Suspension
OBSTRUCTION, DISRUPTION, DISORDERLY CONDUCT,	Fine \$50-\$225 and/or Probation and/or Campus Service; Suspension
OFF-CAMPUS GUEST(S) BEHAVIOR	Fine \$50-\$225 + Restitution (if required) + Probation and/or Removal
OFF-CAMPUS VIOLATIONS	Same as if incident occurred on-campus.
ORGANIZATIONS	Fine \$100-\$325 + Restitution (if required) + Probation and/or Removal of Privileges; Suspension; Indefinite Suspension;
PERSONAL BUSINESS ACTIVITIES	Fine \$150-\$325 + Probation and/or Campus Service; Suspension; Counseling
POSSESSION OF DOGS, CATS OR OTHER ANIMALS	Removal of animal(s) + Fine \$50-\$225 + Probation + Campus Service + Counseling; Suspension; Indefinite Suspension
RAPE	Suspension; Indefinite Suspension; Expulsion
SELLING OR SOLICITING	Fine \$50-\$350, Suspension
SEXUAL ASSAULT	Fine \$225-\$500 + Probation + Campus Service + Counseling; Suspension; Indefinite Suspension; Expulsion
SEXUAL BATTERY	Suspension; Indefinite Suspension; Expulsion
SEXUAL HARASSMENT	Suspension; Indefinite Suspension; Expulsion
SEXUAL INTERCOURSE	Suspension
SOLICITATION	Fine \$50-\$350 + Probation and/or Campus Service and/or Counseling; Suspension
STUDENT DRESS CODE	Fine \$50-\$150
STUDENT IDENTIFICATION CARDS	Fine \$50-\$225; Campus Service; and/or Counseling; Suspension; Indefinite Suspension
THEFT/STEALING	Fine \$50-\$225 + Restitution (if required) + Probation and/or Campus Service and/or Counseling; Suspension
TRAFFIC OR PARKING VIOLATIONS	Fine \$10-\$50; Vehicle Immobilization (Booting) – if vehicle receives a boot, there is a \$50 fine for removal + ticket fine
TRESPASSING	Fine \$50-\$350 + Probation and/or Removal of Privileges. Removal from Hall.
UNAUTHORIZED ENTRY INTO RESIDENCE HALLS	Fine \$50-\$350 + Probation and/or Removal of Privileges. Removal from Hall.
UNAUTHORIZED USE OF PROPERTY	Fine \$50-\$225
VANDALISM	Restitution and/or Replacement of Property; Probation; Suspension; Indefinite Suspension
VIOLATION OF HOUSING RULES	Fine \$50-\$350 + Probation and/or Removal of Privileges. Removal from Hall.



Division of Student Affairs and Enrollment Services