

**ROBERTS WESLEYAN COLLEGE  
STUDENT HANDBOOK  
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# **STUDENT HANDBOOK**

**This is not a contract and can be changed periodically without notice.**

## **THE COLLEGE STATEMENT**

### **OUR MISSION**

As a community of learners committed to historic Christianity, Roberts Wesleyan College seeks to prepare thoughtful, spiritually mature, service-oriented people who will help transform society.

### **OUR FOUNDATIONAL ASSUMPTIONS**

The mission of Roberts Wesleyan College is anchored in shared assumptions about:

#### **Scholarship**

- The world reflects the mind and purpose of the Creator.
- God desires people to reflect upon the world thoughtfully.
- Faith precedes and conditions all understanding.
- Knowing the truth requires people to act upon that truth.

#### **Spiritual Formation**

- The study of Scripture – the authoritative guide for faith and life – is the foundation for an informed Christian worldview.
- We affirm the richness of diverse traditions within historic Christianity.
- We honor the Creator through nurturing the life of the mind.
- Each member of the community is shaped and strengthened in faith through shared experiences.

#### **Service**

- Christian service derives from the Biblical mandate to love God and to love one's neighbor as oneself.
- Christian commitment to servant-leadership should contribute to constructive and restorative acts.
- Christian service responds to the diverse needs of individuals and communities.
- Christians learn and grow from serving others.

### **OUR COMMITMENTS**

In keeping with our mission, Roberts Wesleyan College provides an education that focuses on scholarship, spiritual formation, and service.

#### **Scholarship**

As a community of Christian scholars, the College believes that learning is multifaceted and achieved in a variety of ways.

- Discovery – We provide opportunities for inquiry and investigation that contribute to intellectual growth and understanding.
- Integration – We provide opportunities to achieve an interdisciplinary understanding of issues and concerns.
- Application – We provide opportunities to learn by engaging problems in society.
- Education – We seek effective methods of teaching and learning.

## **Spiritual Formation**

As a faith-affirming community, Roberts Wesleyan College provides an environment where people's relationship with God through Christ can be nurtured.

- Scripture – We explore our world through faith perspectives that affirm the authority of Scripture.
- Tradition – We affirm the richness of historical Christian thought and practice through the ages.
- Reason – We employ critical thinking to integrate our faith beliefs with our views of the world.
- Experience – We provide opportunities for transforming encounters with God.

## **Service**

As a College attuned to the needs of the world, we seek to develop people of faith who will help transform the world through service.

- Vocation – We strive to discover how our God-given talents can lead to productive lives of service.
- Service Learning – We provide learning through service opportunities.
- Global Perspective – We encourage the development of cross-cultural competence and a global perspective.
- Social Responsibility – We foster socially responsible engagement in society.

## **OUR GRADUATES**

As a result of the opportunities provided them, the ideal graduates of Roberts Wesleyan College will be characterized by:

### **Thoughtful Engagement**

- Lifelong habits of inquiry, reflection, and critical thinking from a Christian perspective.
- Competence in their chosen disciplines.
- Sound choices leading to intellectual, physical, emotional, and spiritual well-being.

### **Spiritual Maturity**

- An ability to articulate a Christian worldview.
- Excellence and integrity in work, family, service, and culture, with Christ as our example.
- A desire to extend compassion, mercy, and justice to all people.

### **Commitment to Service**

- A clear sense of vocation through meaningful avenues of service.
- The knowledge and skills needed to contribute meaningfully to society.
- The desire to participate as world citizens with a cross-cultural awareness and a global perspective.

## **OUR HERITAGE**

Roberts Wesleyan College, originally Chili Seminary, was founded by Benjamin Titus Roberts in 1866. Roberts was an evangelical Methodist minister and the first General Superintendent of the Free Methodist Church. He and the other founders of the Church affirmed the view of Christian teaching, personal piety, and social action taught by John Wesley, the founder of Methodism. The Church's official teaching in its Articles of Religion clearly shows its roots in historic orthodox

Christianity. Its heritage can be traced through the thirty-nine Articles of the Church of England, the Augsburg Confession of the Protestant Reformation, and the great historic creeds of the early church, such as the Apostles' Creed, back to the Scriptures, and the teachings of Jesus Christ.

The heritage of the College within the Free Methodist tradition has been of major importance in the development of its educational programs. Stating his purpose for founding the school, Roberts wrote, "While we cannot prize too highly the benefits of mental culture, we should not lose sight of that moral and religious culture which lies at the foundation of correct principles and good character."

Continuing in its Christian heritage and its dedication to "education for character," Roberts Wesleyan College remains committed to the mission of integrating a Christian worldview and learning.

## **OUR EDUCATIONAL PHILOSOPHY**

Roberts Wesleyan College serves traditional and non-traditional students at the undergraduate and graduate levels. The College's educational philosophy is built on the assumption that education must address the whole person as a physical, psychological, social, rational, and spiritual being. An education at Roberts Wesleyan College presupposes both the complexity of the world and the diversity of human nature. No one method of inquiry or verification is regarded as the sole route to knowledge, nor does one set of skills provide sufficiently for a life of service. A Roberts Wesleyan education is one in which students investigate the aesthetic, historic, philosophic, scientific, and professional disciplines.

Academic pursuit is strengthened by the College's historic Christian concern for the communication of human values and the development of the whole person. Through membership in a community of learners, students are encouraged to cultivate the knowledge, skills, and attitudes that will prepare them to be thoughtful, spiritually mature, service-oriented persons who will have a transforming impact on society.

## **ACADEMIC LIFE**

### **ACADEMIC RESPONSIBILITY**

It is the student's responsibility to be familiar with the academic guidelines of the College. The student is responsible for completing all program and degree requirements in order to secure eligibility for graduation.

To assist students in this endeavor, each student is assigned a faculty advisor. The advisor is available to guide the student in the area of course selection. Class standards are set and maintained by each faculty member. Students are advised to consult the instructing professor concerning individual problems with course work. Unresolved issues should be conveyed to the academic advisor for assistance in resolution.

## **ACADEMIC GUIDANCE AND SUPPORT COMMITTEE**

Roberts Wesleyan College maintains an Academic Guidance and Support Committee that reviews students' academic progress. Each semester, progress is reviewed and warnings are forwarded to those students whose academic achievement is less than adequate. The Academic Guidance and Support Committee may place students on probation or suspension, and in some cases may dismiss a student from Roberts Wesleyan College.

## **PROMOTING ACADEMIC INTEGRITY**

Roberts Wesleyan seeks to promote academic integrity within the College community. Such honesty is fundamental to the principles of education and investigation. To foster among the students a spirit of honest intellectual inquiry, the College has identified as unacceptable the following practices:

1. Cheating in its various forms whether copying another student's work, allowing your own work to be copied, using unauthorized aids on an examination, fabricating lab or research data, or submitting as one's own another person's work.
2. Denying other students access to academic information whether in the classroom, laboratory, or library.
3. Destroying, altering, or tampering with another person's work to impede his/her academic progress.
4. Plagiarizing - presenting as one's own the words or ideas of another person.

Students who knowingly violate the principles of academic honesty will be subject to disciplinary action through the Office of Student Services. Depending on the nature of the offense, the student's grade or credit may be affected. In serious cases, the student may be suspended or expelled.

## **ACADEMIC INTEGRITY POLICIES AND PROCEDURES**

In cases involving questions of academic integrity, the faculty member shall follow procedures outlined below, typically beginning with direct interaction with the student. If a student wishes to appeal, discussion must move through approved procedures. In no case shall the faculty member's perspective, authority or autonomy be violated. Similarly, in no case shall the student's right to a fair hearing through the Institution's Academic Grievance Policy be denied.

### **Institutional Officer of Record**

The Registrar, or designee approved by the Chief Academic Officer, shall function as the Institutional Officer of Record. That Officer shall establish and maintain an Academic Integrity File containing the names of students who have violated institutional academic-integrity standards; the file shall include all written documentation concerning the nature of the offense(s) and subsequent action(s) taken. The records of all students with more than one documented violation shall be transferred to individual academic files and noted, as appropriate, on permanent transcripts.

\* Personnel directly involved shall be apprised of resultant disciplinary action, and students shall be apprised of the right to appeal and procedures to be followed. (Records of students with only one documented violation shall be expunged upon graduation.)

### **Institutional Academic Integrity Committee**

The Institutional Academic Integrity Committee shall consist of the Officer of Record (*ex officio* Chair) and three faculty members at large. Each Academic Division and Northeastern Seminary shall name a representative who shall be available to serve as needed. That Officer of Record shall convene a committee appropriate to the case under review. (For example, faculty selected should be outside of the academic discipline of the faculty member involved.)

The Academic Integrity Committee shall:

- Advise faculty in first-offense cases, upon request.
- Hear a first-offense case if the student requests such a hearing.
- Review all cases beyond the first offense.
- Recommend disciplinary action in relation to the nature and number of the offense.

### **Academic Divisions**

Each academic division shall create a written policy outlining the role of divisional personnel in advising faculty and students in matters of academic integrity. (For example, a Division might determine that all issues of integrity be reported to the Division Chair, that one faculty member serve as “first advisor” in matters of integrity, that the Division function “as a whole” where violation jeopardizes the professional future of the student, or the like.) Whatever the Division’s policy, divisional advisory roles shall not replace institutional procedures: that is, when it is determined that a violation of academic integrity has occurred, the faculty member shall report the incident to the Officer of Record.

### **Procedures for Faculty**

A faculty member who suspects, but is not certain, that a student has violated academic integrity may:

- Seek clarification through discussion with the student;
- Seek counsel within the divisional policies and procedures;
- Seek advice from the Officer of Record and/or the Academic Integrity Committee.

A faculty member who determines that a student has not acted in accordance with standards of academic integrity shall:

- Notify the Officer of Record, as well as the Division Chair or Academic Integrity Representative;
- Provide the Officer of Record with a brief written statement documenting the offense (including a copy of materials in question, if relevant);
- Notify the student of the procedures and possible consequences;
- Issue the appropriate course-related penalty, pending an investigation by the Institutional Academic Integrity Committee if the student has had previous offenses.

This process should be completed within ten business days \*\* of discovery of the incident.

### **Procedures for Students**

A student who feels falsely accused of violating academic integrity may:

- Resolve the situation with the faculty member;
- Discuss the situation with the faculty member's Division Chair or representative;
- Request a meeting (within ten business days\*\* of being informed of the incident by a faculty member) with the Academic Integrity Committee, accompanied by a person of choice if desired;
- Appeal decisions through the Institution's Academic Grievance Policy (within ten business days\*\*).

### **Policies related to Offenses**

#### **First Offense:**

The faculty member, with consultation if desired, shall make a judgment concerning the nature of the offense and appropriate action to be taken. (Depending on the nature of the assignment and offense, the professor might assign a grade of "F" or "zero"; require a different assignment for reduced credit; enter into an appropriate sort of "contract agreement" with the student; or the like.) In most instances, the Officer of Record shall simply make note of a "first offense." The student shall receive a letter-of-first-offense, including:

- o Disciplinary action taken,
- o The right of appeal, and
- o Possible consequences, should there be a second offense.

#### **Repeated Offenses:**

A student's second offense shall typically result not only in "failure" related to the specific assignment or activity, but also in course failure and possible suspension or dismissal. The Officer of Record and Institutional Integrity Committee shall initiate the appropriate investigation (including discussion with the student, faculty member, Division Chair or representative, and all other relevant parties) and shall determine disciplinary action consistent with the circumstances and nature of the offense.

A student's third offense, and beyond, shall typically result in temporary "suspension with academic-integrity cause" or dismissal from the Institution.

In cases involving repeated offenses:

- o The permanent record and academic transcript shall indicate institutional disciplinary action.\*
- o The student shall receive written notification of disciplinary action and be apprised of the right to appeal through the Institution's Academic Grievance Policy.
- o The faculty member and all relevant parties shall be apprised of resultant action.

\* Courses for which a student receives a failing grade due to violation of academic-integrity standards shall be identified on the student's permanent transcript.

**\*\* Ten business days refers to ten days when the College offices are open.**

## **ACADEMIC GRIEVANCE POLICY**

The Faculty of Roberts Wesleyan College determines and enforces the academic standards of the College. When possible, disagreements between a student and a faculty member should be resolved informally; when necessary (for example, when involving issue of academic integrity), a faculty member shall follow the relevant policies and procedures to resolve the issue. If review by all relevant parties and committees has not resulted in an acceptable resolution, a student may file a formal Academic Grievance.

Academic grievances may originate with such student complaints as: perceived violation, misinterpretation or inequitable application of course or program requirements; unfair or inequitable treatment by a faculty member; unjustified accusations concerning academic integrity; unfair, or inequitable application of, grading policies; and the like. (Roberts Wesleyan College abides by a six-month statute of limitations for filing an academic grievance, which must be resolved within a reasonable period of time.)

A student who has an academic grievance against a faculty member should first speak directly to that person. If the matter cannot be resolved, the student should contact the faculty member's Department Head, Division Chair or Program Director. If the matter remains unresolved,

1. The student shall submit a formal, written grievance to the Department Head, Division Chair or Program Director, who shall meet with the individuals involved and make a ruling on the complaint. The student shall receive a written copy of the ruling within ten business days\* of receipt of the grievance.
2. If the student decides to appeal the ruling, the Division Chair shall, within ten business days\* of receiving the written appeal, appoint and convene an Ad Hoc Committee composed of: two faculty members from within the Division or Program; one faculty member from outside the Division or Program; and a student representative appointed by the Student Association (typically either President or Vice-President) or, in Nontraditional or Graduate programs, by the Division or Program Chair. (Faculty members included in the informal process to resolve the complaint, or close friends of the student submitting the complaint, shall not be appointed to the Ad Hoc Committee. The Student appointee shall not currently be enrolled in courses with the student and shall not be within the same Academic Major or Program Cohort.) At the discretion of the Chair of the Ad Hoc Committee, additional relevant personnel may be included on the ad hoc committee (e.g., a representative of Student Services).
3. As soon as the Ad Hoc Committee is appointed, the members shall receive a copy of the student's written complaint and a summary of the previous meeting(s) seeking resolution. One of the faculty members shall be designated as Convener and Chair for ensuing meetings.

4. Once Committee members have had an opportunity to review relevant materials, the Ad Hoc Committee shall meet with the individuals involved. Depending on the nature of the incident and grievance, the student and faculty member may appear separately or together. The purpose of such meetings is to pursue information included in written materials, hear additional supporting evidence, and ask clarifying questions.
5. The Ad Hoc Committee shall deliberate and make a ruling, using a simple majority vote. The student shall receive a written copy of the ruling. (Steps 3-5 should be completed within ten business days\*.)
6. Any further appeal shall be filed with the Chief Academic Officer (or appropriate designee: Academic Dean, etc.), who has the right to consult with additional personnel relevant to the situation. If the Academic Officer finds no reasonable cause to contest the ruling, the decision of the Ad Hoc Committee shall stand, and the student shall be notified in writing within ten business days\* of receipt of the appeal. The student, Division Chair, and faculty member shall receive a written copy of the ruling.
7. Once the grievance is resolved, proceedings of the meetings involved shall be filed in the Division Chair's office. If the process involves the institutional Academic Officer, the proceedings of the meetings shall also be filed in that Office.
8. Any resultant disciplinary action shall be addressed in accordance with professorial jurisdiction (e.g., grading) and institutional policies (e.g., Academic Integrity Policies and Procedures).
9. If a final ruling is in favor of the student, the Academic Officer will work with the faculty member to determine the appropriate action.
10. If Academic Integrity and Grievance Procedures do not lead to resolution, the final arbiter shall be the Chief Academic Officer.

\*Ten business days refers to ten days when the College offices are open.

## **ACADEMIC ADVISING**

To promote the best results from student-faculty contacts, each freshman is assigned to a faculty mentor who is also the student's mentor for First Year Seminar. This mentor works with the faculty of the division of the student's chosen major during the first semester. During the first semester, the student is also assigned to a faculty advisor in the major field of specialization. If either the student or the advisor wishes, a change of advisor can be arranged.

Students must consult with their advisors before registering. This procedure assists students in keeping the program well planned and in proper order. Between registrations, students are urged to consult with advisors regarding any matters of concern. Advisors should be considered the student's first source for help. If the student has not contacted the advisor otherwise, there should be a consultation at least every three months. Although faculty is assigned to assist students, all students

must accept full responsibility for identifying and completing requirements as they are listed in the catalog.

## **COMPUTER INTEGRITY**

Roberts Wesleyan College maintains computing facilities for the benefit of students and faculty. The efficient operation of these facilities requires cooperation between users and the staff of Information Technology Services (ITS). The hardware and software in these facilities are the property of the College; the files of users are individual property. All require respect. Use of the computing facilities is thus a privilege that can be withdrawn if users abuse the hardware or software, or violate the rights and needs of others.

### **Acceptable Computer User Policy**

1. You may use and distribute copyrighted or proprietary material only with written consent of the copyright holder. Unless otherwise indicated by the author, you should assume that any software you did not create is copyrighted.
2. You may not use false identification or misleading information to gain access to computing resources nor use computing resources for which you are not authorized. You may use an account only for Roberts Wesleyan College-related activities, and not for others such as advertising for a commercial organization or endeavor, or running a business.
3. Your password should be kept private, even faculty or staff members. If a need arises for another person to use your account, you need to receive approval by the systems administrator.
4. Access to the RWC system should be available for all campus members. Please refrain from disabling or crashing the system, playing games at inappropriate times, sending mass mailings or chain letters, and creating unnecessary multiple jobs or process names.
5. The RWC system has several security mechanisms in place to protect your files. Any attempt to circumvent data-protection schemes or uncover security loopholes is prohibited. Only college software intended to be user-customized can be modified.
6. You may not harass others, or send obscene, defamatory or threatening messages at RWC. This includes messages spoken, phoned, or sent via the computer.
7. Individuals are not allowed to set up a network server on the College network without prior permission from the CIO and the network administrator.
8. Network drives are provided by the College for your use. You are responsible for adhering to the acceptable computer use policy in regards to how you use the network drives.
9. If you violate any of the above policy you may face one of the following penalties. Network/email account locked or disabled, dorm phone or network jack disconnected restricted access to the computer labs/classrooms, loss of network drives, printing privileges revoked. Also Disciplinary action falls under the category of **Major Infractions**.

Specific Internet guidelines and an abstract from the New York State Computer Crime Statute are available on the RWC Intranet homepage or by calling the **IT Services Help Desk at 594-6898**.

## **E-MAIL CORRESPONDENCE**

In addition, the Roberts Wesleyan College assigned e-mail account shall be an official means of electronic communication within the College community. Students are responsible for all information sent to them via their College assigned e-mail account from faculty, administrative offices, and academic departments.”

## **COURSE LOAD**

To be classified as full-time, a student must take 12 credit hours per semester. Students must average 15 hours per semester to advance to the next higher level at the end of each two semesters of study. Students wanting to take more than 18 hours in one semester must have a minimum G.P.A. of 3.0 and must be approved by the Academic Guidance and Support Committee.

## **ADMISSION TO CLASSES**

To be admitted to classes, a student must complete all parts of the registration process and receive the approval of the Finance Office. Failure to comply will result in exclusion from classes and cancellation of the student's registration.

After initial registration is completed, any changes must be done on the Change of Registration form, which is obtained in the Registration office. No change is official until the completed form is returned to the Registration Office. Courses may not be added after the 10th day of the semester. In summer session, courses may not be added after the 2nd day.

## **CLASS ATTENDANCE**

The College is, first of all, an educational institution. Its purpose is to promote student learning in fulfillment of its mission to promote scholarship, spiritual formation and service. Regular class attendance and active engagement with course content through participation in class are essential for meeting curricular goals and objectives.

Members of the faculty and administration are encouraged to keep this principle in mind when planning all courses, course activities and co-curricular experiences.

Course instructors are expected to (1) take attendance; (2) include an attendance policy in course syllabi that is consistent with the College attendance policy; (3) state clearly how attendance, participation and/or unexcused absences will affect students' grades in specific courses; and (4) schedule any course-related activities that take place outside of class time in ways that will minimize as much as possible the time students will be required to miss other classes.

Similarly, administrators, staff and faculty who plan co-curricular activities during the academic year, both on and off campus, are expected to schedule such activities in ways that will minimize as much as possible the time students will be required to miss classes.

Students should be encouraged to value regular attendance and participation as essential components of learning and responsible citizenship. Students are expected to attend all sessions of the courses for which they are registered.

### **CLASS ABSENCE**

Unavoidable absence due to documented illness, death of a close relative, or other emergency beyond the control of the student is excusable and the work missed may be made up. Absences for college-sponsored activities, including athletic participation and field trips, both on and off-campus, are also regarded as excused, and all work may be made up without penalty.

It is the responsibility of the student to contact her or his instructor(s) regarding the reason for an absence. All excuses for class absence should be presented to the instructor in advance when possible. Make-up of work missed can then be arranged.

When an instructor finds that a student is failing because of excessive absence, whether excused or unexcused, the instructor may recommend that the student be dropped from the course. Absences due to late registration are considered as any other absences. A student on Academic Probation is allowed no unexcused absence.

### **TARDINESS TO CLASS**

Excuses for tardiness to class should be presented to the instructor at the close of that class session. Three unexcused tardiness constitute an absence, as does any part of a class session missed that exceeds 20 minutes.

### **FINAL EXAM SCHEDULING**

All classes will meet throughout the semester with the last class typically serving as the time for a final exam. Students who are scheduled for more than two 3 credit hour course exams on the same day can request a change in their final exam schedule at the Office of Registration.

### **WITHDRAWAL FROM CLASSES**

Students may not withdraw from a course for which they registered or exchange it for another course or section except by formal permission from the Registrar. Such permission is obtained only on the basis of filing a Change of Registration form obtainable at the Registration Office. The instructor whose course the student is entering must sign this form. No withdrawal is official until the form is returned to the Registration Office.

If proper application is made to the Registration Office within two weeks following the beginning of a regular semester and within two days following the beginning of the summer session, a student may withdraw from a course without receiving a grade. As in all other changes of registration, the date the form is left in the Registration Office is the official date of change. If students withdraw from a course during the 3<sup>rd</sup> through 12<sup>th</sup> week of a semester, or between the 2<sup>nd</sup> day and last 3 days of a class in a summer session, they will receive a "W", which will be noted on their transcript but

have no effect on their GPA. Starting with the 13<sup>th</sup> week, or during the last 3 days of class in a summer session, students cannot withdraw and will be assigned the grade that they earn.

All unofficial withdrawals from a course are recorded as F.

Withdrawal from a class may alter a student's financial aid and financial standing with the College. A student withdrawing from a class should check with the Office of Financial Aid and the Finance Office.

## **NON-ACADEMIC INVOLUNTARY WITHDRAWAL**

Non-Academic Involuntary Withdrawal of Students can occur for one of the following reasons:

- Behavioral Issues
- Physical Health
- Mental Health

As a general principle, student behavior issues will follow the guidelines and directives set forth in the student handbook. This policy discusses the involuntary withdrawal of a student for physical and/or mental health reasons. A student may be involuntarily withdrawn from the college if it is determined that a student suffers from either a physical or mental health disorder as defined by the current American Medical Association standards or the American Psychiatric Association Diagnostic and Statistical Manual or its equivalent, and, further as a result of the disorder the student engages or threatens to engage in behavior that:

- Poses a significant danger of causing harm to the student or to others, or
- Substantially impedes the lawful activities of other members of the campus community.

If it is determined that a student's behavior meets the above requirements the following actions will be taken:

1. The Counseling Center or Health Center Director will write a letter to the student and Student Service representative(s) (i.e., Dean of Students, VP for Student Life) detailing the specifics of their assessment and recommended action.
2. The case will be reviewed by VP for Student Life or a designee with consultation from other appropriate individuals (e.g., administrators, other students, legal consult etc.) as necessary.
3. After review, the VP for Student Life will communicate in writing, to the student and others as appropriate, within five working days. If this timeframe is not possible the VP of Student Life will notify the student of the updated timeframe.
4. If the student disagrees with this decision he/she will have an opportunity to write a formal appeal to the Provost; this written appeal should be completed within three days.
5. The Provost will review all relevant information and make a final decision regarding the appeal.

When a student is withdrawn for these reasons, the withdrawal will remain in effect until such time as the student adequately demonstrates that the issue(s) that caused the withdrawal are no longer in existence.

## **READMISSION TO THE COLLEGE**

Students who have left the College for any reason must file an application for readmission if they want to return to the College. These forms are available in the Office of Admissions. Readmission is not automatic, but is based on the student's entire academic record, previous College involvements and achievements, and other life circumstances since leaving the College.

Upon receipt of the readmission application, the Admissions staff will contact several campus offices to confirm that the student is eligible to return in good standing. Registration confirms the student's academic eligibility, Financial Services confirms financial eligibility, and Student Services confirms issues regarding citizenship, behavior or medical progress.

In cases where the student left involuntarily by action of the college, a review will determine whether appropriate activities, treatments, and/or personal growth has occurred to warrant another opportunity for the student to attend the College. There are some cases where The Office of Student Services may choose to meet with the student or consult with appropriate professionals (doctor, counselor) before making a final decision. The student can appeal a decision of denial for readmission to the Provost.

Returning students who have completed a minimum of 30 semester hours at the College and have been away for two semesters may exercise the option to have all course work with grades of D and F purged from their transcript. Students who have been away for more than six years and have fewer than 92 accumulated credit hours must exercise this grade purge option. Purging of Traditional Undergraduate Transcript Forms are available in the Office of Registration. Courses in which a grade of A, B, or C was earned will be shown as transfer credits on the revised transcript.

## **TUTORING**

Occasionally a student will find the necessity to receive assistance in a particular area of study. Students are encouraged to visit the Learning Center and request a peer tutor.

## **GRADING SYSTEM**

Levels of the grading schedule are assigned as A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. At all grade levels, the quality of English is taken into consideration.

In a few courses, grades are assigned as H, Honors; P, Pass; F, Fail. No quality points are assigned to these courses.

## **DEFINITION OF GRADES**

A grade of "A" indicates that a student has grasped the subject matter of a course and has internalized the material by thinking about it and reacting upon it. It represents not only industry, thoroughness, and correctness of detail, but also originality, natural ability, and no small degree of insight.

A grade of "B" indicates that a student has intelligently fulfilled the requirements of a course, assimilating the subject matter with thoroughness and correctness and some understanding of its

relationship to life, yet without distinctive ability and insight in reacting upon the subject in such a way as to own it.

A grade of “C” indicates average work, either steady work of an acceptable quality, or work of a high quality which is uneven, irregular, or fragmentary. This grade is given to work that may be mechanically or outwardly correct but which shows little reflection upon or assimilation of the material.

A grade of “D” indicates barely passing work, work that is inferior to the average both in quantity and in quality.

A grade of “F” indicates failure.

“I” is a temporary grade indicating that not all requirements for the course have been completed. Incomplete grades must become letter grades by the end of the first week of the next semester after they were received, unless additional time is extended by the Academic Guidance and Support Committee. (Exception: Incomplete grades for Semester II are due the end of the first week of the second session of summer school.) Grades that are still incomplete at the due time are recorded as Failure.

“N” indicates no credit and no quality points. It is assigned to allow extension of time for Independent Study and Directed Study courses.

“WP” indicates that the student was doing passing quality work at the time of withdrawal from the course. This grade has no effect on the grade point average.

“WF” indicates that the student was doing failing quality work at the time of withdrawal from the course. This grade has the same effect on the grade point average as an “F”.

## **REPEATING COURSES**

A student may repeat any course for which the grade is lower than B-. When a course has been repeated, the most recent grade is the one used to calculate the grade point average. The repeated course on the permanent record will be marked with brackets.

## **QUALITY POINTS**

Quality points are assigned each letter grade as follows: A=4; A-=3.7; B+=3.3; B=3.0; B-=2.7; C+=2.3; C=2.0; C-=1.7; D+=1.3; D=1.0; D-=0.7; F=0.0.

## **GRADE POINT AVERAGE**

The grade point average (GPA.) is the numerical average of the letter grades the student has received. It is determined by multiplying the quality points of each letter grade by the number of semester hours in that particular course, adding all such products, and dividing by the total number of semester hours. For example, the procedure for a student with 3 semester hours of A, 2 semester hours of B, and 3 semester hours of C is as follows:  $3 \times 4 + 2 \times 3 + 3 \times 2 = 24$  quality points. Twenty-four quality points divided by 8 semester hours gives a 3.0 grade point average. In order to

graduate, a student must have a grade point average of 2.0 or higher. Transfer credit is not used in computing a student's grade point average at Roberts Wesleyan.

## **STANDARDS OF SCHOLARSHIP**

### **GRADE REPORTS**

Faculty members report grades to the Registrar at the end of each semester. Students may view their grades by accessing the Office of Registration's online resource, IQWeb. Students can also request a written report card from the Office of Registration.

### **WARNING**

Each student whose grade point average is less than 2.0 at the end of a grading period is warned that improvement must take place. Students may also be warned at other times of any situation which may affect their continued registration.

### **ACADEMIC PROBATION**

A student may be placed on academic probation at any time when, in the opinion of the Academic Guidance and Support Committee, the student has seriously endangered the chances of remaining in the College.

A student is automatically placed on academic probation under the following circumstances:

1. Failure to achieve a semester average of at least 2.0.
2. Failure to maintain the minimum grade point average to satisfactory class standing; freshman 1.50; sophomore 1.75; junior and senior 2.00.

A student on academic probation may register for no more than 12 semester hours and is allowed no unexcused absence. Such a student may not participate in co-curricular activities representing the College to individuals and groups beyond the faculty, staff, or student body of the institution.

### **ACADEMIC DISMISSAL**

Dismissal for academic reasons occurs when a student has failed to respond to previous academic warnings. The only way a dismissed student can re-enter the College is by applying for re-admission with the Office of Admissions and the re-application being by the College.

If a student has been dismissed from the College or is on academic probation, a statement to this effect will appear on the transcript. All reference to academic probation is deleted from the transcript when the student has graduated.

### **SCHOLARSHIP AND CO-CURRICULAR PARTICIPATION**

Continuation of scholarships and co-curricular participation is determined annually based on the cumulative grade point average and other applicable factors in place at the end of the academic year.

## **WITHDRAWAL FROM COLLEGE**

Withdrawal from the College within a semester is initiated in the Office of Student Services. A withdrawal is not official until the withdrawal form is completed by the student and the appropriate College officials. Students who do not plan to return to the College for the next semester must contact the Student Services Office.

## **NON-ACADEMIC INVOLUNTARY WITHDRAWAL**

Non-Academic Involuntary Withdrawal of Students can occur for one of the following reasons:

- Behavioral Issues
- Physical Health
- Mental Health

As a general principle, student behavior issues will follow the guidelines and directives set forth in the student handbook. This policy discusses the involuntary withdrawal of a student for physical and/or mental health reasons. A student may be involuntarily withdrawn from the college if it is determined that a student suffers from either a physical or mental health disorder as defined by the current American Medical Association standards or the American Psychiatric Association Diagnostic and Statistical Manual or its equivalent, and, further as a result of the disorder the student engages or threatens to engage in behavior that:

- Poses a significant danger of causing harm to the student or to others, or
- Substantially impedes the lawful activities of other members of the campus community.

If a student's behavior meets the above requirements the following actions will be taken:

1. The Counseling Center or Health Center Director will write a letter to the student and Student Service representative(s) (i.e., Dean of Students, VP for Student Life) detailing the specifics of their assessment and recommended action.
2. The case will be reviewed by VP for Student Life or a designee with consultation from other appropriate individuals (e.g., administrators, other students, legal consult etc.) as necessary.
3. After review, the VP for Student Life will communicate in writing, to the student and others as appropriate, within five working days. If this timeframe is not possible the VP of Student Life will notify the student of the updated timeframe.
4. If the student disagrees with this decision he/she will have an opportunity to write a formal appeal to the Provost; this written appeal should be completed within three days.
5. The Provost will review all relevant information and make a final decision regarding the appeal.

When a student is withdrawn for these reasons, the withdrawal will remain in effect until such time as the student adequately demonstrates that the issue(s) that caused the withdrawal are no longer in existence.

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## **FIRST YEAR SEMINAR**

The purpose of the First-Year Seminar course is to assist you in making the transition from high school to college and to enable you to acquire knowledge, skills and attitudes characteristic of successful college students. *Education for Character*, the theme for this course, is part of the logo of Roberts Wesleyan College. *Education for Character* describes the goal of your college experience as you actively participate in a Christian academic community and prepare to apply your learning throughout your life.

### **Curriculum: Learning, Living and Faith**

The theme for the course, *Education for Character*, is pursued in three units: Learning, Living and Faith. Through various course resources, you will engage in readings and class activities related to the theory and practice of learning in a Christian liberal arts college, the freedom and responsibility of living as a responsible member of a Christian community, and the "ora et labora" (prayer and work) which will develop your faith.

## **ACADEMIC RESOURCES**

### **THE LEARNING CENTER**

The Learning Center, located in the Golisano Library, helps individuals and groups of students achieve academic success. Assistance takes the form of peer tutoring, study groups, help in writing and editing papers, study skills, coordination of individual accommodations for disabilities, and workshops. Also available is walk-in peer tutoring. During their shifts, student workers/peer tutors can meet with students to offer assistance within their areas of expertise. The personal attention

given at the Learning Center is part of the trademark of Roberts' interest in student development. Students are encouraged to make use of all the Learning Center has to offer.

## **MEDIA SERVICES**

Classroom media equipment as well as facilities for class projects and presentations is available for students' use through the Media Services Department located on the first floor of Carpenter.

## **LIBRARIES**

Named for the distinguished businessman, community leader, and philanthropist who provided the lead gift for the building project, the B. Thomas Golisano Library offers strong collections and electronic access services; rigorous reference and group instruction services; and state-of-the-art facilities for research, study, computer access, and scholarly discourse. On-site collections include more than 860 print journal subscriptions and 130,000 book and bound journal volumes, as well as microforms and multimedia materials. The library's growing menu of subscription databases provides full text access to more than 24,000 journals as well as to numerous full-text reference sources. The databases and the online book catalog are available to students both on campus via the RWC intranet and off campus via the library website <[www.roberts.edu/library](http://www.roberts.edu/library)>. An efficient interlibrary loan service provides ready access to additional resources both within the region and worldwide. Special features of the building include a café and 32-station computer lab (both open 24 hours), two fireplaces, ten group study rooms, two multimedia rooms, a graduate research room, an archives and special collections reading room, a dividable 42-station instructional lab, a conference room, and a wide variety of group and individual study seating. The LEED-certified "green" building has a geothermal-based heating and cooling system.

The **Merlin G. Smith Science Center** has a small library on the main floor. Many students find it a convenient place to study. Although most science books and journals are housed in the Sprague Library, this collection does have some sample textbooks, a few journal back files, and some basic reference tools.

On the first floor of Carpenter Hall, adjacent to the Teacher Education Office, is the **Educational Curriculum Library**. This library contains approximately 3,100 volumes of teaching materials, computer software, and Apple computers for use by education majors.

The **Career Resource Center** is located in the Office of Student Services. Here specialized materials for career planning and job placement can be reviewed and used for reference. Computer facilities for career guidance and resume' preparation are also available.

## **SPIRITUAL LIFE**

### **CHAPEL**

The Roberts Wesleyan College chapel is a community event. The chapel programs are directed by the College Chaplain.

The chapel programs consists of required chapels Monday, Wednesday and Friday, 11:00 to 11:50 a.m. Voluntary small group meetings, led by students and faculty, are devoted to studies and discussions that promote spiritual formation. Locations will posted. Chapel speakers and programs represent a wide variety of religious and education opportunities. Because of the various faith groups represented on campus and the variety of worship practices today, our chapel programs seek to have a holistic and inclusive approach to worship, respecting these various forms yet focusing on the faith we have in common.

Worshippers are expected to conduct themselves with reverence in chapel, respecting the sanctity of the service and the freedom of fellow worshippers. Chapel has a long and honored place in the life of Roberts Wesleyan College. It stands as a reminder to us all that, "One does not live by bread alone, but by every word that comes from the mouth of God." Matthew 4:4

## **COLLEGE CHAPLAIN**

The Chaplain's Office is located in the Upper Level of the Voller Athletic Center. Students who desire to make appointments for pastoral counseling should contact the Chaplain's Administrative Assistant.

## **CHAPEL ATTENDANCE POLICY**

Undergraduate students are required to attend 22 chapels per semester. Since there are over 40 available chapels, each student can choose to attend those chapels that are most of interest to them. A chapel schedule is available at the beginning of each semester. Students who fail to meet the required number of chapels will receive community service hours or the chapel attendance fine.

Chapel attendance is recorded when students scan their ID Cards at the entrance doors. Students are encouraged to keep track of their own chapel attendance. Each student can also view their current number of chapels attended by logging onto the College's Intranet site.

## **CHAPEL EXEMPTION POLICIES**

Students can request an exemption from the chapel requirement by completing a Chapel Exemption Request Form. They are available in the Student Services Office or on-line at <https://rwc.roberts.edu/webhome/departments/student-services/>. Part-time students (less than 12 credits) and students over 25 years of age are not required to attend chapel. Other students may receive a partial or full exemption due to internships, student teaching, or work requirements.

Chapel is a community worship event intended to uplift, strengthen, challenge, and positively change people's lives. It is necessary that each member of the College community observe these expectations for these things to occur. When we gather for chapel, we set apart our surroundings as sacred space. In order to maintain the sanctity of our worship, participants are asked to observe the following guidelines:

- Food and drink are not permitted in chapel. Please deposit cups, etc. in wastebaskets before entering.
- Respect those who are participating in the chapel program as well as those around you by refraining from talking or whispering. Showing disrespect for any person is not acceptable.

It is inappropriate to use chapel for study time. Doing class work during chapel interferes with the community's spirit of worship.

## **PEARCE MEMORIAL CHURCH**

Pearce Memorial Church, located adjacent to campus, and RWC have enjoyed a long and beneficial history together. The pastors of Pearce are willing to assist students in a number of matters. Appointments with a pastor can be made directly through the church office.

## **AREA CHURCHES**

Students are encouraged to attend a church of their preference for Sunday services. Many area pastors are also willing to counsel RWC students, and students are encouraged to contact the pastor of the church they attend. You may speak with a fellow student or stop by the Office of Student Services to talk about an area church to attend.

## **STALEY LECTURESHIPS**

The Thomas F. Staley Foundation is a private non-profit organization established to administer funds to further evangelical witness with a particular concern for college students. Several times during the academic year, a distinguished speaker comes to campus for a Staley Lecture Series. The College Chaplain coordinates these lectures.

## **SPIRITUAL EMPHASIS DAYS**

Spiritual Emphasis Days traditionally occur during both fall and spring semesters. A distinguished Staley lecturer is often the speaker for this series of messages that helps to set the spiritual tone for the campus.

## **CAMPUS MINISTRIES**

The Campus Ministries seeks to provide opportunities for worship, discipleship, and volunteer services for the Roberts community.

Examples of programs available through Campus Ministries are Acting on AIDS, Campus Crusade for Christ, Dance Ministry, Drama Ministry, Foot of the Cross, In Jesus' Name, Nursing Home Ministry, Prayer Ministry, Rochester Youth Outreach, Sign Language Choir, Small Groups, and Worship teams.

In addition, students have opportunities to participate in cross-cultural travel. Mission trips are designed to provide opportunities for students to be involved in Christian service. The chaplain's office can provide additional information about these opportunities.

## **COMMUNITY LIFE**

### **STUDENT CONDUCT CODES**

In describing the expectations regarding student behavior at Roberts Wesleyan, the College recognizes that its students should have ample opportunity to make decisions which will aid in their development and growth. At the same time, the College accepts responsibility to work with its students to maintain those standards of behavior, which reflect the philosophy and goals of the institution.

The commitment of the College to maintain high standards of intellectual growth and personal conduct imposes on each student the necessity of agreeing to observe and uphold the standards and regulations, whether expressly stated or implied. The College recognizes the impossibility of enlarging the category of regulations to provide for every contingency. Rather, it expects students to build for themselves a wholesome philosophy of life that will guide them in making intelligent decisions that are socially and spiritually constructive.

Each student is held accountable for his/her behavior and is expected to be familiar with all College regulations. The following violations are listed in two categories: Major Infractions and General Infractions. Any violation is strictly prohibited and may result in disciplinary action ranging from a warning letter, probation, suspension or dismissal from the College.

### **MAJOR INFRACTIONS**

- The possession or consumption of alcohol.
- The possession, sale, use, or distribution of any narcotic, drug, marijuana, or other addictive or hallucinogenic substances, except as prescribed by a physician. Possessing equipment and paraphernalia for the use or possession of these substances.
- The use or possession of tobacco products, including cigarettes, cigars, chewing tobacco or snuff.
- Participation in gambling.
- Demeaning or derogatory actions directed against a person or persons because of race, ethnic origin or sex.
- Theft or damage to public or private property.
- Conduct which is lewd, indecent, or obscene, including the use of profanity or abusive language.
- Participation in acts of excessive sexual intimacy outside of marriage or adultery.
- The possession of pornographic literature or sexually dehumanizing or exploitive photographs, cartoons or materials.

- Participation in hazing and initiation tactics which involve any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate.
- The failure to meet financial obligations or the writing of bad checks relative to business transactions.
- Furnishing false or misleading information on college records.
- Possession or use of firearms, explosives, dangerous chemicals, or other weapons on campus.
- Failure to comply with the directions of college officials acting in the performance of duties.
- Failure to comply with the laws of the local community, the state, and the nation.
- Assaulting, threatening, harassing, or endangering in any manner, the health and safety of any person.
- Unauthorized occupancy of college facilities or buildings.
- Picketing, protesting, demonstrations, rallies, or distribution of leaflets which directly interfere with or seek to discourage the orderly operation of the College community.
- Interference with the orderly operation of the College by breach of the peace, physical obstruction, coercion, noise or other forms of disturbance.

## **GENERAL INFRACTIONS**

General infractions include (but are not limited to) actions such as those pertaining to quiet hours, excessive noise at any time (including stereos), possession of pets, abusing guest policy, using unapproved cooking devices, unauthorized selling or soliciting, safety issues (such as climbing out windows, sitting on ledges and roofs), unsafe use of skateboards or bicycles, water fights and other pranks, unauthorized removal of common area furniture, propping open of locked doors, throwing or dropping objects from windows, throwing snowballs or other objects in the vicinity of residence halls and the abuse of the telecommunications system.

Note: stereos and radios are to be kept at a low volume at all times. Music should not be heard outside a student's room or outside the residence hall. Violations may result in removal of the stereo or other equipment. The excessive noise infraction includes car stereos.

## **DRESS**

Modesty exemplifying good taste is requested of all students in their choice of dress for all campus and personal activities.

## **ON-LINE POSTINGS**

Students are reminded that pictures and information posted on the internet via programs such as MySpace and Facebook are public information. Pictures or information from these sources that describe or document behavior that are brought to the attention of the College and which reasonably suggest that behavior violating College policy has taken place, on campus or at a College-sponsored function off-campus, is subject to further investigation and verification by the College. Any College policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the College.

## **SEXUALITY AND RELATIONSHIPS**

Roberts Wesleyan College believes that human sexuality is a gift of God. While some in the broader culture choose to exploit and abuse this gift, we choose to affirm its goodness and to exercise it within the guidelines set by God in the Scriptures. The College reserves the right to counsel and, in some cases, to take disciplinary action against students who overstep these Scriptural guidelines. In some cases, this counsel may be prompted simply by a display of inappropriate behavior or excessive display of affection in public.

RWC believes God has reserved the most intimate of sexual relationships for the marriage union. It is, therefore, not only a violation of school social policy, but also of God's law to engage in such behavior prior to marriage.

In cases where, as a result of a violation of these Scriptural standards, a pregnancy occurs, the College is committed to providing support and counsel within the limits imposed by the academic nature of our institution. Students should not avoid nor fear seeking appropriate medical and personal counsel, should they find themselves involved in a pregnancy.

Men and women are permitted to visit the personal living area of the opposite sex during official open house hours. Violation of this code would be considered a major infraction under unauthorized occupancy of College facilities or buildings.

## **SEXUAL HARASSMENT**

Sexual harassment is contrary to federal and state laws which prohibit any form of sexual harassment, including, but not limited to, vulgar language or other conduct creating a sexually hostile environment; unwelcome sexual advances; or any connection between any sexual advances and employment, financial aid, academic or professional performance. The College will, therefore, not tolerate any such behavior which, in addition to violating federal and state laws, is contrary to the College's goal of encouraging behavior which respects each person's dignity.

Students who believe they are being subjected to sexual harassment should report the matter confidentially to any of the following:

- The Sexual Harassment Officer (who can be contacted through a link on the Student Services Intranet Page)
- A member of Student Services
- A member of the Office of Human Resources
- A member of the faculty or staff with whom they feel comfortable

A complete set of guidelines is on file in the Office of Student Services.

## **SEXUAL ASSAULT**

In cases where sexual assault occurs, under the Campus Sexual Assault Victim's Bill of Rights Act of 1991, Roberts Wesleyan College has developed protocol to assist students who are sexually assaulted on campus. All students will have the support of the Office of Student Services in notifying the proper authorities and obtaining evidence. Student Services will support the victim with whatever decision is made regarding formal charges; the College believes this is a personal decision which the victim must control. The College Health and Counseling Services are available to any and all victims involved.

## **DISCIPLINARY PROCESS**

Students should understand that these rules apply on campus, off campus during vacation periods, as well as during the term. The only exception is when a student is in the company of a parent or other legal guardian off campus. At such a time, parents are responsible for the behavior and standards of the student.

Responsibility for disciplinary action is delegated by the President to the Vice President for Student Life and the Office of Student Services staff members.

## **DISCIPLINARY PROCEDURES**

1. Investigation. Reports of alleged student misconduct or violation of college policy would be investigated. The student involved will be informed of the investigation.
2. Student Interview. If the result of the investigation suggests a violation of college policy or standards has occurred, the student is called for an interview. The student is then confronted with the results of the investigations and given opportunity to comment on the offense.
3. Referral for Adjudication. On the basis of the facts, the Dean of Students will determine whether there has been a violation of the College standards or policy and will inform the student of the procedure that will be followed in adjudicating the matter.

## **ADJUDICATION PROCEDURES**

The following procedures are open to the Office of Student Services as a means of adjudicating student misconduct:

1. The Resident Director may impose disciplinary sanctions after review and counsel with the student, along with the Resident Life Staff.

2. In consultation with the Resident Director and others we will address many of the disciplinary matters. The Dean of Students will initially hear most major infractions.
3. In consultation with individual parties, the Vice President for Student Life may impose additional disciplinary measures. The Vice President will review cases with major infractions. The Vice President for Student Life may review appeals of decisions made previously in the adjudication process.
4. The Judicial Appeals Committee made up of faculty, staff and students, can hear an appeal of a decision from the Vice President for Student Life. The committee will only review major infractions of the Student Conduct Code. The committee will review the appeal request and determine if there is a valid basis for an additional hearing. If there is an additional hearing, the committee's recommendations will be given to the Provost and the Provost will render the final decision.

## DISCIPLINARY ACTIONS AND PENALTIES

Disciplinary action may result in any of several penalties. The sanction imposed depends upon the nature of the offense, the circumstances, and the previous behavior of the student. The Vice President for Student Life or Dean of Students and appropriate committees has authority to impose disciplinary actions which they deem to be in the best interest of the student and the institution. The following are possible disciplinary actions:

1. **Censure.** This action implies that the student's behavior was inappropriate and not to be condoned. The action is not noted on the student's transcript or part of the permanent record.
2. **Disciplinary Probation.** Probation implies that the offense was of a more serious nature. The length of the probationary period will be defined for each case. When on disciplinary probation, one is not eligible to participate in co-curricular activities in which the student would represent the College to individuals and groups other than the students, faculty and staff. Violations during the probationary period will usually result in suspension. Other conditions of probation may be set by the hearing authority.
3. **Restitution.** The offender is required to make reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. Restitution may be combined with another of the possible disciplinary sanctions.
4. **Community Service.** In certain circumstances, a student will be assigned hours of community service to be completed on campus or in the community. A report of any hours assigned will be made to the Office of Student Services immediately. All community service will be assigned a completion date. Failure to complete service at the specified time will be considered a major infraction of the Student Conduct Code. The new violation could be subject to a hearing.
5. **Leave of Absence.** When a student's behavior and/or attitude seem inconsistent with College expectations, it may be mutually agreed that the student should take a leave of absence to evaluate his/her relationship with Roberts Wesleyan College. Terms of the leave will vary from case to case. The student must apply to the Admissions Committee for readmission.

6. **Suspension.** The student's enrollment at Roberts Wesleyan College may be suspended for a specific period of time; the period may vary from a portion of a semester to a year. A student who is suspended for a period greater than one semester must apply to the Admissions Committee for readmission for subsequent semesters. The suspension will normally be followed by a period of disciplinary probation. Students are subject to academic penalties for work missed as a result of disciplinary action. Faculty is not obligated to permit makeup of missed assignments and examinations in such cases.
7. **Expulsion.** One's status as a student may be terminated for an indefinite period with little, if any, likelihood of readmission.

NOTE: A student's privilege to hold office, participate in co-curricular activities or represent the College in some other activity may be restricted by any of the above disciplinary actions.

### **RIGHT OF APPEAL**

A student has the right to appeal a disciplinary action through established procedures. An appeal, in writing, may be initiated through the Office of Student Services within three (3) working days of the original notification. **Appeals submitted after this deadline will not be considered.**

**Only one appeal is permitted unless disciplinary action involves a Leave of Absence, Suspension or Expulsion.** (See above)

In general, appeals shall be granted only in the event for one of the following occurred: new evidence not previously available significantly affects the decision; the decision is unsupported by evidence that a reasonable mind might accept as adequate to support the decision; a procedural irregularity is discovered which materially affected the decision.

An appeal will be reviewed by the appropriate appeals officer to determine its validity. If the basis for the appeal is valid, then a hearing is scheduled. If the basis of the appeal is found to be invalid, then the appeal is denied and the student is provided with an explanation of the denial.

#### **Appeals shall be made as follows:**

1. A decision made by a Residence Director may be appealed to the Dean of Students.
2. A decision made by the Dean of Students may be appealed to the Vice President for Student Life.
3. A decision made by the Vice President for Student Life Committee may be appealed to the Judicial Appeals Committee. The Judicial Appeals committee will send a recommendation to the Provost. The Provost is the final appeal authority.

### **Individual Guarantees**

In all disciplinary proceedings, Roberts Wesleyan College guarantees the following prerogatives:

- The student shall know the nature of the charges made.
- The student shall receive a fair and impartial hearing.
- The student may call witnesses on his/her behalf.
- The student shall have reasonable time to prepare for a hearing.
- The student can request a private hearing when more than one defendant is involved.
- The student will receive a decision in writing.
- The student shall have the right of one appeal unless disciplinary action involves a "Leave of Absence" or higher, such an appeal to be made within three (3) working days of written notification of a decision.
- In disciplinary action involving a "Leave of Absence" or higher, the accused may ask to confront his/her accusers. The Vice President for Student Life will determine the feasibility of such a request.

## **PRIVACY OF EDUCATIONAL RECORDS**

### FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended extends the right of access to certain records maintained by Roberts Wesleyan College (RWC) and Northeastern Seminary (NES) to all former and presently enrolled students. Students are notified of their FERPA rights in the RWC Student Handbook.

### Student Rights

Inspection and Review: Students have the right to inspect and review their education records. Requests for access to education records should be submitted in writing directly to the school representative responsible for the record's custody. A standard form, "Request to Review Academic Record," is available in the Registration Office. In general, access will be granted within 72 hours upon request to the record custodian, but if a delay is necessary, access will be granted no later than 45 days after the request.

Roberts Wesleyan College reserves the right to refuse to permit students from viewing the following records.)

- Financial information submitted by parents
- Confidential letters or statements of recommendation submitted prior to January 1, 1975
- Letters that the student has waived the right to view
- Education records containing information on more than one student

- Sole Possession Records of staff and faculty maintaining personal notes in student's folders. However, any material in the folder when it is transferred to another record keeper (e.g. Advisor, finance officer, Student Services, or professor) is no longer personal, and is, therefore, subject to the policies governing access.

Explanation and Interpretation: Students will be granted an explanation of their records upon request to the appropriate department personnel.

Formal Hearing and the Challenge of Contents: A student wishing to challenge any item on file must submit a "Request for a Hearing to Challenge Educational Records" form with the Registrar who will pass the request on to the appropriate department head. The department head will research the information under dispute and/or arrange a formal hearing. Upon reviewing the information, the Department Head will forward a copy of the findings to the registrar and the student. After the review of the dispute or formal hearing, if the student's dispute is denied, a written statement from the student regarding his/her views about the dispute may be written and enclosed in the permanent file.

File Complaint: Students have the right to file a complaint with the U.S. Department of Education concerning any alleged violations of FERPA by Roberts Wesleyan College.

Send complaints to the following address:

Family Policy Compliance Office  
 US Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5901

#### Release of Information

Disclose/Directory Information: RWC maintains, and may release, directory information to the public without the consent of the student under federal law. Directory information is information that is not considered harmful or an invasion of privacy if released. Directory information includes:

- Student's Name
- Address (Campus residents, 2301 Westside Dr; off-campus and Alumni, permanent)
- E-mail
- Picture
- Telephone listing
- Date & place of birth
- Major field of study
- Dates of attendance
- Awards, degrees, and honors received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Class Level
- Enrollment Status (Full-time, Part-time, etc.)

Most recent previous educational agency or institution attended

Students have the right to refuse the release of directory information, in which case a “Request to Prevent Disclosure of Directory Information” form should be submitted to the Registration Office. By signing this form, the directory information is not released to a third party, nor printed in the RWC Commencement Program. It will be released to available school officials for legitimate educational interests. The action of prevention of disclosure of directory information will be in effect until revoked in writing by the student.

Release to Parents: All parental rights to access education records, without consent, transfer to the student at age 18. Therefore, parents will only be given rights to access educational records if a) the student has given the written consent, b) in compliance with a subpoena, c) by submission of evidence that the parents declare the student as a dependent (as defined by the Internal Revenue Service) d) in connection with some health or safety issue. Students may obtain the form “Authorization to Release Education Record Information to Parents/Guardians/Spouses” in the Registration Office to allow parents the right to access educational records as a dependent

*Referenced from U.S Department of Education & AACRAO*

For more information regarding FERPA see:

U.S. Department of Education FERPA information (linked to website below)

(<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

AACRAO's Online guide to FERPA (linked to website below)

([http://web.aacrao.org/asp\\_lib/federal\\_relations/ferpa\\_index.asp](http://web.aacrao.org/asp_lib/federal_relations/ferpa_index.asp))

## **STUDENT ASSOCIATION**

The Student Association (SA) is comprised of all students matriculated in a traditional undergraduate program at Roberts Wesleyan College. Its purpose is to represent student opinion, to represent the students in College matters, and to promote a solid Christ-centered co-curricular program through social, recreational, educational, spiritual, and cultural events and activities. The SA also exists to forward the ideals and standards of Roberts Wesleyan College as they pertain to student scholarship, spiritual formation, and service. It promotes a sense of group responsibility and plays the critical role of student representation for all aspects of community life. The SA includes a legislative senate which passes resolutions and appoints functioning committees, including cooperative student-faculty committees formulating or administering policies related to academic, social, cultural, and spiritual life on campus. The Student Association Constitution can be found at [www.roberts.edu/LifeAtRoberts/StudentLife/Association](http://www.roberts.edu/LifeAtRoberts/StudentLife/Association).

The Student Association Leadership Team is comprised of elected and appointed students involved in the planning and integration of student activities so that students can have a full and balanced life outside the classroom. Assistant Dean for Student Programming, Brenda J. Myrthil, from the Office of Student Services, advises this body of student leaders. Elections for the positions of SA President, SA Vice President, SA Chaplain, as well as the Class Council officers, are held in the Spring Semester for the following year. The remaining Student Association officers are hired by the Officers-Elect, in consultation with the Assistant Dean for Student Programming. These officers include: SA Administrative Assistant, Senate chair, Social Life Director, Intramurals staff, Publicity directors, Beacon editors, Chesbronian editors, and Web Master.

## **STUDENT SENATE**

The Student Senate is the main legislative body of the Student Association. Voting members include the Executive Cabinet, residence hall representatives, class representatives, commuter representatives, a faculty representative and a staff representative. The Senate holds a direct responsibility to the Student Association, serving in various capacities to assist in carrying out the purposes of the Association. It is a deliberative committee, considering all Association resolutions, with the power to make recommendations. It also serves as an intermediary between faculty, administration, and the student body.

## **ELIGIBILITY**

Senators and Student Association members are student representatives. Part of their responsibility is to be the voice of the student body to the faculty and administration.

Students must be free of serious disciplinary action, as well as maintain a 2.5 minimum Grade Point Average, to be eligible to hold Student Association or class positions of leadership. Students holding office may be required to resign if involved in serious disciplinary action.

## **STUDENT PUBLICATIONS**

*The Beacon*, the student newspaper, is a bi-weekly student publication produced and maintained by students. It serves to inform and enlighten the Roberts Wesleyan College community through the publication of campus, regional, and national news, in addition to articles pertaining to current activities and issues on campus.

*The Chesbronian*, the College yearbook, is an annual student publication produced by students. All students matriculated in a traditional undergraduate program can pick up a free yearbook in Student Services each spring.

## **STUDENT ACTIVITIES**

The Student Association and the Office of Student Services oversee a number of student activities throughout the year, both on campus, as well as off campus.

## **STUDENT ORGANIZATIONS**

Getting involved in activities outside the classroom is one of the most rewarding aspects of college life. The College, recognizing that student life is a valuable part of the college experience, encourages participation in student organizations. The Student Association Senate has chartered over 30 organizations including academic/pre-professional, cultural, ministry, music/performing arts, and special interest groups. Every organization has a faculty sponsor who functions as advisor.

### **Student Organization Policies:**

Charters for approved new student organizations will be granted by the Senate.

Every organization of students within the College is required to have a faculty advisor. Meetings are not to be called without the knowledge and presence of the advisor. The faculty advisor will assist with the activities at the organization and accompany the organization on any trips or retreats.

No group may print, solicit, or distribute any literature without first receiving permission from the Office of Student Services.

All fund-raising activities must be approved and scheduled through the Office of Student Services and the Development Office.

Only chartered organizations may reserve campus facilities and request College vehicles.

All student organizations should check with the Activities Calendar to avoid conflicts in scheduling.

- No student group, club, or class may enter into contractual agreement with off-campus agents or vendors. Such contracts and agreements must be signed by an authorized agent of the College in the Office of Student Services.
- Students interested in starting a student organization should contact the Office of Student Services.

### **CAMPUS SAFETY**

Campus Safety provides 24-hour service each day. The extension number is posted at various locations on campus. Some services provided are:

- Safe escort from one building to another (or car, etc.)
- Entry to locked room or vehicle
- Jump start for vehicles
- Writing crime or security reports
- Responding to first aid calls
- Patrolling of campus buildings and grounds
- Providing crime and fire inspections
- Issuing of student ID Cards

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. These statistics can be viewed at the Department of Education's web site (<http://ope.ed.gov/security/index.asp>) or by contacting the College's Director of Campus Security at 585-594-6023.

Blue light emergency phones may be used to report any emergency or to request assistance. There is no need to dial. Calls are automatically answered and the location of the caller is identified.

### **CAMPUS PARKING**

All RWC students operating a motor vehicle on campus must have a permit issued by the College. All permits can be obtained in the Campus Safety Office in the Upper Voller Athletic Center. Resident Student's will make a payment at the beginning of the Fall semester. Commuting Student's are charged automatically on their Student Account. Parking regulations are also provided. These regulations are strictly enforced for everyone's safety and convenience. In general, these regulations include, but are not limited to, the following:

- Unregistered or unlicensed cars may be towed at any time without warning. These cars are considered by the administration as abandoned.
- Only authorized maintenance vehicles are permitted on campus walkways.
- Separate parking tickets are issued for separate violations. Appeals to parking tickets can be made in writing to a Parking Appeals Committee through Campus Safety within five working days of the ticket issue date. No appeals will be considered after the deadline.
- Visitor's parking permits are required and are available through the Campus Safety Office.
- Permits are issued for designated lots, failure to comply will result in a ticket.

## **HEALTH SERVICES**

Good health is important to students' academic success. The College, therefore, maintains a well-equipped, professionally staffed Office of Health Services offering a basic level of medical treatment.

The Office of Health Services is located in the Voller Athletic Center. The office is staffed by a nurse practitioner and support staff. Health care is available by appointment Monday through Friday during the office hours posted. Appointments can usually be made through the secretary of Health Services on a same day basis.

During the hours the Office of Health Services is closed, an ill or injured resident student should contact a Resident Advisor or Resident Director for assistance. In any life-threatening situation, call 911, campus security, and then notify the resident staff. Contact 594-6360.

### **Insurance**

All students enrolled at RWC for more than 6.5 credit hours are covered by basic accidental medical insurance. This policy covers students on or off campus during the school year.

In addition, RWC strongly recommends a student contract for medical insurance to cover possible severe illness or surgical needs. Students taking more than six credit hours, who do not have medical insurance, will automatically be enrolled in the College health insurance program. This insurance offers very basic and minimal coverage for an additional fee.

An insurance program brochure that outlines the provisions and limitations of the different insurance programs is sent to each student. Extra copies are available at Health Services. A Family Rider is also available for those students who wish to have this policy cover spouses or children.

To file a claim covered by the College insurance plan:

- Have all bills for medical services mailed directly to you in your name.
- Do not have medical bills sent to "Roberts Wesleyan College."
- Upon receipt of the original bill(s) for services rendered, bring it to Health Services for assistance.
- Be sure to bring all original statements to Health Services. Each claim must be submitted on a claim form. There can be numerous billing sources for one illness or injury.

### **Health Records**

A Health History Form is required for admission to Roberts Wesleyan College. The form can be completed online. All information is kept in confidential files in Health Services.

### **Immunization**

New York State has stringent requirements for its public health law regarding immunization. Proof in the form of an official copy of immunization dates from a doctor must be on file in Health Services by a student's first week of school.

New York State Public Health Law 2165 requires all students born after January 1, 1957 to show proof of immunity against measles, mumps, and rubella. Proof of immunity can be demonstrated in the following ways: documentation of two doses of measles vaccine and one dose each of mumps and rubella vaccine (documentation must show month, day, and year), OR physician documented history of the disease, OR serologic evidence of immunity. Exception is made only for those where immunization would be detrimental to the person's health. Students failing to provide adequate documentation will be denied attendance at any New York State college or university. Students enrolled in certain programs, such as nursing, may also need to provide evidence of Hepatitis B immunity.

### **Allergic and Medical Reactions**

Students with known allergic reaction (i.e. penicillin, insect bites, diabetes, etc.) may find it a good practice to alert a close friend, Resident Hall Staff, or member of Health Services as a precautionary measure. This is particularly important for any off-campus activities in which a student may participate.

### **Counseling and Medical Support Fee**

Students taking at least 6.5 hours are charged a Counseling and Medical Support Fee. (The cost of the College health insurance program is extra and is not included in the fee). This fee covers all of the following expenses while a student is at RWC:

- Any and all visits to the College nurse practitioner. (Lab fees, diagnostic procedures, medical and prescription drugs will be an additional fee.)
- Short-term counseling by College counseling staff.
- A basic accidental medical policy which covers injuries on and off campus. All full time students are covered by a Medical Accidental policy. Students can request a current insurance brochure for limits to coverage.
- Allergy shots may be administered by the nurse practitioner (serum not included). The student's allergist must supply the injection material and dosage schedule. It is the student's responsibility to schedule appointments to maintain the proper dosage interval. Health Services will not adjust dosages and reserves the right to refuse administration of the medication to those students who do not keep the proper dosage schedule.
- Limited supplies of some drugs. Health Services maintains a supply of a few commonly used drugs. When available, a start dosage of these medications is free of charge. Beyond this, it is the student's responsibility to purchase the medication at a pharmacy.
- Numerous health care brochures and other vital information.

Students needing a prescription, but unable to afford it, may request a short-term loan from the Office of Student Services.

It is college policy that only in extreme illness should a residence hall visit be requested. The supplies and equipment needed to assist a student in illness are kept in the Health Services Office. Therefore, the best care can be given in the clinic location.

### **Class Passes for Illness/Injury**

Health Services does not supply class passes for illness. A professor may call Health Services to verify a student's contact with Health Services. However, the nature of the illness or contact will not be disclosed.

### **Special Diets**

Certain special diets are available. The student, nurse practitioner, and the Director of Food Services will work out the details for provision of the proper foods.

RWC is an active member of the New York State College Health Association and the staff operates under protocols acceptable to the quality assurance standards required for ambulatory outpatient care.

## **COUNSELING SERVICES**

The Roberts Counseling Center provides psychological counseling services to students taking over nine credits each semester. Services are time limited, with most students coming for ten sessions or

less. Services are provided by graduate staff members (students who are finishing an advanced degree in Psychology or Social Work), adjunct counselors (Christian mental health professionals) and clinical faculty members. Appointments for the Counseling Center can be made by phoning 594-6882.

The College provides additional opportunities for students to secure both formal and informal counseling. Students in need of pastoral counseling should contact the Chaplain's Office. Students interested in vocational or placement counseling should contact the Career Services Office.

Student confidentiality will be maintained in all student contacts in accordance with applicable legal and ethical standards.

## **DEALING WITH DISTRESSED STUDENTS**

Students may occasionally attempt or threaten suicide or self-harm or may find themselves unable to function in school due to serious psychological difficulties. In these cases, it is necessary for RWC to appropriately care for the student to minimize the primary risk of harm to self, as well as the secondary risk of the student negatively impacting other students, faculty, and staff because of the self-destructive behavior.

Self-destructive behavior is defined as:

- Attempt(s) on the part of an individual to end his/her life
- Infliction of serious bodily harm to oneself capable of ending one's life purposely or inadvertently (e.g., ingesting medications in unusually large quantities, cutting, burning, etc.)
- Threats to inflict bodily self-harm and/or end one's life
- Severe difficulties in the academic life, such as missing multiple classes or exams due to psychosis, severe depression, extreme anxiety, or substance abuse and its effects (which will be assessed on a case-by-case basis) that might cause imminent risk or harm to self or others

If a credible report is received stating that a student's behavior meets one or more of the above requirements the following actions will be taken:

1. The person who witnessed the behaviors should contact the Dean as quickly as possible. The Dean will then contact the Director of the Counseling Center and a meeting will be held to assess the student for risk or self destructive behavior.
2. One of the outcomes of this meeting may be a referral of the student to the Counseling Center\* for a Risk Assessment (as described below). Other outcomes may include hospitalization, off campus treatment, etc. Any student who agrees to this assessment will be required to sign a Release of Information Form, which allows the Counseling Center to report back to the Dean the results of the assessment, and further recommendations. Any student who fails to comply with the assessment process may be subject to a Non-Academic Involuntary Withdrawal from RWC.
3. The Risk Assessment Process consists of a minimum of three visits to the Counseling Center to meet with and be assessed by a trained therapist to determine level of danger to self or others and needs for treatment. The student must establish contact with the Counseling Center within one week after being notified by the Dean of the need for assessment. The student must then meet with a therapist for a minimum of three 45-50 minutes sessions. During these sessions, the counselor will make the incident, its roots and implications a

significant focus in order to compile a thorough assessment of the student's risk status, making additional referrals as appropriate.

Students are required to participate only in an assessment of their past and current suicidality or self-destructive behaviors. Students are not required to engage in counseling or therapy. A student may elect to go beyond the required assessment and participate in counseling or therapy, only after the professional secures the student's permission through verbal consent.

4. During this process the Dean may also take other steps; including contacting the student's parents and/or other significant others in the event of a potentially lethal suicide attempt or in the event of repeated suicide attempts.
5. At the end of the risk assessment process, the Counseling Center will send the Dean a written report regarding the student's attendance at each assessment session, status at the end of assessment, and recommendations for treatment, as well as willingness to comply with treatment. Based on this report, the Dean will determine, in consultation with the student, whether treatment recommendations will be voluntarily followed or whether the student requires another type of action (e.g., disciplinary action, suspension or referral to the Non-Academic Involuntary Withdrawal process).
6. If the student disagrees with this decision he/she will have an opportunity to write a formal appeal to the VP for Student Life (or Provost if appropriate); this written appeal should be completed within three days.
7. The VP for Student Life will review all relevant information and make a final decision regarding the appeal.

If the student is amenable and wishes to remain in school, s/he will be given a deferred suspension, meaning that continued enrollment is contingent upon adhering to a behavioral contract. The Counseling Center Director (or other appropriate Counseling Center personnel) will consult with the Dean regarding the specifics of the contract, which typically includes the following elements:

- The student will not engage in any further self-destructive behavior.
- If self-destructive feelings arise, the student will seek assistance from a list of options (including the Counseling Center, appropriate Residence Life personnel, campus security, emergency care in the community, or 911).
- The student should not rely on other students for help with the self-destructive urges/feelings, but instead should immediately seek professional help.
- The Dean may contact others for information (not constrained by FERPA), should safety concerns recur.
- Other specific recommendations, as appropriate to the particular situation, may be added to the contract, as well.

If, at any point in the assessment period, the Counseling Center determines that the student requires immediate care (e.g., hospitalization, off campus treatment, etc.) that the CC is not able to provide, the Dean will be immediately notified. The Dean will also be notified immediately if the student fails to attend any of the assessment sessions.

\*Students may also obtain this Risk Assessment from a private practitioner with comparable credentials. Students choosing this option must:

- Do so at his or her own expense
- Sign a Release of Information form allowing that practitioner to communicate with the appropriate RWC personnel.

- Provide the practitioner with independent sources of information regarding the suicidal incident (e.g., suicide notes, police reports, emergency room reports, eye witness accounts etc.), if such reports exist, before the first meeting
- Private practitioners will also be required, during the period in which the three session assessment occurs, to provide the RWC Counseling Center with reports of instances in which the student threatened or attempted suicide engaged in efforts to prepare to commit suicide or expressed a preoccupation with suicide.

## STUDENT FINANCIAL SERVICES

Student financial questions and concerns are handled by the Student Financial Services office on the lower level of the Rinker Building. Common topics of interest are financial aid forms, billing issues and refund checks. Student bills are generated and due before the beginning of each semester.

## CAMPUS NEWS SOURCES

*The Broadcaster* is the official news medium for RWC. Students are responsible for information printed in the Broadcaster. Announcements for this publication should be taken to the Office of Student Services.

**Chapel Announcements** are another means of communicating important campus news. Check with the Chaplain's Office for deadline details. All announcements should be typewritten or neatly printed. Forms are available in the Chaplain's Office.

**Bulletin Boards** are placed throughout campus and contain recent notices, departmental news, and general information. Students must receive permission from Student Services before posting any items on these bulletin boards.

**The Student Activities Calendar** highlights important dates and events for RWC students. It is located outside the bookstore on the bulletin board.

**Mailboxes.** The mailroom is located on the upper level of the Voller Athletic Center. A variety of services are offered including UPS and next day delivery services. Each student, including commuting students, is assigned a campus mailbox that is shared with another student. Courtesy demands that the rights of privacy of a box-mate be respected. Any difficulties with the mail should be reported to the mailroom personnel. Stamps are available in the Bookstore across the hall.

Each student should check the mailbox daily. Special announcements and schedule changes are often placed in student mailboxes.

## VOLLER ATHLETIC CENTER

The Voller Athletic Center is a multi-purpose facility which accommodates many special events, such as concerts, conferences, and athletic events in addition to being available for students' free time use. Part of the education at RWC includes learning to maintain an acceptable level of physical fitness and developing lifetime habits of quality recreation. Students are encouraged to utilize all of the resources of the Voller Athletic Center.

While every effort will be made to preserve ample space for student use, students need to remember that the Voller Athletic Center is large enough to be shared with others, community members, as well faculty, and staff may also be present. Students are always asked to represent the College well when using the Voller Athletic Center resources.

In order to ensure enjoyment for all and to preserve the quality of the facilities, policies must be followed. A complete manual of the Voller Athletic Center policies is available at the Front Desk. A few of the most important rules are listed below:

- Upon entering the lower level of the building, students must swipe their ID card to enter.
- A student's parents or legal guardians may use the facilities for free when visiting the student. If they use the facilities on a regular basis, a usage fee will be charged. Friends and siblings of a student will be charged a fee.
- Equipment may be checked out from the front desk in exchange for a student or member ID card. In addition to this, there are rental fees for some equipment.
- Voller Athletic Center staff has the authority to enforce rules and handle disputes.
- Food and drink are allowed in designated areas only. No glass containers are allowed in the locker rooms.

## **COLLEGE BOOKSTORE**

The campus bookstore is located on the upper level of the Voller Athletic Center. The bookstore is the students' headquarters for textbooks, college supplies, stamps, and miscellaneous items. If you don't see what you need, ask an attendant. All things in stock are not necessarily displayed and many things can be ordered. Bookstore hours are posted. Watch for special promotions and sales throughout the year.

## **CAMPUS FOOD SERVICES**

Garlock Dining Commons is the primary site for meals on campus. Hours for service are 7:00am – 7:00 pm. Residential students must be on a 14 or 20 meals per week plan (townhouse residents have an additional option for a 5 meal plan).

This allows a student to enter the Dining area for that number of times per week. Any unused entrances do not carry over to the next week.

Commuting students can purchase one of the above meal plans or put money on their ID Card, which acts as a declining balance. Guests to campus can pay cash at the door for a meal.

B.T.'s Café is another dining option for many students. B.T.'s Café is located in the upper level of the Voller Athletic Center. The café offers short order meals in a comfortable setting. For details on the menu, hours, and other activities, check the B.T.'s web site or contact the manager of B.T.'s.

## **CHECK CASHING**

The Cashier's Office, in Lower Rinker Building, will cash checks up to \$50. Office hours are posted.

## **EMERGENCY LOANS**

Short-term loans are available through the Office of Student Services to help students meet unexpected expenses. Students may borrow up to \$30. Students are expected to repay the loan within three weeks.

## **SERVICES FOR PERSONS WITH DISABILITIES**

RWC strives to provide services and accommodations to students with disabilities, in order to promote academic growth and enhance their learning environment on campus. Disability support is determined based on individual needs; therefore, it is necessary to contact the Coordinator of Services for Students with Disabilities in the Learning Center (594-6270).

## **INTERNATIONAL STUDENTS**

Roberts Wesleyan College is approved by the United States Department of Justice Immigration and Naturalization Services as a receiving college for foreign students. All students, both international and those from the United States, have opportunity for growth through cultural and educational exchange.

- International students have certain restrictions and unique needs. The International Student Coordinator will assist international students with a variety of personal, cultural, and educational needs.
- Employment is restricted to 20 hours per week (40 hours during vacation weeks) and must be with the College. Internships and cooperative experiences are the only exceptions and must be approved by the Vice President for Student Life.
- International students are responsible for keeping papers current and with the proper approval. See the Registrar or the Vice President for Student Life for assistance.
- International students are required to be enrolled in the College health insurance program and to purchase the supplemental repatriation and medical evacuation benefits.

## **CAREER SERVICES**

Located in Student Services, the Career Services Office offers resources to help students identify academic programs and formulate career plans. The Career Services Office is equipped to help students identify goals and obtain relevant employment by offering the following services:

### **Career Planning Services**

**Online Career Assessments** – The Myers Briggs Type Indicator and the Strong Interest Inventory are available for students to take online. These assessments provide a wealth of information in regards to the career decision making process.

**Individual Career Advisement**-Individual appointments may be made with the Director of Career Services to discuss issues and concerns.

- **Resume/Cover Letter Review**-Individual appointments may be made with the director to review resumes and cover letters written in preparation for job hunting.
- **Workshops**-Special training sessions to help students write their resumes and cover letters, how to be effective in interviews, and prepare for career days will be provided throughout the year.

**Resource/Resume Center**-An area in Student Services equipped with career and graduate school resources and a computer for students to utilize in planning as well as cover letter and resume writing.

- **Graduate School Information**-The Peterson's Guides to Graduate Schools are located in the Career Resource Center.

## Career Services

- **Alumni Career Connections**-Six panels are planned for the fall semester which provides the opportunity for current students to network with successful alumni in their respective fields of interest.
- **Career Shadowing**-Arrangements may be made for students to shadow career professionals for a day.
- **Job Listings/Opportunities Board**-Part-time, full-time, and summer openings are posted in Student Services and in folders in the Career Resource Center, as well as on our web site.
- **Credential File Maintenance**-Education majors and students wishing to go on to graduate school should establish a file with the Career Services Administrative Assistant.
- **On-Campus Employment Interviewing**-Periodically, organizations come to campus to conduct one-on-one recruitment interviews.
- **Career Services Website** – This site includes weekly job postings and a calendar of events as well as links to other career related Internet sites. You can find it at: [www.roberts.edu/lifeatroberts/Residentlife/Career Services](http://www.roberts.edu/lifeatroberts/Residentlife/Career%20Services).
- **Employment Days:**
  - Volunteer Connection**-An event in the fall semester features organizations that accept student volunteers wanting to make a difference in the Rochester community.
  - Summer Employment Day**-An event in the spring semester features organizations seeking student employees for summer months.
  - Job Recruitment Day**-An event in the spring semester features organizations seeking college graduates for full-time employment.
- **Rochester Area Colleges' Recruitment Events:** (held in the Rochester area throughout the school year)
  - Law School Day**
  - Graduate School Day(s)**
  - Rochester Area Career Expo Fall Teaching Fair**
  - Health, Human Service and Criminal Justice Recruitment Night**
  - Teacher Recruitment Day**

More information may be obtained by calling the Career Services Office at 594-6539.

## **RESIDENCE LIFE**

### **RESIDENCE HALL PHILOSOPHY**

Living in a residence hall on a college campus is an experience of personal enrichment and development, both for the present and for the future. The goal of campus life at Roberts Wesleyan College is the development of a community that will enhance the emotional, intellectual, physical, social and spiritual welfare of each student. The needs of students are met when the members of the College community cooperate with each other for mutual growth and understanding. The standards of community living and social relationships as valued by the College must be accepted and supported by all students for harmony to be maintained within the group setting.

All students, whether living off campus or in residence, are required to observe all guidelines of the Roberts Wesleyan College Student Handbook. The College retains the right to change any housing assignment or policy as appropriate.

Housing requirements are specified by the Board of Trustees and are administered by the Office of Student Services. Mandatory residency requirements are part of the educational philosophy of Roberts Wesleyan College. All students must reside in college housing unless living with immediate family members.

### **OFF CAMPUS APPLICATION PROCESS**

#### **Criteria**

The following categories of students may live off campus subject to the discretion of the Office of Student Services. In considering an exemption to the residency requirement, consideration will be given to the following factors:

- The student applicant resides with immediate family members (e.g. parent, guardian, grandparent).
- The student applicant is living with an approved RWC faculty or staff member.
- The student applicant is a part-time student (taking less than 12 credit hours per semester).

### **TOWNHOUSE AND BEESON AGREEMENTS**

Living in the campus townhouses or in Beeson Hall is considered a privilege that brings with it certain expectations. Students granted this privilege, are responsible for the behavior that takes place within their residence. No Townhouse or Beeson apartment should be used by any (tenant or guest) at any time for activities that violate Roberts Wesleyan College policies. If evidence exists that such violations occurred, the tenant will forfeit the privilege of living in the apartment and will be required to return to the residence halls. A full description of the Townhouse or Beeson agreement is available in the Office of Student Services.

### **CAMPUS ROOM ASSIGNMENT PROCESS**

Room assignments are made in the Spring semester for returning RWC students. Some buildings or areas in a building may be designated for students with specific interests or needs.

All requests for room and roommate changes must be made through discussion with the Resident Director.

Fall semester students approved for a room or roommate change for Spring semester will be required to complete their move before leaving for the Winter break.

**Room keys** are obtained from the Resident Director of each building or residence area at the beginning of the year. For the safety of all students, keys should never be copied or given to unauthorized individuals. Keys are to be returned to the Resident Director when students check out of their rooms. Loss of a key will result in a charge of \$30 for a replacement key.

## **RESPONSIBILITIES OF RESIDENCE HALL LIVING**

**Care of College Property.** Room care is the responsibility of the occupants. A clean and orderly room is expected. Extreme non-conformity may result in disciplinary action.

College furniture is not to be removed from any designated locations. Lounge furniture is to remain in the lounge in which it is located. Room furniture is not to be removed except under unusual circumstances and with prior approval of the Resident Director.

Residence hall lounges are to be kept clean of personal belonging and clutter. These public spaces are cleaned by custodial staff, but excessive mess will lead to fines being charged to the floor members.

Because of potential damage to people and property, throwing balls or other objects in the residence halls is prohibited. For similar reasons, water fights are prohibited inside College buildings. Removing screens or throwing things out of windows is an infraction of residential hall policy.

Care must be used in mounting items on walls or doors. No tape of any kind, pins, nails, or glue may be used to mount items on doors or painted walls. All items must be mounted using PlastiTak or a similar substance.

**Damage** to the room and furniture is the responsibility of the student causing the damage. The cost of any damage to school property will be deducted from the room deposit. Unreported damage on a floor or in the hall will be billed to all students living on the floor/hall. Students are therefore expected to take responsibility for any damage that occurs in their living area and cooperate with the College's investigation of responsibility.

**Needed repairs** should be reported to the Resident Director. The Resident Director and Resident Advisor have a list of emergency numbers to call if maintenance personnel are needed after hours for emergency repairs.

**Sanitation.** All residents are responsible for the general sanitation in the buildings. Students are expected to dispose of trash in the proper places, keep bathroom areas clean and free of personal belongings, leave the public kitchens in good order after use, and keep personal food items in sealed containers to avoid attracting insects. Containers are provided for certain recyclable materials. Students are encouraged to use them. Hazardous materials and chemicals must be properly

discarded. Contact Campus Safety for instructions. Townhouse and Beeson residents must take their trash to the nearest dumpster.

**Individualizing** the room is an opportunity available to each student. Consideration should be given to the wishes of the roommate and to the guidelines of the College community. NO pets are permitted, except for small fish. Waterbeds are not allowed in rooms.

**Loft/Bunk Bed Construction.** While it is the intent of Roberts Wesleyan College to permit flexibility with the room décor in order to enhance living conditions, the College does not permit the construction of lofts in the residence halls. Most of the College's room furnishings are able to be stacked or bunked. The Buildings and Grounds department has a limited number of bunk beds that can be provided on first come, first serve basis.

**Electrical Appliances and Audio Equipment** should be used with moderation and consideration. Use of headsets is requested during quiet and late night hours. Students must have respect for the right of others for rest and for conditions conducive to study. Kitchens are provided in each residence hall, and cooking is limited to the kitchen areas. Small, personal refrigerators are permitted in the rooms. Microwave ovens are provided in residence hall kitchens and are not permitted in rooms due to electrical demands.

**Weapons.** No weapons may be present or stored on campus.

**Use of room.** Residents may not use their room to serve as a business address or as the home for a private business. This policy refers to formal (i.e. Mary Kay, Consulting) and informal (babysitting, daycare) business activities.

**Insurance Coverage** for the student's personal belongings is not provided by the College. If the student desires such protection, policies are often available through the parents' Homeowners Policy.

**Overnight Guests on Campus.** For safety and security reasons, students should register any guest of the same gender with the Resident Advisor. Guests are generally restricted to peer friends of students. Young children, parents and spouses are asked to stay off campus. Approval for overnight guests will only be permitted after all roommates have agreed to the visitation.

**Check Out Procedures** are established any time a student moves from a room. Check out is facilitated by the Resident Advisor or Resident Director. If a room is vacated without being properly checked, or left without being cleaned, a fee will be assessed. Students are responsible for the cost of any damage beyond reasonable wear and tear, which will be deducted from the room deposit.

**Break Housing.** During break/vacation periods, the College residence halls are officially closed. Room charges do not include break periods.

Students needing to stay on campus through non-academic periods must apply for permission in the Office of Student Services. Deadlines are posted in the BROADCASTER and in the residence halls prior to each break. Applications received after posted deadlines may not be accepted. Break housing will have a per-day cost. The "**Application for Break Housing Form**" gives more

detailed information on vacation housing and policy and is available in the Office of Student Services.

**Storage Space on Campus** is extremely limited and students are discouraged from leaving personal possessions in storage. Students living within 500 miles of the RWC campus will be expected to secure off-campus storage during the summer months. Any stored items must be boxed and labeled with the student's name and placed in designated areas. The College will dispose of any possessions left in unauthorized places. Because of fire hazard, no empty boxes may be stored.

There is no space on campus for storing furniture, rugs, or carpets of any kind. The student must assume full responsibility for any item left in storage. Any item left for more than 15 days after the student's withdrawal from school will be disposed of by the College.

**Telephones.** The College has provided local telephone services for each student residing in the residence halls. Telephone and computer jacks are available in each residential room for student use. Students are responsible for obtaining their own telephones and a long distance carrier if so desired.

A campus phone and pay phone are also available for students and their guests at general locations in the residence halls. Additional questions concerning telephone services should be directed to the Resident Director.

**Quiet Hours.** Since the residence hall is a place for studying, sleeping, and socializing, a careful balance must be maintained when it comes to the needs of the individuals pursuing those activities. Students should be able to sleep or study in their rooms without distractions from 11:00 p.m. to 10:00 a.m. Students who are being disturbed should take the initiative in confronting the source of the disturbance. If this is unsuccessful, members of the residence hall staff should be contacted.

**Visitation Hours.** In traditional residence halls, public lounges are open to visitors from 10:00 a.m. to 12:30 a.m. Sunday through Thursday and 10:00 a.m. to 1:00 a.m. Friday and Saturday.

Resident Directors will establish open house hours for private rooms in the traditional residence halls. Typically there will be evening hours available for most nights of the week. Consideration must always be given to roommates' needs. Violations of visitation hours will result in disciplinary action.

## **CAMPUS UNION**

The College offers a space for student gatherings in the upper level of the Voller Athletic Center that is open 24 hours each day during the school year.

## **EMERGENCY CONTACT**

From time to time emergency situations do occur and it becomes necessary for family members to contact a student. The College will make every effort to locate a student in such emergencies. This

process can be made less stressful if you provide your family with the following information at the beginning of each semester:

- Your personal phone number and the phone numbers of your Resident Advisor or Resident Director.
- Your hall or apartment address and room number.
- A copy of your class and work schedules.

Resident students who are leaving the campus overnight or on a weekend are encouraged to notify their Resident Advisor and to leave them an emergency number where family members may contact them.

**Residence Hall Safety** is a primary concern at Roberts Wesleyan College. Individuals found propping doors or windows open, thus compromising the security of the hall, will be subject to disciplinary action.

All members of the RWC campus community are expected to report incidents of crime to their appropriate supervisors or the Director of Campus Safety. Students should contact their Resident Directors or Resident Advisors, the Office of Student Services, Health or Counseling Services to report such incidents. In any life-threatening situation, students may call 911 from any campus phone and then report it to the above personnel. When calling 911, clearly define the specific area of campus from which you are calling.

## **FIRE SAFETY**

At all times, students need to consider the safety of themselves and others. Community living demands that each member take special precautions. Procedures for fire alarms and for reporting fires are posted on all residence hall bulletin boards and by each phone. The following guidelines have been established:

- Know the location of the fire extinguishers.
- Cook in kitchen areas only.
- Use irons in kitchens or on a table.
- Use extension cords with a minimum UL listing of 10 amps.
- Leave all firearms, explosives, incense and oil-burning lamps at home.
- Use only fire resistant artificial evergreens for decorations.
- Exit and fire doors must be unblocked at all times.
- Hallways and stairwells must be free of furniture and other belongings.
- Use of space heaters, halogen lamps, candles and sun lamps in College buildings is not allowed.

When the fire alarm is sounded, students should leave the building by the nearest exit and proceed quickly from the building. Tampering with fire alarms and fire extinguishers is a misdemeanor and subjects the student to prosecution in the local court system and possible suspension from college.

## EMERGENCY AND EVACUATION PROCEDURES

Treat all alarms as if they were life-threatening emergencies, even if you have been exposed to false alarms in your residence halls due to malfunctioning of smoke detectors or due to the dangerous acts of pranksters.

- Upon sounding of the alarm, remain calm and don't panic. Close your room/apartment windows.
- Grab only the clothing necessary for the existing weather conditions.
- Do not attempt to salvage any personal belongings.
- Feel the door from bottom to top with the back of your hand to see if it is hot.
- If the door is hot, don't open it! Go to your window, open it and yell for help if you can do it without letting smoke into the room, and if you are too far above the ground to climb out to safety. Until help arrives, pack the cracks around the door and frame with wet towels or sheets if possible, to prevent smoke from migrating into your room.
- If the door is not hot, brace yourself behind the door and open it slowly just in case there is fire and heavy smoke in the corridor, which could blow open the door with an onrush of superheated air.
- If you are able to enter the hall, stay as close to the floor as possible (beneath the smoke and heat). Smoke normally banks to knee level and hovers there even under severe conditions, so chances are that you'll be able to breathe and see across the hall if you stay low and crawl.
- Close your room but don't lock it. There are three important reasons for this:
  1. Closing the door will provide barriers to the spread of smoke and heat and will help eliminate drafts, which might feed a fire.
  2. If your exits are blocked or are impassable due to smoke or heat, you may find it necessary to return to your room in order to exit from the building via window, or to remain there until you are rescued.
  3. Resident Advisors or Resident Directors and fire fighters can check unlocked rooms faster to see that all occupants are out safely.
- Move quickly, but do not run down corridors or stairways. Do not use elevators – you could become trapped or taken directly to the floor on fire due to heat-sensitive control buttons.
- Know two ways out! Become familiar with all the fire exit locations in the buildings that you frequent. If fire or smoke blocks your primary exit route, use your second way out. All residents must exit directly to the outside of the building from the stairways, unless otherwise directed by staff in charge. In any case, leave your floor via the nearest exit marked with an EXIT sign.
- Lingering in the building (even under drill conditions) is prohibited.
- Remain clear of the building by at least 50 feet. Also, do not stand on roadways, in service areas, or in the middle of parking lot aisles. The fire department will need to have these areas clear in which to work quickly and effectively.
- Re-enter the building only by permission after hearing from a Campus Safety Officer, an Resident Director, or in the event of an actual fire, the Fire Chief.

- Persons with a physical disability may need assistance to evacuate from the building. Someone who is familiar with the special needs of a particular person with a physical disability should be prepared to assist him/her.
- Unauthorized use, abuse, or interference with fire protection equipment, fire-fighting personnel, alarm systems, EXIT sign, emergency lights, or any safety signage is strictly prohibited and may lead to a fine being imposed.
- Smoke detectors are sensitive devices. Some sprays, powders, and heavy steam can set them off. Being aware of this and being careful around them can help avoid needless evacuations.

## **THEFT**

Each resident is responsible for assisting with building security. Do not give door keys to any unauthorized individual. You are encouraged to keep your room door locked when you are not present. Any unnecessary cash or valuables should be kept secure.

Immediately report any theft or suspicious activities to a Campus Safety Officer or your Resident Director. Unauthorized strangers should be reported immediately. **The College assumes no responsibility for theft from College rooms, including storage facilities.** Propping open a door is a violation of dorm security and safety, and is a fineable offense.

## **ROOM SEARCH POLICY**

The following statement outlines the basic relationships which exist between a student and Roberts Wesleyan College concerning the entry and search of residence hall rooms or college-owned housing.

It is the concern of all persons involved with student life to assure each student certain rights and privileges over his or her environment within the institution. This does not imply that the student who rents a given area exercises all control over it. The students' payments are for specified uses.

Although a student may live in College-owned property for the larger portion of the year, the student does not thereby assume the ownership of the bedroom area or suite to which she/he may be assigned. Instead, the student agrees to pay a stipulated amount for the use of such facilities for studying, sleeping, eating, and recreation. The student housing rental fee entitles the student to the use of these areas in the same manner as the student pays for the use of the dining room, library, etc.

The following statement applies to all single or married student housing owned by Roberts Wesleyan College:

### **Entry of resident's room, suite, townhouse or apartment**

Only authorized personnel are generally permitted to enter the living area in the absence of the residents. Authorized Roberts Wesleyan College personnel includes professional members of the Student Services staff, Resident Directors, Resident Advisors, maintenance personnel and non-college personnel contracted to perform maintenance or repair services or Roberts Wesleyan College.

### **Entry of room in absence of residents**

Only in the following situations will entry be made: for emergencies, safety and maintenance inspections, verification of resident's presence or absence, or search for "cause."

In case of an emergency, the resident will be notified of entry upon return. Notice of safety and maintenance inspections shall be given in advance whenever possible.

### **Procedures for entry by authorized Roberts Wesleyan College personnel:**

- Knock and identify self – give resident ample time to open door.
- Request the door be opened.
- If the door is not opened or entry is refused:
  - (a) Knock again and re-identify self.
  - (b) State that College personnel will enter if the door is not opened.
  - (c) Wait a reasonable period, then use key and enter.

### **Search of resident's room, suite, townhouse or apartment:**

Living space and personal belongings of the resident may not be routinely searched.

General situations that lead to a search are listed below:

- Clear indication that health or safety regulations are being violated.
- Emergency situations endangering life, health, or property. In these cases, the typical procedures for search do not need to be followed.
- Search for "cause." A reasonable cause to believe that a federal, state, or civil law or a Roberts Wesleyan College regulation is being violated.

Procedures for search:

- At least two staff members must be present and one of them must be from the Student Services professional staff.
- Procedures for entry shall be observed.
- The search must be approved by the Vice President for Student Life or the Associate Dean of Students.
- The resident will be asked to open all drawers, closets, refrigerator, luggage, etc., during the search.
- If the occupant is not present during the search, the resident(s) will be notified of the entry and search and the reason for the entry and search upon return.

Search and seizure:

- Items which may be seized without prior consultation of the owner:
  - (a) Those specifically prohibited.
  - (b) Those that pose immediate danger to the health and/or safety of the residents.
- Residents will be promptly notified of the removal.
  - (a) Residents will be given a receipt for all belongings removed.

- (b) These belongings may be claimed by the student when lawful to do so, after the disposition of the case by the appropriate College or civil authorities.
- Recourse:  
A student who believes the policy has been violated or his/her rights disregarded may appeal in writing to the Vice President for Student Life.

The above information is stated as completely as possible to help each student know the procedures by which Roberts Wesleyan College functions. If any information is not clear, please feel free to talk with a member of the Student Services staff.

## **LAUNDRY SERVICE**

Laundry facilities are located in each of the residence halls. The machines are free for resident student to use. Off-campus students may not use the on campus facilities. Students should report any breakdown of machines to their Resident Advisors or Resident Director. Unreasonably long repair time should be reported to the Office of Student Services.