

**ROBERTS WESLEYAN COLLEGE**  
**STUDENT HANDBOOK**  
**2022-2023**



# TABLE OF CONTENTS

THE COLLEGE STATEMENT.....	1
ACADEMIC LIFE.....	4
ACADEMIC INTEGRITY.....	4
STUDENT ACADEMIC GRIEVANCE POLICY .....	4
CLASS ATTENDANCE .....	5
OFFICE OF INTERNATIONAL ENGAGEMENT .....	15
TECHNOLOGY SERVICES .....	16
COMPUTER INTEGRITY .....	16
E-MAIL CORRESPONDENCE.....	17
SPIRITUAL LIFE.....	18
SPIRITUAL LIFE CREDITS .....	18
SPIRITUAL LIFE CREDIT COMPLETION POLICY.....	19
CAMPUS SAFETY .....	21
ANNUAL SECURITY REPORT .....	21
EMERGENCY NOTIFICATIONS.....	21
CAMPUS PARKING .....	21
RESIDENCE LIFE.....	24
RESIDENCE LIFE POLICIES .....	24
HOUSING.....	32
STUDENT ACCOUNTABILITY .....	36
COMMUNITY STANDARDS - CATEGORY I.....	37
COMMUNITY STANDARDS - CATEGORY II.....	39
STUDENT ACCOUNTABILITY PROCESSES .....	42
SEXUAL MISCONDUCT AND TITLE IX COMPLIANCE.....	52
STUDENT’S BILL OF RIGHTS.....	54
AMNESTY .....	55
WELLNESS CENTER.....	56
HEALTH SERVICES .....	56
COUNSELING SERVICES .....	57
COMMUNITY LIFE .....	58
STUDENT ASSOCIATION .....	58
STUDENT ORGANIZATIONS.....	59

## **A message from the Dean of Students**

Whether you are returning to Roberts or joining our community for the first time, I consider it my distinct honor to share this year with you!

At Roberts, we are committed to your holistic growth and development, as students, as people, and as followers of Christ. I hope and expect that you will be challenged in new ways this year, and that those challenges will provide opportunities for your empowerment and growth. Your energy is the heartbeat of our institution and we couldn't be more excited to have you here!

In Student Life, we look forward to working with you to help navigate all of your campus needs. Please contact us with questions, concerns, or stop by to chat.

Let's have a great year!

Laura M. Bronsink  
Dean of Students

# 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 an 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.

## **STUDENT RESPONSIBILITY**

Students at Roberts Wesleyan College are responsible for the behavioral expectations and policies set forth in this handbook. All students should be familiar with and abide by the expectations in this publication.

## **RIGHT TO AMEND**

Please note that Roberts Wesleyan College reserves the right to revise policies and statements included in this publication at any time. The Student Handbook is subject to updates and efforts will be made to inform the campus community of revisions.

# 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 INTEGRITY

Roberts Wesleyan College seeks to promote personal and intellectual integrity within the academic community. Honesty and trustworthiness are not only fundamental principles of the Judeo-Christian tradition, but essential practices within academe. The following behaviors are, therefore, unacceptable:

- Cheating in its various forms
- Plagiarizing (i.e., presenting someone else's words or specific ideas as one's own, including inadequate documentation of sources and excessive dependence on the language of sources, even when documented)
- Violating copyright laws and license agreements
- Denying others appropriate access to information in the classroom, library, or laboratory, including but not limited to removing materials from the library without checking them out, removing pages from books or journals, hiding or intentionally damaging materials or electronic information
- Destroying, altering, or tampering with someone else's work
- Submitting the same or similar work for more than one course or assignment without prior approval from the professor(s)
- Destroying, altering or tampering with academic or institutional records

For a full list of procedures and potential consequences related to academic honesty, please see the [Undergraduate Academic Catalog](#).

## STUDENT ACADEMIC GRIEVANCE POLICY

The Faculty of Roberts Wesleyan College determine and enforce the academic standards of the College. Sometimes, however, students believe that they have been treated unfairly or inequitably by a faculty member or program/department. Students who find themselves in these circumstances should review the full academic grievance policy and procedures in the [Undergraduate Academic Catalog](#).

## **ACADEMIC ADVISING**

To promote the best results from student-faculty contacts, each first-year student 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 department 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.

## **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.

## **COURSE REGISTRATION**

To be admitted to classes, a student must be registered for the class. 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 sessions, 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.

## **CLASS ABSENCE**

Students may be unavoidably absent from class due to documented illness, hospitalization, death of a first-degree relative or primary guardian, or other emergencies. To request an excused absence for these reasons, students should submit a request within a reasonable time frame and with appropriate supporting documentation to the Office of Student Life. If the request for excused absence is approved, instructors will be notified. Students are not to be penalized for these excused absences.

Prior to the request for an excused absence students should speak to their individual instructor(s) . Students are responsible to the instructor for all classes missed and to see that all work is made up.

Students with excessive absences, whether excused or unexcused, may be administratively withdrawn from that course or fail the course due to non-attendance. The instructor may contact Student Success to request that a student be administratively withdrawn. In the case the student is administratively withdrawn, Student Success will notify the student and Registration.

### **University Sponsored Performance and Competitions**

Students representing the College through select sponsored activities, such as academic performance ensembles and athletic competitions will be excused from class. Students are excused for performances or competitions only, not to attend practices or rehearsals. Notification of excused absences for university sponsored performances and competitions will be sent to faculty members on behalf of the students by the office of Academic Affairs.

### **Field Trips and Academic Experiences**

To request an excused absence for an academic field trip, class trip, or on-campus academic experience, the requesting faculty must submit the appropriate forms to academic affairs. Notification will be sent to individual faculty members on behalf of the students participating in the trip or experience.

### **Accommodations for Medical Conditions**

Attendance accommodations are overseen by the office of Disability Services for students facing ongoing medical conditions regulated by the ADA or Title IX guidelines. Disability Services is responsible for contacting the instructor to discuss the needed absences and the impact of those absences on course objectives and activities. Disability Services will draft an agreement with the faculty member and student regarding these absences.

### **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.

### **Leaves of Absence**

Roberts Wesleyan College is committed to providing a safe and productive learning environment for students, faculty, and staff. The college is aware that students sometimes experience circumstances in which they are limited significantly in their ability to function safely or successfully as a student. In such circumstances, Roberts' encourages students to consider taking a Leave of Absence. A Leave of Absence from the College environment and course requirements allows

students to focus on the issues causing their need to take leave and return to campus with a renewed opportunity to achieve their academic goals. Students will be offered the opportunity to take a voluntary leave of absence prior to any decisions concerning involuntary leave.

### **Voluntary Leave of Absence**

Students experiencing circumstances that will interrupt their course of study and wish to return to Roberts within two semesters are recommended to take a Leave of Absence. A leave of absence will preserve your status at Roberts Wesleyan College and eliminate the reapplication process when you return.

A leave of absence may be granted for a maximum of two consecutive semesters. If your leave needs to be extended, a formal request must be submitted to Academic Affairs.

### **Eligibility**

In order to qualify for a leave of absence, your Roberts GPA must be 2.000 or greater, or you must have completed your first semester with all W grades. In addition, you must not have any disciplinary holds.

You are ineligible for leave of absence at Roberts if you leave without having completed one semester (you have no Roberts GPA) or you have been convicted of a felony while enrolled at Roberts.

Students who leave Roberts Wesleyan College without a formal leave of absence will need to apply for readmission should they wish to return.

Leaves of absence cannot be approved retroactively. The last day to apply for a formal leave of absence is the last day of the term you are requesting your leave.

### **Procedures for requesting a leave of absence**

1. Formally apply for a Leave of Absence using the Leave of Absence Form. You should apply for leave as early as possible. The last day to apply for a formal leave of absence is the last day of the term you are requesting your leave.
2. Meet with your advisor, especially if you plan to transfer course credits to Roberts.
3. Fill out the Non-Continuation form. This will remove you from your courses and communicate to the College that you are not a current student.
4. Forward your transcripts when you return. If you attend any other institutions during your leave of absence, forward your official transcripts to Roberts when you return. The credits will be evaluated as transfer credits.

### **Involuntary Leave of Absence**

Involuntary leaves of absence are a rare occurrence. Students may be required to take involuntary leaves of absence when current medical knowledge and/or the best objective evidence indicates:

- There is significant risk to the student's health
- There is significant risk to the health and safety of others
- The student's behavior is disruptive to the college environment

If no reasonable accommodations can reduce the risk or disruption, and a student does not choose to take a voluntary leave of absence, the Dean of Students can require an involuntary leave.

Roberts Wesleyan College prohibits unlawful discrimination on the basis of any type of disability or other characteristic protected by applicable law in the administration of the College's programs and activities. RWC offers a range of resources and accommodations to address the physical and mental health needs of students. On rare occasion, it is possible that a student's needs may require a level of care that exceeds the resources the College can appropriately provide.

The Dean of Students has the authority to place a student on an involuntary leave of absence when:

- Knowledge about the student's medical condition or the best objective evidence indicates that the student poses a significant risk to themselves or others.
- The student is unable or unwilling to carry out substantial self-care obligations and poses a risk to themselves or others.
- The student's behavior severely disrupts the College environment and the student will not take a voluntary leave.

Prior to placing any student on involuntary leave, an individualized assessment including consultation with the Disability Services office to determine if any reasonable accommodations would allow the student to remain in the campus community without taking a leave of absence will be conducted. Consultation with other campus offices may be included as needed.

An involuntary leave of Absence is an administrative process, not a disciplinary process. It is not intended to be punitive and does not take the place of disciplinary actions in response to violations of the Roberts Wesleyan College Community Standards or other policies.

### **Procedures for placing a student on an Involuntary Leave of Absence**

1. The Dean of Students will consult with Disability Services prior to making a decision about an involuntary leave of absence.
2. The Dean of Students will issue a notice to the student in writing that an involuntary leave of absence is under consideration. The written notice will include the reasons why an involuntary leave is being considered and a copy of this policy. The student will be asked to respond to the notice prior to any decision, and given a specific period of time to do so.
3. The Dean of Students will consider potential accommodations that could alleviate the need for an involuntary leave of absence, such as a voluntary leave of absence, academic accommodations, housing accommodations, etc.
4. The student may be asked to sign a Release of Information form providing Roberts Wesleyan College temporary authority to get information from health care providers regarding issues that are relevant and appropriate to the consideration of an involuntary leave. If a student refuses to authorize release of information or respond within the timeframe set by the Dean of Students, the Dean may proceed with the assessment based on the information available at the time.
5. The Dean of Students will consult, when appropriate, with individuals regarding the need for an involuntary leave of absence. Understanding that each case will be different, consultation may include but is not limited to: Residence Life Staff, Faculty Members, R-Care Members,

Wellness Center Staff (with appropriate authorization), Parents/Guardians, and emergency contacts.

6. Following consultations and review of the relevant documentation and information available, the Dean of Students will make a decision concerning an involuntary leave of absence and will provide written notice of the outcome to the student.
  - a. If an involuntary leave is not imposed, The Dean of Students may impose conditions or requirements in order for the student to remain at the College.
7. Within 3 business days of issuing the decision of the Dean of Students, the student may submit an appeal of the decision in writing to the Vice President of Student and Organizational Development, or their designee, who may not be the Dean of Students. The written request must specify the grounds for appeal, other than general dissatisfaction with the decision. The review will be limited to the following factors:
  - a. Were the proper facts and criteria considered in the decision?
  - b. Is there new information not previously available to the student that might change the outcome of the decision?
  - c. Were there any irregularities in the procedure that could have materially affected the outcome?
  - d. Overall, given the facts, criteria, and procedures, was the outcome reasonable?
8. After reviewing the request made by the student based on the above factors, the Vice President or Designee will make a determination to uphold, modify, or reverse the original decision and communicate the outcome to the student in writing. The outcome of this process is final, no other forms of appeal are available.

### **Implications of an Involuntary Leave of Absence**

Students placed on an involuntary leave of Absence will be administratively withdrawn and will receive “W” grades at the time of the involuntary leave. Students placed on involuntary leave retrain their admitted student status for up to two consecutive semesters. This eliminates a reapplication process when they return and they maintain access to their Roberts Wesleyan College email account. However, as they are not registered for any classes, they do not retain the rights and privileges of registered students.

Students placed on an involuntary leave of absence who are assigned to a campus residence area are subject to Roberts Wesleyan College Residence Life policies. A student who is not registered for classes must vacate their on-campus residence assignment. Students who leave prior to the end of a term may be eligible for a partial refund of their housing and/or meal plan charges. Criteria for refund eligibility is set by the Student Financial Services office.

Students placed on an involuntary leave of absence may be eligible for a partial refund of their tuition. Refund eligibility and schedule are determined by the Student Accounts Services office.

Students placed on involuntary leave must leave the College within the timeframe set by the Dean of Students. The leave will remain in effect until:

1. It is determined after an individualized assessment that the student is able to return to the College with or without reasonable accommodations, and

2. The student has complied with any requirements assigned by the Dean of Students and/or the Vice President for Student and Organizational Development.

Unless expressly permitted by the Dean of Students, students on involuntary leave of absence are not permitted to be on University property, or to engage in campus activities.

International Students placed on an involuntary leave of absence must speak with International Engagement regarding their visa status.

### **Requests to return from an Involuntary Leave of Absence**

In addition to the general requirements for students to return to Roberts Wesleyan College after a Leave of Absence and any conditions mandated by the Dean of Students and/or the Vice President for return from an involuntary leave of absence, students seeking to return to the College may be asked to submit additional documentation related to the factors listed in the Involuntary Leave of Absence Policy as part of an individualized assessment for reasons of personal and community safety.

1. A student must make a written request to return to the college to the Dean of Students. The student will not be allowed to return until the period of leave in the involuntary leave of absence notification has passed and all conditions/requirements are met.
2. The Dean of Students may require the student to provide evidence that the student has sufficiently addressed the issues leading to the involuntary leave of absence, with or without reasonable accommodations. The Dean of Students may consult or seek information from others in making a determination about returning to the college.
3. If the Dean of Students will notify the student in writing of their decision to allow or not allow the student to return. If the Dean has decided not to allow the student to return, the reason(s) for the decision will be included.
4. A student not permitted to return may request an appeal from the Vice President of Student and Organizational Development as outlined in the procedures for placing a student on an involuntary leave of absence.
5. If no request for return from an involuntary leave is made within two semesters, or return to the College is not approved within two semesters, the student is considered withdrawn and must apply for readmission.

## **EXPECTED CLASSROOM BEHAVIOR**

### **EXPECTED CLASSROOM BEHAVIOR**

Educating students in professional values and behaviors occurs inside and outside the classroom at Roberts Wesleyan College. Examples of expected classroom behaviors that exhibit professional behaviors and values include:

- Respect for others, including other students, faculty, and staff,
- Personal integrity and ethical behaviors such as honesty, trustworthiness and academic integrity \*,
- Personal responsibility exhibited by:
  - attendance, punctuality, and dependability

- acting and speaking appropriately
- coming prepared for class and course related activities
- participating in classroom activities
- Commitment and ability to work collaboratively with others
- Professional demeanor
- Commitment to personal and professional growth
- Listening with an open mind and learning from constructive feedback.

\*See Academic Integrity Policy for additional guidance on academic integrity

## **FACULTY EXPECTATIONS**

Faculty members have a responsibility to establish and maintain a safe and effective learning environment for all students. This includes:

- Ensuring that classroom behavioral expectations are clear through the course syllabus, program handbook, or verbally at start of course
- Modeling expected professional behavior
- Providing an environment where opposing views can be expressed in a respectful manner
- Affirming the dignity of all students

## **GUIDELINES FOR DISRUPTIVE CLASSROOM BEHAVIOR**

If a student is disruptive or disrespectful of others in class, the following guidelines will be used:

1. First occurrence – The student may be asked to leave the class session. The professor will meet privately with the student to:
  - a. discuss the behavior,
  - b. review the course policy and the appropriate standard of behavior,
  - c. explain that disruptive behavior will not be tolerated because it interferes with student learning, and
  - d. let the student know that if the behavior continues, the student will receive a written warning.
2. Second occurrence - If the disruptive behavior continues, the professor will meet privately with the student and
  - a. a written warning will be given and review i – iv above.
  - b. The student will help establish goals and expectations and understand the consequences of continued disruptive behavior which could result in dismissal from the course.
  - c. A copy of the written warning is sent to the student’s advisor, Program Director or Chairperson and school dean.
3. Third occurrence - If the disruptive behavior continues, a consultation will be made with the Dean, Program Director/Chair, and CAO with consideration for student withdrawal from the course.

**NOTE:** Behavior that places students or faculty in danger or substantially impedes the lawful activities of other members of the campus community can result in immediate dismissal from the class and follow-up with the Program Director/Chair, Dean and CAO per the College Policy. Student behavior that

violates the RWC Community Standards will be referred to the Student Accountability Process. Campus Safety will be called for assistance if a student refuses to leave or is posing a danger of violence.

## **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 INDIVIDUAL CLASSES**

Students may withdraw from a course for which they registered or exchange it for another course or section by formal permission from the Registrar, during the Drop/Add period of that semester. 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 Student Financial Services. Student Athletes should check with the Athletics Compliance Officer. International Students should check with the Office of International Engagement.

## **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.

## **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, R-Serve.

### **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.

### **WARNING**

Each student whose grade point average is less than 2.0 at the end of a grading period is warned by the Academic Guidance and Support Committee that improvement must take place.

### **ACADEMIC PROBATION**

A student may be placed on academic probation when the student has failed to meet minimal academic requirements and as a result has endangered his or her chances of remaining at the College.

A student's academic record may be reviewed and the student placed on academic probation if he or she fails to achieve a semester or cumulative grade point average of at least a 2.0.

Students on academic probation may be limited to 12 semester hours and are allowed no unexcused absences. Students on academic probation may not participate in off-campus co-curricular activities representing the College.

### **ACADEMIC SUSPENSION**

Suspension for academic reasons occurs when students have failed to respond to previous academic warnings. Students can apply to re-enter the College through the Office of Admissions.

Re-admitted students are automatically placed on academic probation. Re-admitted students may be dismissed from the College indefinitely if they fail to attain good academic standing.

### **WITHDRAWAL FROM ROBERTS WESLEYAN UNIVERSITY**

Withdrawal from the College within a semester is initiated in the Office of Student Financial 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 Financial Services Office.

## **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. 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.

### **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.

### **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.

### **ACADEMIC PROGRESS – STUDENT CONCERNS**

In the event that a student feels they have received a lack of adequate feedback from an instructor to a question about their academic standing in a course, the student may submit an [Academic Progress Student Concern Form](#).

A student is to submit this form only if (1) a request for feedback about the student's academic standing has been submitted to the instructor AND (2) either...

- a. It has been over two weeks since the request was made and there has been no response from the instructor, or
- b. The student has received a response but does not feel it was adequate.

A student should not use this form to share concerns about the course content, course format, or the instructor's competence or teaching style. A student has the opportunity to share these concerns on a course evaluation form.

## OFFICE OF INTERNATIONAL ENGAGEMENT

The Office of International Engagement, brings together people with global mindsets for academic and experiential purposes. We support international students during their educational experience in the US and facilitate connections between international students and the Roberts community.

- International students are responsible for keeping all immigration documents current. A Designated School Official (DSO) can assist with matters related to immigration and I-20 changes or endorsements.
- International students have unique needs when adjusting to life and education in the United States. The International Student Support Coordinator can assist with a variety of personal, cultural, and educational needs as well as direct students to local services.
- International students must submit a Health History form completed by a primary medical provider. Documentation of immunizations required by New York State must be submitted with the Health History form. Students are also required to have and provide proof of health insurance prior to arrival in the United States.
- International students are only allowed to work on campus for a maximum of 20 hours per week during the semester (40 hours per week between semesters) as stipulated by F-1 immigration law. Off campus employment is NOT allowed without prior authorization. Internships and cooperative experiences are the only exceptions and must be approved by a Designated School Official (DSO) before engaging in such employment.

# TECHNOLOGY SERVICES

## 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, gain unauthorized access, 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, Google 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 and Google Drives.

9. If you violate any of the above policy you may face one of the following penalties. Network/Google account locked or disabled, network jack disconnected restricted access to the computer labs/classrooms, loss of network drives, Google suite access, printing privileges revoked.

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 585-594-6898**.

### **E-MAIL CORRESPONDENCE**

In addition, the Roberts Wesleyan College assigned e-mail account shall be the **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.

# SPIRITUAL LIFE

## SPIRITUAL LIFE CREDITS

The Roberts Wesleyan College Chapel is an **integral and distinctive** part of our Christian liberal arts education experience at Roberts. Students have the opportunity to worship with classmates, faculty, and staff and hear from a variety of guest speakers from across the world (and across campus). We hope to foster spiritual growth and discussion throughout the Roberts community.

Each semester, there are **multiple** options available for students to fulfill their spiritual life requirement:

1. **Monday Kickstart Chapels (0.5 Spiritual Life Credit)**

Monday chapels will be shared virtually and accessible through the iAttended app. Chapels can be viewed at any time so that students can continue to grow spiritually even if not able to attend chapel in person.

2. **Wednesday Community Chapel Services (1 Spiritual Life Credit)**

We create space and time for our Roberts community to worship and learn together. During the Community Worship from 11-11:50 a.m., sermons focus us together on various topics of faith development throughout the semester. We worship in a variety of Christian traditions and styles that reflect the various faith groups represented on campus and the variety of worship practices today. 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.

*The Purpose of Community Gatherings:*

To create opportunities for more interaction and spiritual conversation among all people in the college community by:

- providing a place and time for the entire college community to celebrate our joys, share our prayers and worship God acknowledging our dependence upon Him.
- identifying with semester-long themes that prompt spiritual conversations and interactions throughout campus life.
- incorporating the breadth and diversity of Christian traditions into worship experiences so that as a college community we gain appreciation for all in the Christian faith.

3. **Friday Discussions/Café Chapel (1 Spiritual Life Credit)**

A member of the Chapel team, a Residence Life Professional Staff person, or a Wednesday speaker will lead discussions on different topics each week. On Fridays from 11-11:50, students have the opportunity to more deeply explore faith issues in conversation with their peers.

4. **Saturday Service Opportunities (2.5 Spiritual Life Credits)**

The Office of Spiritual Life occasionally sponsors Saturday service projects on a Saturday morning or afternoon for 2.5 spiritual life credits. These are typically service/ministry opportunities off campus, often in the city of Rochester. Our goal is to introduce students to new opportunities to serve God and stretch them to see God's heart for those in need.

5. **Special Night Chapels (1 Spiritual Life Credit)**

Student-led evening worship services are held a few times/semester, usually on Sunday.

## COMMUNITY BEHAVIORAL AND EXPECTATION STANDARDS

Chapel has a long and honored place in the life of Roberts Wesleyan College. It is a **community worship event** intended to uplift, strengthen, challenge, and positively transform people's lives. Chapel speakers and programs represent a wide variety of religious and educational opportunities. It is necessary that each member of the College community consider the purpose and intentions of the Chapel program in order to fulfill one of the College's core values – spiritual formation. When we gather for chapel, we set apart our surroundings as sacred space.

Worshippers are expected to conduct themselves with reverence in chapel (respecting the sanctity of the service and the freedom of fellow worshippers), and to demonstrate appropriate behaviors that respect the rights of other participants: listen attentively; participate in readings, singing and prayer. Unacceptable behaviors include talking, use of cell phones, headphones, and screens, and showing disrespect for any person. (As a reminder, food and drink are not permitted in Hale Auditorium.)

## SPIRITUAL LIFE CREDIT COMPLETION POLICY

### Minimal Chapel Requirements and Expectations

- Meet Chapel Attendance Requirement – (“seniors” by college definition have a minimum of 90 academic credits)  
**Full-time Freshmen, Sophomores, Juniors:** earn **20 spiritual life credits/semester**; **Full-time Seniors:** earn **10 spiritual life credits/semester**
- Uphold community behavioral and expectation standards for in-person Chapel events.
- Mid-semester check-in: Students falling short of meeting the minimal chapel requirements and expectations will follow up with one of the Student Development staff to discuss next steps to progress toward meeting the requirement.
- The consequence for not meeting the requirement in a semester is up to a **\$250.00** fine added to the student's account at the end of the semester.

Spiritual formation credits are tracked through the iAttended app. Students should monitor their own spiritual formation credits throughout the semester.

Students who are at least **23 years old** as well as students who are considered **part-time** (registered for fewer than 12 credits) are automatically exempt from chapel attendance requirements. All students are welcome and are encouraged to attend Spiritual Life events. Students who have completed 8 semesters of Chapel requirements, will be exempt from a ninth (and any subsequent) semesters.

## CAMPUS PASTOR

The Campus Pastor's Office is located in the Office of Spiritual Life in the Golisano Library. Students who desire to make appointments for pastoral counseling should contact the Office of Spiritual Life.

## CAMPUS MINISTRIES

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

Examples of programs available through Campus Ministries are B.A.S.I.C.(Brothers and Sisters In Christ), Cru-, Dance Ministry, F.C.A. (Fellowship of Christian Athletes), In Jesus' Name, Young Life, Prayer Ministry, Rochester Youth Outreach, 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 Office of Spiritual Life can provide additional information about these opportunities.

# CAMPUS SAFETY

Campus Safety provides 24-hour service each day. The phone number, 585.594.7777 or ext. 7777, is posted at various locations on campus. Security cameras are in use to assist in protecting the campus. Some services provided are:

- Patrolling Campus, Safe escort from one building to another (or car, etc.)
- Entry to locked room or vehicle, jump start for vehicles
- Writing crime or incident reports, investigating crime or fire reports
- Responding to first aid calls
- Issuing of student ID Cards

## ANNUAL SECURITY REPORT

The Roberts Wesleyan College annual security and fire safety report, also known as the Clery Report, is available for review. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security. This report is filed annually with the U.S. Department of Education, and contains three years' worth of statistics for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus.

The Campus Safety and Security Department will provide upon request, all campus crime statistics as reported to the United States Department of Education. Crime statistics may be obtained at the Campus Safety Office located at the Voller Athletic Center, Room 270; by sending a written request to Roberts Wesleyan College Campus Safety Department: 2301 Westside Dr, Rochester, NY 14624; or by calling the Campus Safety Office at 585-594-7777. Crime statistics are also located on the Roberts Campus Safety website [roberts.edu/student-experience/campus-safety](http://roberts.edu/student-experience/campus-safety) under Clery Report, and are available through the United States Department of Education (<http://ope.ed.gov/Security/>)

## EMERGENCY NOTIFICATIONS

If an emergency occurs that signifies a threat to the campus community, students will be notified via text message. You may also hear the outdoor air horn. This signifies that you should find a location to shelter in place until notified by College officials that the campus is safe.

Our [Hawk Watch safety app](#) allows students to contact Campus Safety via messaging, and to share their location.

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.

Commuting students 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.

## **EMERGENCY AND EVACUATION PROCEDURES FOR RESIDENT STUDENTS**

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 reckless acts.

- Upon hearing 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 Residence Life Professional Staff 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, a Residence Life Professional Staff person, 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.

# RESIDENCE LIFE

## RESIDENCE LIFE PHILOSOPHY

The mission of Residence Life at Roberts Wesleyan College is to engage students through living-learning environments in order to enhance their emotional, intellectual, physical, social, and spiritual welfare. The college strives to have each on-campus student develop a sense of belonging so that they may take advantage of everything our community has to offer. In doing so, we are preparing our students to help transform society by taking an active role in their communities throughout the world.

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.

## RESIDENCE HALL LEADERSHIP

### Resident Director (RD)

Each campus residence area (South Campus, North Campus, Apartments) is assigned a full-time live-in professional staff member (RD). RDs build and coordinate the campus Living-learning communities, supervise student residence hall leadership, support the growth and development of students, respond to campus emergencies, and assist in reporting facility issues.. RDs maintain a visible presence in their areas and serve as a significant referral source for campus resources.

### Assistant Resident Director (ARD)

There are 2 Assistant Resident Directors on campus. Each ARD serves as a resource and support for RAs, helps coordinate Residence Life events, and supports the Resident Directors in providing leadership to living area initiatives and programming.

### Resident Advisors

The mission of Residence Life at RWC is to develop a community that will enhance the emotional, intellectual, physical, social, and spiritual welfare of each student. The RA plays an integral role in accomplishing this mission and cultivating a residential community that honors and glorifies the Lord. The purpose of the RA role is to bring belonging to each student through programming, intentional conversations, enforcing RWC policies, and maintaining a visible presence in their areas. The RA role is essential in fostering a healthy community.

## RESIDENCE LIFE POLICIES

The office of Residence Life seeks to provide a safe and productive living and learning environment for all resident students. To that end, Roberts has established specific policies that encourage the wellness and respect of all students living on campus.

### Candles

All candles are prohibited. This includes wickless gel candles, candle or wax warmers, and any candle with or without a wick. Battery operated decorative “candles” are permitted.

### **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 a referral to the Student Accountability Process.

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; there is no available campus storage for unwanted room furniture.

No changes to rooms are allowed, (i.e. painting, hardware, fixtures, etc.).

Residence hall lounges are to be kept clean of personal belongings and clutter. These public spaces are cleaned by custodial staff. Excessive mess will lead to fines being charged to all members of the floor/area.

### **Checking in**

Students are not to directly move into their rooms without first reporting to the designated campus location to receive their room key. The Resident Advisor will have the student complete a room condition report (RCR) that indicates the condition of the room and the furniture. The room condition report will be used for check out and the assessment of any damages if applicable.

### **Checking Out**

Resident students must check out in person with their RA in the event of a room change, withdrawal, or at the end of the year. Students will return their key, and their room will be inspected according to the room condition report.

Damages will be assessed and charged to the responsible student(s). The residents will sign an updated room condition report at the time of their check out. Failure to follow this procedure can result in an administrative charge for improper check out. Students need to schedule a checkout time with their RA at least 24 hours in advance of their departure time.

### **Damages and Repairs**

The maintenance system at RWC is student initiated. Students should submit a [New Service Request Form](#) when they need facility assistance. Emergency maintenance requests should be reported to the RA on duty or Campus Safety.

Any damage to student rooms or residence hall common areas should be reported to a Residence Life staff member immediately.

The repair cost for any damages in a student room will be shared by the occupants of that room unless an individual claims responsibility for them. All damage fees will be assigned to the students' accounts through Student Financial Services.

Persons found responsible for damages occurring in common areas will be held financially responsible for repairs and may be subject to the Student Accountability Process. Damages occurring in areas for which the responsible party cannot be determined will be billed in the following ways:

- Those within a specific floor will be billed to all members on the floor, the cost divided equally.
- Those occurring in a public area (like lobbies and large lounges), will be billed to all hall residents, the cost divided equally.

All repairs will be made by RWC Facilities Services or by a contractor hired by the College.

### **Decoration Guidelines in Rooms**

Personalization and decoration of campus residence rooms is encouraged, however some guidelines should be followed for the preservation of campus facilities and prevention of emergencies, such as fire. The College reserves the right to require removal of decorations (posters, etc.) deemed to be inappropriate based on the RWC Community Standards.

- Students are not permitted to use nails or tacks anywhere in their rooms except for bulletin boards. White putty (plasti-tak) and 3M brand “Command adhesive” mini hooks and hangers are the only materials that may be used for hanging decorations. Other types of adhesives such as tape, picture hangers, decals, etc. are damaging to most surfaces and may not be used.
- As a fire safety measure, students may not hang curtains or materials across rooms to create barriers, room separators, or in doorways. All furnishings and decorations must allow for unobstructed egress in an emergency situation.
- No decorations may be hung from the ceiling or over ceiling light fixtures. Additionally nothing can be hung from fire sprinkler pipes or other pipes in rooms.
- Due to increased fire risk, hay, leaves, sticks, live Christmas trees, lava lamps, or flammable items are not permitted in campus residence areas.
- Christmas lights must be UL approved, fused, and in-line (no icicle lights). Lights must not come in contact with combustible materials (bedding, curtains, etc.).
- Students may not decorate outside of their room, with the exception being the room door.

### **Decoration Guidelines for Halls**

The following guidelines apply to hallway decorating:

- No decorations may be left on the floor of hallways or stairwells.
- Exit signs must be visible at all points in the hallway.
- No decorations may hang across the hall or across doorways.
- No decoration may stick out from the wall more than 2 inches.
- The maximum amount of wall space that can be covered is 10 percent.
- No decorations requiring electricity may be used in hallways or corridors.
- No glass or other sharp materials may be used in hall decorations.

### **Door Locking**

For security reasons, all main doors and end doors to each residence area are to remain locked 24 hours a day. Students have 24 hour access to their own assigned residence hall using their RWC ID card.

Each resident is responsible for assisting with building security. Do not give door keys assigned to you to anyone. 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 Campus Safety and your Residence Life Professional Staff person. 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 residential security and safety, and students may be referred to the Student Accountability Process.

### **Electrical Appliances**

The use of electrical appliances is limited due to sanitation, safety, and circuit overload. No microwaves, open-coiled appliances, hot plates, George Foreman type grills, toasters, electric fry pans, crock pots, sun lamps, infrared lights may be used in student rooms.

Lamps and lighting sources must not exceed 60 watts. Bulbs or lighting elements must have a lamp shade. Exposed bulbs and Halogen lights are not permitted. All sources of lighting must be kept clear of combustible items such as blankets and pillows.

Students may bring a refrigerator to use in their student room. The refrigerator must not exceed 5 cubic feet and must be plugged directly into the wall outlet. Refrigerators must be unplugged and cleaned out during extended break periods (Christmas and Winter Break).

### **Electrical Accessories**

Power strips or multi-plug adapters must be surge protected and must be plugged into a wall outlet. No more than one power strip may be used per outlet receptacle. No extension cords are permitted.

### **Emotional Support Animals**

In compliance with the Fair Housing Act, Roberts Wesleyan College will review requests for emotional support animals on a case by case basis. Requests should be made to the [Coordinator of Services for Students with Disabilities](#) in the Learning Center.

The Coordinator of Services for Students with Disabilities will work with the student to collect required documentation and to determine if the request will be granted.

### **Empty Rooms**

Periodically, complete rooms will be open in campus residence areas. These rooms are to remain empty to be used for emergency situations - such as extreme roommate conflicts, accommodations for students with disabilities, etc.

### **Fire Drills**

When the fire alarm is sounded, students MUST leave the building by the nearest exit and proceed quickly from the building. Each semester, Campus Safety performs two (2) fire drills in each residence area. Fire drills are timed and all residents are expected to participate and evacuate. Students who refuse to evacuate will be subject to the Student Accountability Process. No prior notification is given to the residents as to the timing of these drills. The purpose of these drills is to familiarize residents with evacuation procedures, the sound of the alarms, and the locations of all exits in an area.

**Food**

All food should be kept in sealed containers on a shelf or in a refrigerator and not on windowsills or building ledges.

**Hallways**

Due to fire regulations, extra furniture, decorations, or belongings should not be stored in a hallway or landing area.

**Health and Safety Inspections**

Health and Safety inspections will be conducted at least one time each semester in each campus living area. Additional inspections may be conducted at the discretion of the RD.

The purpose of Health and Safety inspections is to discover and eliminate health and fire hazards in order to ensure the well-being of the resident(s). However, staff may take note of, and follow up on, violations of the Community Standards and Residence Life policies. It is also a time to communicate any room or building concerns directly to the RD and RA. When possible, residents are encouraged to be present during the inspection. Residence Life staff may conduct inspections with or without the presence of a resident at the scheduled inspection time.

Health and Safety inspections are generally preceded by at least a twenty-four hour notice. However, such notice is not required. Any health and safety violations found during an inspection will result in either a written warning or a fine. Appeals for Health and Safety inspection findings are made to the RD of each area.

**Insurance Coverage**

Insurance Coverage for a 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.

**Keys**

Students who lose their room key, or other campus keys, should notify their RD/RA or campus supervisor immediately. Loss of key(s) will result in a replacement fee. Any student who has unauthorized key(s) will be referred to the Student Accountability Process.

**Kitchens**

All residence areas are equipped with a kitchen. Residents are responsible for keeping the kitchen clean and respecting the property of others. Kitchens in residence halls are regularly cleaned by facilities staff, however, students are responsible for cleaning up after themselves (dishes, spatters, spills, etc.).

**Laundry**

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

### **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.

### **Musical Instruments**

Any practicing or playing of musical instruments in the residence areas should take place outside of quiet hours.

### **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 in off-campus lodging. Approval for overnight guests will only be permitted after all roommates have agreed to the visitation.

### **Personal Furniture**

Bedroom furniture is provided in all housing areas. Students are responsible for removal, storage, or disposal of any furniture they bring to campus. If the furniture is left, the student is responsible for the cost of disposal.

### **Pets**

Resident students are not permitted to have pets on campus. Students who bring animals into their rooms or apartments are subject to mandatory carpet cleaning and a non-compliance fine.

The only exceptions are small fish, and Emotional Support Animals. Students hoping to have an emotional support animal on campus should refer to the "Emotional Support Animal" policy in this section.

### **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 all residents. 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 first attempt to speak to the other member(s) of the community causing the noise. If this is unsuccessful, members of the residence hall staff should be contacted.

Residents should always be mindful and considerate of the needs of others and comply with one another's requests to reduce noise levels

### **Residence Hall Meetings**

Hall, floor, and apartment area meetings will be held periodically to communicate important information. Residents are required to attend and permission for absence must be approved by the Resident Director in advance of the meeting. Students missing these meetings without an approved absence are subject to a fine.

### **Room Changes**

In order to maintain stability and the opportunity to build healthy relationships between roommates, room change requests during the semester may only be made with sufficient reason. The Residence Life team will facilitate a roommate mediation process with the students involved. The College will

not consider roommate change requests based on actual or perceived race, color, religion, national origin, age, disability, or perceptions based on profiles/information found online. If a situation arises where a change is necessary, Residence Life staff will initiate the process of changing a room.

Housing change requests between semesters are only allowed to consolidate rooms being vacated at the end of the semester.

### **Storage Space**

Storage on campus is extremely limited and students are discouraged from leaving personal possessions in storage. Only international students (excluding Canada) may store items in the summer storage room. 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 unclaimed at the beginning of the subsequent Fall semester, will be discarded.

### **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.

### **Waterbeds**

Students are not permitted to have waterbeds in campus living spaces.

### **Water, Snow, and Sports**

Students are not permitted to spray water, throw snow, etc. in residence areas. Additionally, due to the possibility of injury and damage, students are not permitted to play sports in residence areas.

### **Windows**

Windows are not meant to be used for entering or leaving the residence hall. Open windows are not to be used to transmit music to the community outside of the residence hall. The College reserves the right to limit the quantity and type of items stored in windows so as to maintain an attractive appearance of the building.

Under no circumstances are the windows and/or screen fasteners to be broken, bent, moved or removed. Residents are responsible for the cost of replacing/repairing damages. Absolutely no items are to be thrown from student windows.

The college encourages students to keep windows closed and locked at all times for safety.

### **Withdrawal or Dismissal**

Students withdrawing or dismissed from the College must check out of their rooms within 24 hours. Students who are dismissed or suspended are not permitted back on campus unless they have written permission from the Dean of Students.

## **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 they 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 charge 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.

### **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 Development staff, Residence Life Professional Staff, Resident Advisors, Security Officers, maintenance personnel and non-college personnel contracted to perform maintenance or repair services for Roberts Wesleyan College.

### **Entry of room in absence or 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:**

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, civil law or a Roberts Wesleyan College Community Standard/policy is being violated.

Procedures for search:

- At least two staff members should be present and one of them must be from the Student Development professional staff .
- The search must be approved by the Dean of Students or Residence Life Professional Staff person.
- 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 notice 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 and Organizational Development or Dean of Students.

## **HOUSING**

Housing requirements are specified by the Board of Trustees and are administered by the Office of Student Life. Mandatory residency requirements are part of the educational philosophy of Roberts Wesleyan College. All students must reside in college housing unless:

- The student is living with a parent or guardian)
- The student is 23 years of age or older prior to the start of the academic year
- The student is part-time (enrolled in 11 or fewer credit hours)
- The student is married or is the guardian of a minor

## **HOUSING ELIGIBILITY**

Students must be registered for classes in the relevant term in order to be housed on campus. Students must be at least 16 years of age to live on campus. Students beginning their journey at Roberts over the age of 25 will be referred to Adult and Graduate housing for availability.

## **APARTMENT ELIGIBILITY**

A student is eligible to apply to live in an on campus apartment when they have obtained 60 credit hours by the end of the Spring Semester or is 21 by the start of the upcoming fall semester.

## **HOUSING EXEMPTION**

All students must reside in college housing unless meeting one of the definitions listed above. Students who meet these criteria are eligible for housing exemption and can submit a Housing Exemption Form. The following factors are considered in the application process:

- The student is 23 years of age or older prior to the start of the Academic Year
- The student has a documented diagnosis through Disability Services that cannot be accommodated by the College
- The student has a documented financial need that cannot be accommodated by the College

All applications for housing exemptions are made through the Housing Exemption Application Process listed below.

## **CONTINUOUS GRADUATE HOUSING**

Students residing in College undergraduate housing may elect to extend housing eligibility if continuing in a graduate program at RWC. Students meeting the continued enrollment criteria should contact [housing@roberts.edu](mailto:housing@roberts.edu) to inquire about availability.

## **MARRIED HOUSING**

Roberts Wesleyan College does not provide married housing for students.

## **SUMMER HOUSING**

Students desiring to live on campus during the summer need to fill out the Summer Housing Application. Summer housing is a per-term cost, and currently covers 3 terms. Garlock Dining Commons is officially closed and students will need to provide their own meals during the summer months. All residents will be placed in spaces with available kitchens.

## **BREAK HOUSING**

During break periods, the College residence halls and Garlock Dining Commons are officially closed. Room and board charges do not include break periods.

Students needing to stay on campus through non-academic periods must apply using the applicable break housing application. Deadlines are communicated to all students prior to each break. Applications received after posted deadlines may not be accepted. Break housing will have a per-day cost. Details for each break will be issued by the office of Student Life.

## **GRADUATE HOUSING**

RWC offers limited graduate housing apartments on campus. Students wishing to live on campus during their graduate program should contact [housing@roberts.edu](mailto:housing@roberts.edu) for more information.

## **HOUSING PROCESSES**

### **New Student Housing Process**

New students are housed in June and notification sent to students via email. Students may select a roommate by mutually requesting one another on the housing application by appropriate deadlines. If no roommate is selected, the Residence Life office makes assignments based on personal preferences stated on the online application.

Once a student has been housed, the assignment is final. The College will not consider roommate change requests based on actual or perceived race, color, religion, national origin, age, disability, or perceptions based on personal profiles/information found online.

### **Housing Selection 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.

A completed housing application for the Academic Year is required to sign up for housing. When requesting roommates or suitemates, a student must list the other students on the roommate requests tab. Students are given a log-in time, with earlier times given to those with more credits, and select their room online at their designated time.

Once a student selects their room, the assignment is final. Students will not be able to move or change their assignment (either online or by request).

### **Private Rooms**

A select number of private rooms are available during each period of housing selection. Such rooms are limited and available for an extra charge. No private rooms are designated in apartment areas; no student may secure their own apartment.

### **Medical Singles**

A select number of medical single rooms are available on campus. Students with a documented need or disability may request an accommodation for a single room through the Coordinator for Students with Disabilities. Requests will be granted based on availability and severity of need.

### **Consolidation**

Residents may find themselves in an under-assigned room with no roommate. Residents are not guaranteed a private room if a roommate moves out. Residence Life reserves the right to assign new residents to all under-assigned rooms as necessary, at any point in the semester. Multiple under-assigned residents on the same floor may be asked to consolidate. Resident Directors will facilitate any required consolidation moves.

### **Meal Plans**

Students can select their meal plan on their housing application. Meal plans may be changed until the end of the registration drop/add period. In addition, meal plans can be changed at the end of the fall semester. All residential students are required to have a meal plan. Only students living in apartments may select an apartment meal plan.

Meals and flex dollars do not roll over and expire at the end of each semester. If a student withdraws or is dismissed from the College, flex dollars and meals expire at the end of the current term without refund.

## **HOUSING EXEMPTION APPLICATION PROCESS**

Students wishing to reside off-campus must complete the Housing Exemption Application. Student Life must approve the application in order for a student to live off-campus. The following factors are considered in the application process:

- The student is 23 years of age or older prior to the start of the Academic Year
- The student has a documented diagnosis through Disability Services that cannot be accommodated by the College
- The student has a documented financial need that cannot be accommodated by the College

Offices such as Disability Services and Student Financial Services may be contacted to verify a student's need to live off-campus.

Note: Students should not sign a legally binding contract for an off-campus apartment without prior approval to live off-campus. Roberts Wesleyan College is not responsible for financial penalties incurred by students who have not been approved to live off-campus. Students who have signed leases and have not been approved to live off-campus, are expected to live on campus as required by this policy.

# STUDENT ACCOUNTABILITY

Roberts Wesleyan College recognizes that ample opportunity to make decisions is a significant part of a student's development and growth. The Student Accountability Process is designed to promote the well-being and growth of students, the Roberts community, and to uphold the mission and values of Roberts Wesleyan College.

Roberts does not expect perfection of its students, just as God does not expect perfection of us. As such, the Office of Student Life strives to handle each case at the lowest level of accountability necessary. It is our hope that during their time at Roberts, students will learn to hold themselves and their peers accountable for their actions. At times, these avenues may not be effective or appropriate and a formal student accountability process is necessary.

The primary goal of the Student Accountability Process is the growth of the student, not the consequence. Thus, the Office of Student Life strives to provide an educational environment where students are asked to engage in difficult conversations about their goals, values, and how their actions impact themselves and others.

Roberts Wesleyan College recognizes the significant role that parents often play in the lives of students. Therefore, students will be encouraged to communicate openly with their parents throughout the Student Accountability Process. Should a parent find they have questions about their student's involvement in a conduct process they should contact the Dean of Students office to discuss the completion of a FERPA release form.

## DEFINITION OF A STUDENT

The Community Standards in this handbook pertain to Roberts Wesleyan College students who are registered for or enrolled in a traditional undergraduate program, either full-time or part-time, on the residential campus.

- Any student who is under the age of 25 OR chooses to live on campus is expected to abide by the Community Standards.
- Any student who is 25 years of age or older AND does not live on campus is expected to abide by the College's Community Standards when on campus, when in the presence of students (as listed in the above definition), or while attending college events.

Persons enrolled in a graduate program who choose to live on campus are also expected to adhere to the policies set forth in this handbook.

## TERM

Students are expected to abide by the Community Standards at all times while they are enrolled in an academic term (Fall, Spring, Summer, etc.). This includes:

- On and off campus, traveling abroad, at home, etc.
- Fall Break, Thanksgiving Break, Spring Break

- Anytime outside periods of enrollment when a student is representing or engaged in a formal relationship with the College (Athletics, campus employment, etc.).

## **ONLINE/SOCIAL MEDIA POSTS**

Students are reminded that photographs and information posted on the internet via applications such as Facebook, Instagram, Snapchat, TikTok, etc. are public information. Pictures or information from these sources that describe or document behaviors that are brought to the attention of the College and which reasonably suggest that behavior violating College policy has taken place are subject to investigation through the Student Accountability process.

## **STUDENT ACCOUNTABILITY**

Roberts Wesleyan College Community Standards are divided into two categories:

Category I violations are less severe and are typically addressed with informal resolutions or a written warning.

Category II violations are more significant and are typically addressed through the Student Accountability process with sanctions ranging from Disciplinary Probation to Expulsion.

In every case, the severity of the violation is considered as well as a student's conduct history. Repeated Category I violations may result in more significant outcomes. All violations of Community Standards are approached from the lens of educational opportunity and campus safety.

## **COMMUNITY STANDARDS - CATEGORY I**

### **DRESS CODE**

Students are asked to dress appropriately for their activities. Tops (shirts, dresses, etc.), bottoms (pants, shorts, skirts, etc.), and shoes (in non-residential campus buildings) should be worn in all public places.

Individual faculty and staff members may establish different and more specific standards of appropriateness for specific occasions and activities. This includes but is not limited to student employees, athletes, etc. If the specified attire does not meet the dress code requirements, students should change into attire that meets the guidelines above prior to engaging in other campus activities.

### **GAMBLING**

Roberts Wesleyan College students are expected to refrain from gambling and/or participating in the exchange of money, goods, or services by betting or wagering. This includes but is not limited to casino games, poker, bingo, lotteries, etc.

### **HONESTY/INTEGRITY**

Students are expected to be truthful in all situations and refrain from personal and academic dishonesty.

## **ID CARDS**

All students must have a valid RWC Identification (ID) card. For general security and identification purposes, RWC students are required to comply with requests for identification made by any Roberts Wesleyan College official, Campus Safety officer, or other emergency personnel acting in accordance with their duties.

Persons may receive their ID card from the Campus Safety office. An ID card is the property of Roberts Wesleyan College; however, it is the student's responsibility to present the ID for food service, entry to residence halls, etc. A fee will be assessed for any destruction or loss of an ID card. Students are not to loan or borrow another student's ID card to gain access to a building.

## **PUBLIC DISPLAYS OF AFFECTION**

The excessive or offensive public displays of affection (PDA) are to be avoided as they are not generally appropriate and could be disruptive to the living and learning environment. Such displays may include, extended or suggestive kissing, lying/sitting on one another, touching under clothing, or touching of sexually related body parts such as breast, buttocks, or genitals.

## **SEXUAL ACTIVITY**

The engagement in sexual relationships outside of marriage is not permitted. This includes but is not limited to: sexual intercourse, groping, and touching of sexually related body parts such as breast, buttocks, or genital areas. It may also include instances where students are found in compromising situations/positions with someone they are in a romantic/physical relationship with. This might include situations where doors are closed, lights are off, and/or students are not fully clothed.

Students who become pregnant on account of a sexual relationship outside of marriage will be provided support and may request accommodations in order to continue with their education. Students should seek appropriate medical and personal support in these circumstances.

## **SOLICITATION**

The rooms and facilities at Roberts Wesleyan College are not to be used to host parties, demonstrations, shows, or ventures for the purposes of selling or soliciting by individuals or business entities. Distributing pamphlets, advertisements, or other goods or services is not permitted on College property without permission from an appropriate College official.

Students, student groups, or off-campus persons selling or promoting commercial products or services are not permitted to sell door to door in Residence Halls. Residence Halls are not public or private venues for business ventures by students.

Students and clubs who would like to fundraise should seek approval from the Student Life office.

## **THEFT**

Theft is defined as taking and possessing property of another without right or permission. Students will respect the property of the College, its guests, and all members of the College community. Found property should be turned in to the Campus Safety office as soon as practicable.

## **UNAUTHORIZED ENTRY/USE**

Unauthorized entry or use of College property, equipment, or resources, including but not limited to buildings, vehicles, ledges, roofs or fire escapes, or the duplication or misuse of keys is prohibited.

## **VERBAL ALTERCATION**

It is expected that students will engage one another in civil discourse, recognizing that every person has a right to safety and security on campus. Yelling and the use of profane or derogatory language creates a hostile environment and is not acceptable.

## **VISITATION**

Residence Life professional staff establish hours during which the gender opposite the gender living in a particular area may visit lounges and private student rooms. Students are expected to abide by visitation hours and to consider their roommates when determining appropriate times for guests to visit their rooms.

## **COMMUNITY STANDARDS - CATEGORY II**

### **DEMONSTRATIONS**

As a learning community focused on transforming society, Roberts Wesleyan College encourages its members to explore and discuss ideas freely and fully. Those who wish to host a demonstration should contact the Student Life office for assistance in reserving spaces on campus. All demonstrations should observe the following guidelines:

- All demonstrations should be peaceful, orderly, and respectful of others
- Only current RWC students may organize, lead, or participate in on campus demonstrations
- Demonstrators may not impede on the safety of others or disrupt regular operations of the College

### **DISCRIMINATION**

Roberts Wesleyan College believes in the dignity and worth of all persons as created in the image of God. The College strives to be a place where all community members are respected, valued, and appreciated for their diversity. Discrimination includes but is not limited to distinction, preference, advantage for or detriment to an individual compared to others based on any status protected by law that is so severe or pervasive that it interferes with a person's employment, academic performance, or participation in programs/activities, and creates an environment in which a reasonable person would find intimidating, hostile, or offensive.

The Roberts Wesleyan College Non-Discrimination & Non-Harassment policy can be viewed in full [here](#).

## **FAILURE TO COMPLY**

Students are expected to comply with day to day policies and procedures of the College. Students are also to comply with reasonable and lawful requests, written or verbal, of College personnel. College personnel include but are not limited to Campus Safety officers, faculty members, staff members, and student residence hall staff.

## **FIRE SAFETY EQUIPMENT**

Tampering with fire alarms and fire extinguishers is a misdemeanor and any individual or group associated with theft of equipment, falsely reporting a fire, or otherwise mistreating fire safety equipment will be reported to local law enforcement, subject to restitution to repair equipment, and the student accountability process.

## **FIREWORKS**

Due to the risk involved with explosives, fireworks, firecrackers, or any other explosives are prohibited for student possession or use on campus.

## **HARASSMENT**

Written, verbal and/or physical conduct that denigrates or shows hostility or aversion toward an individual, and that has the purpose or effect of creating an intimidating, hostile or offensive environment for academic pursuits, campus life, college employment, or college activities. Examples include: injurious titles/nicknames, slurs or negative stereotyping; threatening, intimidating, derogatory, or hostile acts; denigrating jokes; verbal, written or graphic material that degrades or shows hostility or aversion toward an individual or group; or severe, persistent slander or malicious gossip. It also includes interfering with or blocking a person's legitimate movement or access, the use of profanity or vulgarity to convey hostility toward others and pranks or horseplay intended to embarrass or humiliate others.

## **HARM TO PERSON**

No student shall intentionally, knowingly, or recklessly cause bodily injury to another, or intentionally or knowingly cause another to reasonably fear imminent bodily injury.

## **HAZING**

Behavior, regardless of intent, which endangers the emotional or physical health and safety of a student for the purpose of membership, affiliation with, or maintaining membership in, a group or Student Organization. Hazing includes any level of participation, such as having awareness of hazing, being in the presence of hazing, or failing to report hazing.

## **HOSTING GATHERINGS**

In order to provide a safe environment, and uphold local laws and ordinances, all students, hosting gatherings on or off campus, are expected to ensure that their event does not disturb or impact the peace of others or provide, promote, or allow substances, activities, or behavior in violation of College policies and Community Standards, or local laws and ordinances. This includes but is not limited to: excessive noise; violent, offensive, disorderly behavior, or quarrelsome conduct;

providing or allowing prohibited substances or the space in which to consume such substances; traffic obstruction of public or private streets by crowds of vehicles; litter; etc.

Students should be aware that gatherings at their residence may grow beyond their ability to control due to word of mouth, social and other electronic media. Students will be viewed as hosts in this situation and should consider these elements when planning events. Should an event become unsafe, overwhelming, or uncontrollable, students should immediately call 911 and Campus Safety at 585-594-7777.

### **PHYSICAL ALTERCATION**

It is the expectation that students will engage one another in civil discourse, recognizing that every person has a right to safety and security on campus. Engaging in negative physical contact which includes but is not limited to punching, kicking, slapping, etc. creates a hostile environment and is not acceptable.

### **PORNOGRAPHY**

Roberts Wesleyan College dignifies the worth of each person created in the image of God. The viewing, possession, or distribution of printed or visual material containing the explicit description or display of sexual organs or activity, largely intended to stimulate erotic rather than aesthetic or emotional feelings is prohibited.

### **RETALIATION**

Acts of retaliation, which may include adverse action, intimidation, threats, and/or harassment, whether physical, communicated verbally, or communicated through writing (email, text, social media, etc.) against any individual for reporting or participating in any College investigation are prohibited.

### **SUBSTANCE USE**

#### **Alcohol**

The purchase, possession, and/or use of alcoholic beverages and paraphernalia (shot glasses, empty containers, etc.) is not permitted.

#### **Drugs**

The purchase, possession, use, sale, and/or distribution of illegal drugs, controlled substances, or paraphernalia (pipes, rolling papers, etc.) is not permitted.

#### **Marijuana**

The purchase, possession, use, sale, and/or distribution of marijuana, medical marijuana, cannabis concentrates (edibles or THC oils), or paraphernalia is not permitted.

#### **Prescription Drugs**

Students are expected to use legal prescriptions according to their prescribed purpose and dosage. Sharing or selling prescription drugs will be considered a violation of this policy.

## **Tobacco & Smoking Devices**

The purchase, possession, and use of tobacco products (cigarettes, cigars, chewing tobacco, etc.) or tobacco substitutes in any form (i.e. nicotine cartridges), as well as smoking devices including but not limited to, hookah, vaporizers, juuls, etc. are prohibited.

## **VANDALISM**

Attempted or actual damage to, defacing of, or destruction of public property, College property, or personal property is prohibited.

## **VIOLATION OF THE LAW**

Students are expected to uphold local, state, and federal laws.

A Roberts Wesleyan College student who violates local, state, or federal law, on or off campus, may also be subject to the Student Accountability Process. Registered/enrolled students are expected to report criminal charges and/or being arrested to the Dean of Students within 72 hours of being arrested and/or criminally charged.

## **WEAPONS**

The possession and/or use of weapons on Roberts Wesleyan College property or at any institutional function or event is strictly prohibited. In addition to firearms and ammunition, weapons include, but are not limited to: swords, knives with blades in excess of 3 inches (not including kitchen utensils used in campus kitchens), switchblade knives, butterfly knives, air rifles, BB guns, air guns, firearm reproductions, slingshots, martial arts weapons, bow and arrows, crossbows paint ball guns, stun-guns, tasers, etc. Chemical irritants such as pepper spray and mace, while not banned, should never be used in an inappropriate manner such as pranks or other activities. It should be understood that any object used to threaten, intimidate, or harm someone else may be interpreted as a violation of this weapons policy. Violations of this policy will be subject to the Student Accountability Process and may face criminal charges.

## **STUDENT ACCOUNTABILITY PROCESSES**

### **INFORMAL RESOLUTION PROCESS**

Informal Resolution provides an opportunity for students to accept responsibility for their violation of a Community Standard and move directly into developmental conversations. Informal resolution may be utilized when a case involves conflicts among students, groups, or organizations and for some Category One violations of the Roberts' Community Standards. The goal of informal resolution is to come to mutual agreement on outcomes that will sufficiently resolve the incident and repair the harm the responding student caused. Many of these meetings are conducted one on one with an administrator; however, when appropriate, other parties may be included, such as the harmed student(s), with the permission of all participants.

Once a determination is made regarding which college official will be responsible for the student's case, the student can expect the following process:

1. The student will receive an email in their Roberts student email account, which will provide a scheduled meeting time.
2. During the meeting time the student may indicate that they would like to take responsibility for their Community Standards violation(s) and request an informal resolution.
3. If it is determined by the Dean of Students that informal resolution would be an appropriate response to the case, they will approve the request and begin the resolution process.
4. The Dean of Students (or designee) will obtain from the harmed individuals their view of an appropriate outcome and a statement of how they felt harmed by the responding party.
5. The Dean of Students (or designee) will review the proposed outcome and statement(s) with the responding party.
6. The Dean (or designee) will communicate with all involved parties to reach an informal resolution which might include an education course, apology letter, restitution, etc. All parties will sign the informal resolution.
7. The outcome will be communicated with the responding student in writing, through a letter sent to their Roberts student email account.
8. Informal resolutions are not eligible for the Case Review Process.
9. Failure to complete the informal resolution may result in a violation of the Roberts Wesleyan College Community Standards.

Informal resolution is not suitable for all violations of Roberts' Community Standards and must be approved by the Dean of Students.

## **STUDENT ACCOUNTABILITY PROCESS**

As an institution of higher learning, Roberts Wesleyan College strives to handle violations of its Community Standards at the lowest level necessary. As such, some cases will be investigated by Resident Directors (RDs) and others by the Dean of Students or their designee. A case is assigned based on the severity of the violation(s) and the student's personal accountability history with the institution.

Once a determination is made by the Dean of Students regarding which college official will be responsible for the student's case, the student can expect the following process:

1. The student will receive an email in their Roberts Wesleyan College student email account, which will provide a scheduled meeting time.
2. During the accountability meeting the student will:
  - a. Be provided with the information that has been shared in the submitted report.
  - b. Be allowed time to ask questions
  - c. Be allowed to provide their own information regarding the report, including "evidence", names of additional witnesses, etc.
  - d. Be asked to answer additional questions by the college official as part of the investigative process.
3. If the college official has determined that there is enough information to make a decision at the accountability meeting, the decision and any sanctions will be communicated at that time. If it is determined that more information or further investigation is necessary, the decision will be made after the investigation is complete. It is possible this may include additional meetings with the student.

4. The decision will be communicated with the student in writing, through a letter sent to their Roberts student email account.
5. Should the student wish to request a review of their Student Accountability case, decisions made by an RD will be reviewed by the Dean of Students. Decisions made by the Dean of Students or their designee will be reviewed by the Case Review Board. Instructions for this process can be found under “Case Review Process”

\*Occasionally, cases assigned to Resident Directors may be reassigned to the Dean of Students before a decision is reached, due to new information or level of cooperation by the student. In the event that this occurs, the Dean of Students will determine which of the above steps may be repeated in order to ensure a fair and timely process.

### **EVIDENCE STANDARD**

Cases reviewed through the Student Accountability Process are resolved using the preponderance of the evidence standard. This standard is reached when the evidence provided in the case shows that it is “more likely than not” that an incident occurred.

### **RECORDING OF MEETINGS**

Roberts Wesleyan College does not permit the recording of meetings during the Student Accountability Process by any means (phone, video, audio, etc.). Recordings are not created by the College. Students may request a copy of their Student Accountability record, including administrative notes, in accordance with FERPA.

Recordings of Title IX hearings are created in accordance with applicable laws.

### **GOOD SAMARITAN CLAUSE**

The health and safety of every student at Roberts Wesleyan College is of utmost importance. Roberts Wesleyan College recognizes that students who have been drinking and/or using drugs may be hesitant to report medical emergencies. Roberts strongly encourages students to report any incidents of injury or violence to college officials. A bystander acting in good faith or reporting individual acting in good faith that discloses a potentially life-threatening incident, or incident of violence will not be subject to the Student Accountability Process concerning their own violations of the alcohol and drug policies.

It should be noted that this does not absolve students from action by local authorities, nor does it preclude other violations of the Community Standards (theft, hazing, damage to property, etc.).

### **RIGHT TO A SUPPORT PERSON**

Any student involved (reporting or responding) in the Student Accountability Process has the right to a support person of their choosing, excluding an attorney or legal representation. The support person may consult with the student but may not participate directly in the hearing. Any student planning to bring a support person should contact the Dean of Students office at least 24 hours prior to the meeting with the individual’s name.

The College will allow a student to be accompanied by an attorney in the event that criminal charges are pending concurrent to the College's process. Proof of such charges must be provided to the Dean of Students more than 24 hours prior to the scheduled meeting. During the meeting, the attorney may only advise their client, but may not speak during the meeting or serve as an active participant in the process.

The Dean of Students Office reserves the right to excuse any accompanying individual or attorney should their behavior be deemed inappropriate.

## **ACCOMMODATIONS**

Just as students with documented disabilities may be entitled to accommodations in the classroom, accommodations may be available to ensure students are able to participate fully in the Student Accountability Process. Students requesting accommodations should speak to the Disability Services office, which will coordinate with the Dean of Students office to be sure necessary accommodations are made and proper documentation is on file.

## **NOTIFICATION TO PARENTS/GUARDIANS**

Students will be encouraged at every opportunity to share information about the Student Accountability Process with their parents. The College may notify the parents of a student who has violated any laws or college policy governing possession or use of alcohol or a controlled substance who is under the age of 21 at the time of the report. The College may also notify a parent/guardian if a student has been suspended, dismissed, or expelled from the college. In cases deemed by the College as an emergency situation, including but not limited to serious injury, the college may contact parents/guardians.

## **DEFINITIONS OF SANCTIONS AND ASSIGNMENTS**

Students should receive consistent and fair responses to incidents of misconduct, and yet also be addressed with regard for their individual circumstances. Students may receive more than a minimum outcome for a pattern of repeated violations, severe violations, multiple violations at the same time, dishonesty in the Student Accountability Process, failure to comply or blatant disrespect toward college personnel.

Below is a list of Sanctions and Assignments that may be applied in the event of a violation of the Community Standards. This list is not exhaustive and other sanctions or assignments may be assigned at the discretion of College officials.

### **Warning Statuses**

#### **Disciplinary Warning**

A student receives a warning from a college official and it is documented to reference in the event of future violations. Disciplinary Warning does not typically result in exclusion or removal from campus activities, however, a campus supervisor (depending on the nature of the position) may determine that there should be consequences for employment. A record is kept in the student's file.

## **Disciplinary Probation**

Disciplinary Probation is a warning status into which a student is placed when the student is in jeopardy of suspension or dismissal from the College. It is assigned for a specific period of time. Disciplinary Probation is typically assigned for a more significant violation or multiple violations, and is intended as a caution for future behavior. Disciplinary Probation status affects the eligibility of students to participate in co-curricular activities. The supervisor or campus official responsible for the co-curricular activity will be notified of a student's placement on this status. A record is kept in the student's file.

## **Separation Statuses**

### **Interim Suspension**

If the Dean of Students or Vice President for Student and Organizational Development determines at any time that the well-being of a student or any member of the College community is at risk, an interim suspension may be imposed on a student during the investigation phase of the Student Accountability Process. This action assumes no determination of responsibility and a thorough investigation will be completed in a timely manner.

### **Suspension**

A student is suspended from the College for a specified period of time (typically a semester or a year). In this case a student is to leave campus immediately and not return until the specified period has ended and a re-enrollment interview has been conducted by the Dean of Students. Students are subject to academic penalties as a result of disciplinary action and will be immediately withdrawn from classes. The student may be asked to apply to the Admission Committee for readmission to subsequent semesters. A permanent record is kept in the student's file.

### **Dismissal**

A student is dismissed from the College immediately, and is not eligible for readmission for at least one year. Students are subject to academic penalties as a result of disciplinary action and will be immediately withdrawn from classes. In this case substantial change would need to be documented to consideration of re-enrollment. The student must apply to the Admissions Committee for readmission to subsequent semesters. A permanent record is kept in the student's file.

### **Expulsion**

The permanent separation of a student from Roberts Wesleyan College. The student is dismissed immediately with no process to return to the College. Students are subject to academic penalties as a result of disciplinary action and will be immediately withdrawn from classes. A permanent record is kept in the student's file. A notation is placed on the student's transcript

## **Other Sanctions/Assignments**

### **Paper/Letter(s) of Apology**

Research papers, reflection papers, or letters of apology may be assigned to encourage reflection and reconciliation.

### **Interim Restrictions**

Interim restrictions may be placed on a student during the student accountability process as a temporary remedy when a student poses a threat to the emotional health, physical health, safety or welfare of the student or other students, staff, or college property.

**Interim Campus Housing Suspension**

In the event that there is reasonable cause to believe a student's continued presence in a campus residential facility constitutes an immediate threat to the emotional health, physical health, safety or welfare of the student or other students, staff, or college property, a student may be asked to temporarily vacate their housing assignment. In such cases the student will be required to leave their campus residence immediately and not return until such a time that a hearing can be held to determine the continued status of the student as a member of the residential community.

**Open House/Visitation Restriction**

A student may receive a suspension of their open house/visitation privileges for a specified period of time. This means that a student may not enter the residence hall/apartment occupied by members of the opposite sex or be anywhere in a residence area that is not a public lobby/lounge with a member of the opposite sex.

**Campus Housing Suspension**

In the event it is determined that a student's behavior in campus housing is too disruptive to maintain a positive living/learning environment, the student may be suspended from living on campus for a specified period of time.

In the event it is determined a student's continued presence in a campus residential facility constitutes an immediate threat to the emotional health, physical health, safety or welfare of the student or other students, staff, or college property, a student may be issued a Campus Housing Suspension. Students will be issued a set time to move out of their campus housing. Students wishing to return to campus housing after a Campus Housing Suspension may be asked to provide evidence that they are ready to return to the residential environment.

**Restitution**

Restitution is a requirement for a student to compensate for loss, damage, or injury incurred due to behavior for which they have been found responsible.

**Substance Use Assessment**

A student may be required to take a professionally designed assessment, at their own expense, related to their choices regarding substance use/abuse. The student must also sign a release of information form to the provider of the assessment allowing communication with a designated college official.

**Online Education Course**

A student may be assigned an online education course facilitated by a third party, at their own expense, designed to educate and encourage reflection on specific behaviors for which they have been found responsible.

**Community Service**

A student may be required to restore, clean, or repair something damaged as a result of the behavior for which they have been found responsible.

## **CASE REVIEW PROCESS**

### **Requesting a Case Review**

Students have the right to request a review of a decision and/or sanction(s) imposed through the Student Accountability Process. Requests must be submitted, in writing, by the student within **3 business days** of notification of a student accountability process outcome.

A Case Review is not a re-do of the Student Accountability Process, but rather an opportunity to review a case in light of the grounds presented for the review.

Requests must state whether the student is requesting a review of the decision (responsible or not responsible), the sanction(s), or both. The request must also state on which grounds the case should be reviewed, which are limited to the following:

- New evidence not previously available could significantly affect the outcome.
- A procedural irregularity is discovered which could materially affect the outcome.
- The sanctions or assignments are severely disproportionate to the severity of the violation.

It should be noted that requests made due to disagreement with a decision and/or pleas for mercy are not grounds for case review. Requests for case review must be made on one of the above grounds or they will not move forward.

Additionally, students are responsible for submitting their own requests for case review. In the event of a case with multiple parties, each student must submit their own request. Requests from parents or third parties, including legal representation, will not be considered.

Case Review requests for cases heard by Resident Directors will be reviewed by the Dean of Students. Case Review requests for cases heard by the Dean of Students will be reviewed by the Case Review Board.

### **Case Review Process**

If the Case Review request has been approved:

- Cases heard by Resident Directors (RDs) will be reviewed by the Dean of Students.
- Cases heard by the Dean of Students will be reviewed by the Case Review Board.

The student will be notified at least 48 hours in advance, via their RWC email account of the date their case will be considered.

Because a Case Review is not a re-hearing of a case, students, parents, witnesses, and other involved parties do not attend these meetings. The student's written request for review is considered along with all documentation and case-related notes. Any other written statements from students given prior to 24 hours before the meeting will also be considered.

Should the Case Review Board or Dean of Students feel more information is needed to make a decision, a student may be asked to attend a future meeting to answer questions.

In a Case Review, the Case Review Board or Dean of Students can make one of the following determinations:

- The outcome and sanctions from the original Accountability Process are upheld based on proper findings and appropriate sanctions.
- The outcome from the original process is not upheld; there are no sanctions.
- The outcome of the original process is upheld; but sanctions are disproportionate to the violation. Sanctions are altered to be more appropriate (sanctions cannot be made more severe).

Once a decision has been made, the student will be notified of the outcome in writing, via a letter sent to their RWC email account that details the decision and rationale given by the Case Review Board or Dean of Students.

The decision made in the Case Review Process is the final decision in an accountability case; there are no further opportunities for review.

## **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 Life, 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 University. Send complaints to the following address:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **Release of Information**

Under the Anti-Terrorism Act of 2001 certain U.S. governmental agencies have a right to access educational records and personally identifiable information contained in records without prior student consent. Also, as of January 2012, certain third party agencies deemed by the U.S. governmental agencies may have access to educational records and personal identifiable information without student consent.

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](#)

# SEXUAL MISCONDUCT AND TITLE IX COMPLIANCE

Roberts Wesleyan College is committed to creating and maintaining an academic and work environment that respects each person and nurtures the trust of its mission. The College has general expectations of students and employees and expects all to behave in a manner that supports the College's Mission and Ethos, including respecting and protecting the personal rights of others.

The College seeks to create and maintain an environment free from intimidation or injury generated by sexual harassment, including domestic violence, dating violence, stalking and sexual assault. The College will act to eliminate such practices from our community and to remedy their effects. All members of the College community are entitled to a professional working and learning environment and are accountable and responsible for maintaining a respectful and trusting environment.

Any complaints involving sexual harassment, domestic violence, dating violence, sexual assault, and stalking will be handled under the College's Sexual Misconduct or Title IX Policy.

The complete policy may be accessed via this link: <https://www.roberts.edu/title-ix/sexual-misconduct-policy/>

The Clery Report may be accessed via the [Campus Safety Resources](#) webpage

## **Definitions:**

### **Domestic Violence**

Domestic violence is a felony or misdemeanor crime of violence committed by:

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

### **Dating Violence**

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person against whom the violent act is/acts are committed. The existence of such a relationship shall be determined based on the reporting party's statement

and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of the definition-

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

### **Stalking**

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- Fear for his or her safety or the safety of others
- Suffer substantial emotional distress.

### **Sexual Assault**

Sexual Assault is defined as Rape, Fondling, Incest, or Statutory Rape.

The College is in compliance with *Title IX of the Education Amendments of 1972*, the *Violence Against Women Reauthorization of 2013*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* also known as the *Clery Act* and *Article 129-A and Article 129-B of the New York State Education Law*.

Article 129-B of the New York State Education Law requires that the Student Handbook include the following definition of **Affirmative Consent**: *Affirmative Consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity.* Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, sexual identity or gender expression.

Consent to any sexual act or prior consensual activity between or with any party does not necessarily constitute consent to any other sexual act.

Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent may be initially given but withdrawn at any time.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

When consent is withdrawn or can no longer be given, sexual activity must stop.

## **Student's Bill of Rights Regarding Domestic Violence, Dating Violence, Sexual Assault and Stalking**

**Regarding incidents of domestic violence, dating violence, sexual assault and stalking, all students have a right to:**

- Make a report to local law enforcement and/or state police.
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial conduct process and/or criminal justice process free from pressure by the University.
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes and violations.
- Describe the incident to as few University representatives as practical and not be required to unnecessarily repeat a description of the incident.
- Be protected from retaliation by the University, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the University.
- Access to at least one level of appeal of a determination.
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including all meetings and hearing related to such process.
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial process of the University.

### **Contact Information**

Title IX Coordinator	585-594-6222
Campus Safety	585-594-7777
Local Law Enforcement	911
State Police 24-hour hotline	1-844-845-7269

### **Requesting Confidentiality — How the University Will Weigh the Request and Respond**

If the Title IX Coordinator receives a report of an act covered by this Policy, but the individual impacted requests confidentiality or otherwise asks that an investigation not be pursued, the Title IX Coordinator will make every effort to balance this request with the College's commitment and obligation to provide a safe and non-discriminatory environment for all members of the community. Honoring such a request may limit the College's ability to conduct a thorough investigation and take appropriate disciplinary action. Accordingly, the Title IX Coordinator will consider many factors

when determining whether or not the College can honor the request for confidentiality, including but not limited to whether:

- the alleged perpetrator has a history of violent behavior or is a repeat offender;
- the information provided suggests an increased risk that the alleged perpetrator will commit additional acts;
- the alleged perpetrator used a weapon or force;
- the sexual violence was committed by multiple perpetrators;
- the incident represents escalation, such as a situation that previously involved sustained stalking;
- the information provided suggests that the act is part of a larger pattern at a specific location or by a particular group;
- the individual impacted is a minor; and
- Information can be obtained by means other than from the impacted individual (e.g., by personnel or security cameras, witnesses, or physical evidence).

## **AMNESTY**

The health and safety of every student at Roberts Wesleyan College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents for fear of potential consequences for their own conduct. Roberts Wesleyan strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to school officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to school officials or law enforcement will not be subject to the school's Accountability Process for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

# WELLNESS CENTER

## HEALTH SERVICES

Good health is important to students' academic success. RWC, therefore, maintains a well-equipped, professionally staffed Wellness Center offering a basic level of medical treatment.

The Wellness Center is located in the upper Voller Athletic Center. Health Services is staffed by nurse practitioners and the Wellness Center Office Coordinator. Health care is available by appointment Monday through Friday during the office hours posted. The Health Center is not a walk-in clinic; however, most appointments can usually be scheduled on a same day basis.

During the hours the Wellness Center is closed, an ill or injured resident student should contact a Resident Advisor or Residence Life Professional Staff person for assistance. In any life-threatening situation, call 911, campus safety at 585-594-7777, and then notify the Residence Life staff.

## Insurance

**Proof of health insurance during the academic year is mandatory for these following groups:**

- Student Athletes
- Nursing Students
- International Students
- Students attending school-sponsored overnight trips or mission trips

## Health Records

A Health History Form is required for admission to Roberts Wesleyan College. The form can be obtained [online](#). All information is kept in confidential files in the Wellness Center.

## 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 medical provider, previous school or college or military service 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.

All Immunization requirements can be found on the Health History Form on the Wellness Center [webpage](#).

## Wellness Fee

Students taking at least 6.0 credits are charged a Wellness 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.

- Access to TimelyCare for RedHawks, which provides telehealth and tele counseling services 24 hours a day, 7 days a week, 365 days a year. The TimelyCare app can be downloaded in the app store and students can log in using their RWC email account.
- 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.

### **Excused Absences for Illness/Injury**

The Wellness Center does not supply excused absences for illness. Any student missing class for medical reasons who needs an excused absence should fill out an excused absence form. This process can be found in the Class Absence policy in the Academic Life section of the Student Handbook.

### **COUNSELING SERVICES**

The Wellness Center provides psychological counseling services to RWC students. Services are provided by licensed therapists, adjunct counselors, or graduate interns. Appointments for the Counseling Center can be made [here](#). Questions may be directed to the Wellness Center by phoning 585-594-6360.

Students needing psychiatric services should contact the Wellness Center. Limited psychiatric services are available through TimelyCare.

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

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

# COMMUNITY LIFE

## STUDENT ASSOCIATION

The Student Association (SA) is comprised of all students matriculated in a traditional undergraduate program at Roberts Wesleyan College and exists to forward the ideals and standards of Roberts Wesleyan College as they pertain to student scholarship, spiritual formation, and service. The purpose of the Student Association Leadership Team 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. It promotes a sense of group responsibility and plays the critical role of student representation for all aspects of community life. The Student Association Constitution can be found at [www.roberts.edu/student-experience/student-association](http://www.roberts.edu/student-experience/student-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. The Director of Student Leadership and Engagement advises this body of student leaders. Elections for the positions of SA President, SA Vice President, SA Campus Ministry Director, as well as the Class Council officers, are held in the Spring Semester for the following year. The remaining Student Association leaders are hired by the Officers-Elect, in consultation with the Director of Student Leadership and Engagement. These positions include: Social Life Director, Intramurals staff, Publicity team, Multi-Ethnic Affairs, Senate, and Beacon newspaper editors.

### **Eligibility for Student Association Leadership Team:**

Student Association Leadership Team 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 outstanding student conduct issues, as well as maintain a 2.5 minimum Grade Point Average, to be eligible to hold Student Association Leadership Team positions of leadership. Students holding office may be required to resign if found responsible for student conduct violations.

## STUDENT PUBLICATION

*The Beacon*, the student newspaper, is a 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.

## STUDENT ACTIVITIES

The Student Association Leadership Team and the Office of Student Life oversee a number of student activities throughout the year, both on campus, as well as off campus. This includes student signature events such as SNL, Winter and Spring Formal, SMAC Fashion Show, Annual Christmas Tree Lighting and more! The First 40 Days of the semester is filled with daily campus events and activities to keep students engaged and connected early on.

## 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 Leadership Team has chartered over 30 organizations including academic/pre-professional, cultural, ethnic, music/performing arts, and ministry/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 Student Association Leadership Team.
- 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. When the
- No group may print, solicit, or distribute any literature without first receiving permission from the Office of Student Life.
- All fund-raising activities must be approved and scheduled through the Office of Student Life and the Advancement Office.
- Only chartered organizations may reserve campus facilities and request College vehicles.
- All student organizations should check with the College Events Calendar to avoid conflicts in scheduling. [www.roberts.edu/calendar](http://www.roberts.edu/calendar)
- 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 Life.
- Students interested in starting a student organization should contact the Office of Student Life. <https://rwc.roberts.edu/student-life/student-organization-process/>