



# Wilson College Blue Book 2023-2024

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The Wilson College Government Association

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## **THE WILSON COLLEGE HONOR PRINCIPLE**

As a member of the Wilson College community, I will act with integrity in all personal, scholarly, and professional endeavors. I will respect the dignity and diversity of all persons and the rights and property of others. I will demonstrate concern for the wellbeing and needs of others by supporting an environment that enhances growth and development.

## **THE WILSON COLLEGE DIVERSITY STATEMENT**

Wilson College recognizes the value of difference and invites people from all backgrounds to be part of our living-learning community. Our mission is grounded in expanding the opportunities of a liberal arts education to excluded groups. Historically, for our institution this has included women, single parents, and first-generation college students. We are committed to welcoming individuals of all races, ethnicities, religious faiths, sexual orientations, gender identities, socioeconomic statuses, physical abilities, and political beliefs to campus. We welcome open discussions and respectful disagreement. We seek to empower minoritized populations as we embrace the strengths of diversity and the challenges of an ever-changing global society.

### **We believe:**

- Diverse perspectives and experiences deepen learning and enhance understanding.
- Equity requires recognizing that some groups historically have had privilege while others have experienced systemic disadvantage.
- Inclusion necessitates policies and everyday practices that facilitate full participation.

### **We are committed to:**

- Fostering a supportive, welcoming environment in which everyone can be heard.
- Creating classrooms and workspaces that are respectful and fair.
- Partnering with local groups to foster equity and inclusion in the Chambersburg community.

### **Why this is important:**

- Diversity elevates minoritized voices and is essential to strengthening our community.
- Equity is fundamental to creating an institution based on justice, fairness, and personal growth.
- Inclusion brings new perspectives to the institution and enriches our community.

Disclaimer: The College reserves the right to update, change, or alter the material in this publication at any time. This publication is not a contract. Changes will be made by written notice and will be available in the office of the Vice President for Student Development and on the College website and/or portal. It is the sole responsibility of the student to read and understand all such notices.

# SECTION ONE

## WCGA

### AGREEMENT BETWEEN FACULTY AND STUDENTS

The Faculty and Students of Wilson College enter into an agreement to cooperate in the exercise of powers in matters of college interest and organization and in a system of government to regulate the life of the students in the following particulars:

- I. The maintenance of a high standard of honor in all academic matters.
- II. The maintenance of a high standard of honor, order, and decorum at all times when a student is under college jurisdiction.
- III. The recognition of the Wilson College Government Association as the body responsible for maintaining student self-government in accordance with this agreement.

This Agreement implies the common responsibility of the Faculty and the Students to maintain the best conditions for scholarly work and the student life of the College and to enforce all regulations that constitute the governing laws of the community. It shall at no time be construed to authorize the regulation of any but student members of the Association.

The Students may change the Constitution and By-Laws of the Association without the approval of the Faculty, provided that such changes do not involve any extension of the powers of the Association. Such changes shall be reported to the President and Faculty.

The Faculty and Administration stand pledged to support the Association to the full extent of their power. In every emergency, the ultimate responsibility must rest upon the President and Faculty.

This Agreement may be annulled by the Faculty or by the Students; thirty days notice must be given in either case. A revision of its terms may be proposed by the President of the College and the Faculty and accepted by the students, or proposed by the students and accepted by the Faculty.

### RESOLUTION OF THE FACULTY AND STUDENTS

It is resolved that:

- I. All Students may attend Faculty meetings as guests of the faculty.
- II. The Chair may recognize any student who wishes to speak to the question at hand.
- III. Students shall be asked to leave the meeting if the Faculty wishes to move into Executive Session.
- IV. Students may submit written requests for Faculty consideration to the Vice-President of Academic Affairs and Dean of the Faculty.

### WILSON COLLEGE GOVERNMENT ASSOCIATION (WCGA) MISSION STATEMENT

The Wilson College Government Association represents all full-time undergraduate students; acting as a link between the administration, faculty and students. Guided by the Honor Principle, we promote a sense of community, discovery and academic growth through active leadership. WCGA is committed to the empowerment of students by providing them with a vehicle for the expression of ideas and the formation of open and honest dialogue within the College community through the shared governance of Wilson College.

### GENERAL DESCRIPTION OF ALL BRANCHES OF THE ASSOCIATION

#### GENERAL ASSEMBLY

All full-time undergraduate students, faculty, and administration are members of the Wilson College Government Association (WCGA). As members of the Association, students may voluntarily attend the General Assembly meetings which are open meetings of all the Association members. Here, the students can discuss legislation passed by Senate and problems which may arise in any aspect of the college community. The students themselves may request a General Assembly meeting by written petition from one-fifth of the matriculated undergraduate student body. The President of the Association, acting upon this request, shall call a General Assembly meeting.

#### EXECUTIVE COUNCIL

The Executive Council is composed of the WCGA officers, chairpersons of the standing committees, and a Faculty member who is a member of the Faculty Honor Council Committee.

The Executive Council assists and advises the WCGA President and helps to interpret and administer the Association's Constitution and By-Laws. It meets once a week to discuss Senate business and matters affecting the matriculated undergraduate student body. Any member of the Wilson community is welcome to attend the meetings of the Executive Council. The Council, however, reserves the right to go into Executive Session.

## **SENATE**

The Senate is the legislative branch of the WCGA, as well as a means of communication between students, faculty, and the administration. Its members include the Executive Council, as the advisory committee to the Senate; selected members of the faculty and administration; and the Senators, as the liaison between the students and the administration of WCGA. Students approve proposed amendments to the WCGA constitution through polls taken by their Senators. If a student disagrees with legislation passed by the Senate, they have the right to petition for a referendum.

The Senate is the most important link that the students have with the Wilson College Government Association. Students should feel free to bring directly to Senate problems, questions, and suggestions concerning the College community.

## **JOINT HONOR COUNCIL**

Joint Honor Council is a branch of government empowered to hear and decide cases of academic violations, major social violations involving students enrolled in any for-credit class. Jurisdiction and procedures are described in the section on the Wilson College Judicial System in the Joint Policies of Faculty and Staff.

The Joint Honor Council shall be composed of the Chairperson of the Faculty Honor Council Committee who shall vote in the case of a tie, two additional faculty members from the Faculty Honor Council Committee, the Dean of the Faculty, the Dean of Students, the Officer of Justice, the Secretary of the Honor Council, the WCGA President, and the Judicial Advisor for Student Development who shall serve as chief investigator and have no vote. The advisor shall present evidence objectively and without comment.

# **CONSTITUTION OF THE WILSON COLLEGE GOVERNMENT ASSOCIATION**

## **PREAMBLE**

We, the students of Wilson College, recognizing that the Honor Principle is an integral part of our life at Wilson, and desiring to assume individual and community responsibility for the welfare of the College, do, with the concurrence of the Faculty, hereby adopt the following Constitution.

## **ARTICLE I - NAME**

The name of this organization shall be the Wilson College Government Association (WCGA).

## **ARTICLE II - PURPOSE**

The purpose of this Association shall be to provide a government in accordance with the “Agreement between the Faculty and Students.”

## **ARTICLE III - MEMBERSHIP**

All undergraduate students are, ipso facto, members of the Association.

## **ARTICLE IV - AUTHORITY**

All authority of the Wilson College Government Association indicated in the “Agreement between Faculty and Students” shall be vested in the Association and shall be exercised by the agencies defined hereafter.

## **ARTICLE V - POWERS**

The Association shall have full power to elect its officers and amend its Constitution and By-Laws provided such an amendment does not extend the powers of the Association.

The Association shall have the power to submit to the Faculty, and to receive from the Faculty, proposals for regulations concerning academic work, student social life, and matters affecting the safety of the college community. Such regulations shall become effective only if accepted by both the Association and the Faculty.

The Association shall have the power to determine, collect, and apportion the activities fee. There shall be no change in the activities fee without the approval of the Administration.

## **ARTICLE VI - THE GENERAL ASSEMBLY**

The General Assembly shall be composed of all students assembled in an open meeting. The General Assembly shall, at the discretion of its members, discuss college problems, special interests and matters pertinent to Senate action.

The General Assembly may, by a two-thirds vote, reverse the Senate’s decision concerning removal from office.

## **ARTICLE VII - OFFICERS OF THE ASSOCIATION**

The President and Vice-President of the Association and the Officer of Justice shall be at least rising-Juniors at the time of election. The Treasurer, Academic Affairs Chair, Secretary, Social Media Chair, Officer of Diversity, Equity, and Inclusion, and External Affairs Officer shall be at least rising-Sophomores at the time of election. All officers shall be elected by the Association for a term of one year.

## **ARTICLE VIII - EXECUTIVE COUNCIL**

The Executive Council shall be composed of the President, Vice-President, Secretary, Treasurer, Officer of Justice, External Affairs Officer, Academic Affairs Chairperson, Social Media Chairperson, and Officer of Diversity, Equity, and Inclusion. All members are voting members, with the exception of the Vice President who votes in the case of a tie. The Executive Council shall act as a steering committee for the Senate. It shall assist and advise the President in the exercise of the executive authority, in the administration and the interpretation of the Constitution and By-Laws of the Association and the Honor Principle, and in all student matters affecting the College.

## **ARTICLE IX - SENATE**

The Senate shall be composed of the Executive Council and the residence hall Senators, the commuter representative, and class Presidents. The Vice-President will serve as Chairperson. The Administration shall be represented by the President of the College or their deputy, the Dean of the Faculty, and the Vice President of Student Development. The Faculty shall be represented by three members of the Faculty Honor Council Committee.

The function of the Senate shall be to initiate, formulate, and review legislation; to receive legislation proposals from the Executive Council, General Assembly, Faculty Honor Council Committee, members of the Association, members of the Faculty and members of the Administration; to propose amendments to this Constitution; to discuss student matters affecting the College; and to hear and decide all cases concerning removal from office.

## **ARTICLE X - APPEALS**

If a student wishes to appeal a case previously considered by the Joint Honor Council, they may make their appeals to the Appeals Board. An appeal shall be made only after the student has submitted their case for rehearing. (Please refer to the section on Joint Policies of the Faculty and Students, The Wilson College Judicial System, Section J: Appeals Board).

## **ARTICLE XI - RESIDENCE COUNCIL**

The Residence Council shall be composed of the Vice-President of the WCGA (who serves as chair), the Residence Life Director or the Dean of Students designee who will serve as advisor, and senators from each residence hall (currently South, Riddle, MacElwain second, MacElwain third, Davison second, Davison third, Disert second, Disert third, and one member from the Single-Parent Scholars Program (hereafter SPS) Halls in Prentis). Any member of the Council may be elected as the Secretary. The Residence Council shall act as a forum for promotion of a supportive, high quality environment within the residence halls.

## **ARTICLE XII - ELECTIONS**

The Executive Council shall self-nominate and stand for election by the members of the Association annually. The representatives to the Senate shall be self-nominated and elected by the appropriate constituencies.

## **ARTICLE XIII - RESIGNATION AND REMOVAL FROM OFFICE**

If a student wishes to resign from office, they shall submit their resignation to the President of the Association.

Any student holding an elective office in the Association may be removed by a three-fourths vote of the Senate, if they have not fulfilled her responsibilities as an officer of the Association and a member of the college community.

In the case of resignation or removal from office, the Vice-President shall succeed the President; the secretary to the Joint Honor Council shall succeed the Officer of Justice.

An all-campus election shall be held to fill a vacancy in the office of Vice-President and the secretary to the Honor Council. The appropriate constituencies shall elect officers to fill the vacancies that occur in any other offices.

Upon resignation of a Standing Committee Chairperson, both the members of the specific committee and the members of Executive Council shall elect a new Chairperson from the members of the committee. Nomination procedure shall be one of self-nomination. If a Senator moves from the unit they represent, they shall immediately resign from their position. The constituency shall then elect a new Senator.

## **ARTICLE XIV - AMENDMENT PROCEDURE**

All amendments shall be proposed to the Association within four days after any Senate action on the amendments. Each Senator shall, at the time, take a written vote of their constituency. The Senator shall then return the results, including their name, the title and number of students in their constituency, and the number of abstentions, to the Vice President of the Association. This Secretary shall then tally the votes and post the results.

# WCGA BY-LAWS

## SECTION I - THE ASSOCIATION

### A. Meetings of the General Assembly

1. Requested Meetings shall be called by the President of the Association:
  - a. At the written request of one-fifth of the members of the Association.
  - b. At the written request of one-fifth of the student membership of the Senate.
2. Special Meetings
  - a. A General Assembly shall be called by the President of the Association one week following petition for the referendum.
    - i. This meeting shall be conducted for explanation and discussion of the legislation referred for referendum. No action should be taken at such meetings.
  - b. Other meetings may be called by the President of the Association at their discretion.
3. Procedure
  - a. Attendance at all meetings shall be required.
  - b. The rules of simple majority shall prevail unless otherwise stated.
  - c. Business shall be conducted according to Robert's Rules of Order, Revised.
4. Powers and Duties of the General Assembly.
  - a. To discuss, at the discretion of the members, all matters pertinent to Senate action and to all student matters affecting the college.
  - b. To reverse a Senate decision concerning removal from office by two-thirds vote.

### B. Finance

1. All expenses incurred by the association shall be paid from WCGA funds.
2. All expenditures over \$500 shall be subject to the approval of the Executive Council of the Association.
3. Each student shall pay an annual fee.
  - a. Students enrolled in the college for only one semester shall pay half the regular fee.
4. Any campus organization with a Senate approved constitution may apply for an apportionment or an emergency apportionment from the Association.

## SECTION II - THE EXECUTIVE COUNCIL

### A. Powers and Duties of the Council

1. To act as a steering committee to the Senate.
2. To assist and advise the President in the exercise of the executive authority.
3. To recommend legislation to the Senate.
4. To confer on college problems and interests.
5. To change and discuss all expenditures and apportionments.
6. To advise the President on all appointments.
7. To appoint student members to the Faculty, Administration and Trustee committees.

### B. Powers and Duties of the Officers

1. The President shall:
  - a. Serve as a voting member of the Executive Council only in the case of a tie.
  - b. Be responsible for the enforcement of the Constitution, By-Laws, and regulations of the Association.
  - c. Call and preside over all meetings of the Executive Council and General Assembly.
  - d. Schedule Executive Council meetings.
  - e. Serve as a member of the Joint Honor Council.
  - f. Assume the duties of the Chairperson of the Senate (Vice-President of WCGA) in their absence or at their request

- g. Be responsible for any student referendum resulting from Senate action.
  - h. Make appointments to special committees as needed, in consultation with the Executive Council and the Vice President for Student Development or WCGA advisor.
  - i. Serve as a member of the faculty Honor Council Committee.
  - j. Serve as student representative to the Trustee Committee as assigned by the Vice President for Student Development and Dean of Students. Meet weekly with the Dean of Students or their designee.
  - k. Oversees other Executive Council members to ensure that they are performing their jobs and that they have what they need to do so.
  - l. Make appointments of student representatives to faculty committees with the advice of the Executive Council at the start of academic year.
  - m. Meet with the previous Executive Council to discuss powers and duties of office.
  - n. Be at least rising sophomore at the time of election with a cumulative GPA of 2.5 or higher.
2. The Vice-President shall:
- a. Serve as a voting member of the Executive Council.
  - b. Serve as a non-voting member of the Senate.
  - c. Serve as chair and member of the Residence Hall Council.
  - d. Preside over all meetings of the Senate.
  - e. Set the agenda of the Senate meetings.
  - f. Receive requests for the attendance of any member of an organization whose presence would be deemed helpful.
  - g. Receive legislation proposals to be passed through Senate.
  - h. Vote only in the case of a tie.
  - i. Assume the duties of the President in the absence of, or at the request of the President.
  - j. Supervise the Senators and commuter representatives.
  - k. Attend faculty meetings.
  - l. Serve as student representative to the Trustees Committee as assigned by the Vice President for Student Development and Dean of Students.
  - m. Set the Senate schedule.
  - n. Meet with the previous Executive Council to discuss powers and duties of office.
  - o. Be at least a rising sophomore at the time of election with a cumulative GPA of 2.5 or higher.
3. The Secretary shall:
- a. Serve as a voting member of the Executive Council.
  - b. Serve as a voting member of the Senate.
  - c. Record and distributes the minutes of the meetings of the Executive Council, General Assembly, and the Senate.
  - d. Take attendance at Senate.
  - e. Maintain procedure at Senate, following Robert's Rules of Order, Revised.
  - f. Distribute written and electronic correspondence from the Association.
  - g. Meet with the previous Executive Council to discuss powers and duties of office.
  - h. Shall be at least a rising sophomore at the time of election with a cumulative GPA of 2.5 or higher.
  - i. Validate Elections.
  - j. Serve as Student Representative to the Board of Trustees as assigned by the Vice President for Student Development and Dean of Students.



4. The Treasurer shall:
  - a. Serve as a voting member of the Executive Council.
  - b. Serve as a voting member of the Senate and give a report.
  - c. Call and preside over all meetings of the Finance Committee.
  - d. Advise the senate on all matters of expenditures and apportionments.
  - e. Serve as student representative to the Trustee Resources Committee and the Investment Subcommittee.
  - f. Oversees WCGA and club accounts.
  - g. At the beginning of each semester, they will hold a meeting in conjunction with the Officer of Justice at which the clubs and other campus organizations may petition WCGA for an apportionment.
  - h. The Treasurer and the Officer of Justice will then make a recommendation to the Executive Council regarding the amount of apportionment to be given each club or organization.
  - i. Audit each club in April each year.
  - j. Report on the standing of the WCGA accounts at each Executive Council meeting.
  - k. Meet with the previous Executive Council to discuss powers and duties of office.
  - l. Shall be at least a rising sophomore at the time of elections with a cumulative GPA of 2.5 or higher.
5. Officer of Justice
  - a. Serve as a voting member of the Executive Council.
  - b. Serve as a voting member of Senate.
  - c. Appoint a secretary for the Joint Honor Council from the class officers.
  - d. Serve as a member of the Joint Honor Council, voting only when they have not acted as investigator.
  - e. Organize training session for Joint Honor Council members.
  - f. Review all proposals for amendments to the Officer of Justice of any campus organization.
  - g. Prepare changes to the Blue Book as they are made, keeping record of changes and the updated Blue Book, to be passed to their successor and to Student Development.
  - h. Review all applications from newly founded campus organizations requesting recognition from WCGA and submit them first to the WCGA board and then to the Senate approval.
  - i. Receive a written report from each club at the end of the year including the following:
    - I. a list of active members, as defined in the club's constitution.
    - II. a brief summary of the club's activities for that semester.
  - j. Hold a meeting in conjunction with the Treasurer of WCGA at the beginning of each semester at which clubs and campus organizations may petition WCGA for an apportionment.
  - k. The Officer of Justice and the Treasurer of WCGA will then make recommendations to the Executive Council regarding the amount of apportionment to be given to each club or organization.
6. External Relations Officer
  - a. Serve as a voting member of the Executive Council.
  - b. Serve as a voting member of the Senate.
  - c. Coordinate the Downtown Phoenix Partner Program, emailing and visiting businesses, and preparing the participation form each year.
  - d. Work with the Vice President of Marketing and Communications in outreach to the Wilson community in various community events through the academic year.
  - e. Meet Monthly with the Director of Development on the Wilson Fund and the overall giving to Wilson.
  - f. Serve as a student representative to the Alumni Association.
  - g. Create campaigns to grow the number of students in the Phoenix Gems Society that directly impacts the Wilson Fund.
  - h. Provide a report to the Executive Council on the annual giving from Alums and partners of the college.
  - i. Serve as the Student Representative to the Board of Trustee's Committee on External Relations or appointing a proxy in their absence.
  - j. This position is appointed by the President of WCGA, with the advice of the Dean of Students and will be announced by the second Executive Council Meeting.

7. The Academic Affairs Chairperson shall:
    - a. Serve as a voting member of the Executive Council.
    - b. Serve as a voting member of Senate.
    - c. Provide a channel through which student opinion on academic matters may reach the appropriate member(s) of the Faculty and Administration when initiative taken by an individual student does not seem appropriate or effective.
    - d. Schedule meetings with the President of the College, the Dean of the Faculty, and the Dean of Students to discuss student concerns when necessary.
    - e. Serve as a voting member of the Faculty Committee on Curriculum and the Academic Procedures Committee.
    - f. Serve as student representative to the Trustee Committee as assigned by the Vice President for Student Development and Dean of Students.
    - g. Meet with previous Executive Council to discuss powers and duties of office.
    - h. Shall be at least a rising sophomore at the time of elections with a cumulative GPA of 2.5 or higher.
  8. The Social Media Chairperson shall:
    - a. Serve as a voting member of the Executive Council.
    - b. Serve as a voting member of Senate.
    - c. Provide a means through which the Student Government communicates through social media channels.
    - d. Serve as student representative to the Board of Trustees as assigned by the Vice President for Student Development and Dean of Students.
    - e. Meet with previous Executive Council to discuss powers and duties of office.
    - f. Shall be a rising sophomore at the time of election with a cumulative GPA of 2.5 or higher.
  9. The Officer of Diversity, Equity, and Inclusion shall:
    - a. Work with the Vice President of Student Development and the Director of Justice, Equity, Diversity, and Inclusion for on-campus initiatives.
    - b. Address diversity concerns with Vice President for Student Development.
    - c. Meet regularly with officers from diversity-based organizations on campus.
    - d. Coordinate, provide and promote inclusivity and diversity training for WCGA and the entire student population.
    - e. Meet with officers from Chambersburg population to discuss diversity initiatives.
    - f. This position is appointed by the President of WCGA, with the advice of the Dean of Students and will be announced by the second Executive Council Meeting.
  10. The Chief of Staff shall
    - a. Serve as a non-voting member of the Executive Council.
    - b. Attend weekly meetings with the Dean of Students and WCGA president.
    - c. Assist the Secretary with meeting minutes.
    - d. Liaison between the club presidents and the WCGA president.
    - e. Oversee the club calendar.
    - f. This position is appointed by the President of WCGA, with the advice of the Dean of Students and will be announced by the second Executive Council Meeting.
    - g. Shall be at least a rising sophomore at the time of the appointment with a cumulative GPA of 2.5 or higher.
- C. Meeting Procedure
1. Regular meetings shall be held once a week at the discretion of WCGA regarding time and place.
  2. Special meetings may be called by the President of the Association.
  3. Any member of the Wilson community is welcome to attend the meetings of the General Assembly.
    - a. The Council reserves the right to go into Executive Session.
  4. All Executive members are expected to attend meetings of both the General Assembly and Senate.
  5. Should they not be able to attend, they must give valid reason and send a proxy in their place, notifying the Secretary at least a day in advance.

## SECTION III - THE SENATE

### A. Powers and Duties of the Senate

1. To initiate and approve changes in the Joint Regulations of the Faculty and Students and amendments to the By-Laws.
  - a. Such legislation shall be posted for a period of one week and, at the written request of one-fifth of the matriculated undergraduate student body, or one-fifth of the Faculty, a referendum shall be held.
2. To initiate and approve all Constitutional amendments, recommend such amendments to the Association, and to the entire Faculty when necessary.
3. To receive legislative proposals from the Executive Council, General Assembly, Faculty Honor Council Committee, members of the Association, Faculty members, and the Administration.
4. To discuss all student matters affecting the College.
5. To approve all applications for the establishment of new campus organizations and for the renewal of charters.
6. To approve all Presidential appointments.

### B. Membership of the Senate is as of

1. 3 Residential Members from each class.
  - a. Chosen by Class Presidents.
2. 4 Commuter Student Members.
  - a. Chosen by Class Presidents.
3. 1 Single Parent Scholars Member.
4. The First-Year, Sophomore, Junior, and Senior Class Presidents.

### C. Meeting Procedure

1. All meetings of the Senate shall be open to members of the Association and the Faculty.
2. The meetings of the Wilson College Senate are open only to members of the Faculty, Administration, and student body.
  - a. Exceptions may be made at the discretion of the Chair prior to a meeting.
  - b. Non-Senators may address the Senate at the discretion of the Chair.
3. Regular meetings shall be held monthly or whenever necessary.
4. Special Meetings shall be called by the Chairperson of the Senate:
  - a. At their discretion.
  - b. At the request of five members of Senate.
  - c. At the request of the President of the Association.
5. If the Senate wishes to hold a free discussion on a particular topic, it may vote to resolve itself into the Committee of the Whole.
  - a. A time limit may be established, and the floor is open to any Senator and anyone else present, at the discretion of the Chair.
  - b. The Chair maintains her/his position during this time.
  - c. No motions or amendments are in order and no minutes are recorded, while the Senate is in a Committee of the Whole.
6. All business shall be conducted according to Robert's Rules of Order, Revised and the four Standing Rules of Senate.
7. Senators and class presidents are expected to attend all Senate meetings. Should they not be able to attend, they must give valid reason and send an alternate or proxy in their place, notifying the Secretary at least one day in advance.

## **SECTION IV - THE JOINT HONOR COUNCIL**

### **A. Powers and Duties of the Council**

1. To consider all cases of violations of regulations referred to it by the Faculty Honor Council Committee, or the President of the College.
2. To indicate further investigation of a particular case.

### **B. Powers and Duties of the Officers**

1. The Chairperson of the Faculty Honor Council Committee shall:
  - a. Call and preside over all meetings of the Council.
  - b. Submit to the Council, at her/his discretion, any case that is to be reheard.
2. Faculty members of the Council, at the discretion of the other Council members, may ask other faculty members to participate in a consultative, non-voting capacity.
3. Meetings shall be held whenever necessary.

## **SECTION V - RESIDENCE COUNCIL**

### **A. Powers and Duties of the Council**

1. To act as a forum to discuss pertinent issues relating to residence hall life and their constituency.
2. To propose changes in policies or regulations to the Executive Council of WCGA for possible submission to Senate.
3. To provide advice to the Dean of Students or their designee regarding improvements in residence hall life.

### **B. Membership of the Council**

1. Senators from each residence hall.
  - a. Currently South, Riddle, MacElwain second, MacElwain third, Davison second, Davison third, Disert second, Disert third, and three WWC representatives from Disert first and Prentis.
2. The WCGA Vice President shall serve as chair. One additional officer may serve as chair, if desired.
3. The Director of Residence Life or the Vice President for Student Development designee who serves as advisor.

### **C. Powers and Duties of the Officers**

1. The Senators shall:
  - a. Gather information for their constituency.
  - b. Provide constituency feedback.
2. The Secretary shall:
  - a. Record all minutes of the Council and handle all correspondence.
  - b. Distribute copies of the minutes to all members, the Dean of the Students, and the President of the WCGA.

### **D. Meetings**

1. The Council shall meet twice a month or as necessary.

## **SECTION VI – COMMITTEES**

### **A. WCGA Representation on Faculty Committees.**

1. WCGA officers and the Faculty committees on which they serve as representatives shall be as follows (as stated in their job duties):
  - a. Faculty Honor Council Committee - President of WCGA (or, in her/his absence, the Officer of Justice).
  - b. Academic Procedures Committee - Academic Affairs Chair.
2. Meetings shall be held during the academic year at times designated by the chairperson of the respective committee.
3. Powers and Duties of Representatives
  - a. To serve as non-voting members in an advisory and consultative capacity.
    - i. In accordance with the Faculty By-laws.
  - b. To give an annual report of the activities of the committee at Senate.
  - c. To bring to the Executive Council or Senate any matters of student concern or interest as they arise within the committee.

## B. Student Participation on a Trustee Committee

1. Powers and Duties of Student Representatives.
  - a. To serve in an advisory and consultative capacity.
  - b. To take student opinion to committee.
2. Each Trustee Committee shall have:
  - a. A student representative appointed by the WCGA Executive Council.
  - b. One assigned WCGA officer.
  - c. One non-traditional student may be appointed by the Vice President for Student Development for the Adult Degree Program.
3. Student representatives shall serve for one academic year.
4. If a student is not able to fulfill their term, the Executive Council shall appoint a proxy or replacement.
5. Meetings shall be held three times an academic year, during these approximate dates - February, May and October.
6. Following the Trustee committee meetings:
  - a. WCGA officer representatives shall report at the next Executive Council meeting.
  - b. One student representative shall report at the next Senate meeting.

## C. Finance Committee

1. Powers and duties of the committee.
  - a. To assist the Treasurer of the Association in the collection and apportionment of the activity fees.
  - b. To serve in an advisory capacity to any club or organization concerning budgets.
2. Membership of the Committee
  - a. The Treasurer of the Association, who shall act as chairperson.
  - b. The Officer of Justice.
  - c. No less than four student members.
    - i. Maximum membership to be left at the discretion of the chairperson.
3. Procedure for Granting Apportionment
  - a. At the time designated by the Treasurer of the Association, all organizations desiring an apportionment shall submit a request to the Treasurer of the Association.
    - i. This request shall include an itemized report of all expenditures and receipts of the previous year and an itemized estimation of all proposed expenditures and receipts for the current year.
  - b. The committee shall review the budget and apportionment requests and propose an amount for each apportionment.
  - c. Executive Council shall either approve or amend the apportionment figures proposed by the committee.
  - d. The Treasurer of the Association shall present the apportionment figures to the Senate for final consent.
    - i. If an apportionment is rejected by Senate, it shall be sent back to the committee for further review.
4. Procedure for Granting an Emergency Apportionment
  - a. An organization shall submit a letter to the Treasurer of the Association
    - i. The letter shall include the organization's request and financial status.
  - b. The Treasurer of the Association shall present the request to both Executive Council and Senate for approval.

## SECTION VII - REGULATIONS GOVERNING ELECTIONS

### A. Executive Council

1. Members of the Executive Council are elected or appointed for a specific term.
  - a. President, Vice-President, Secretary, Treasurer, Officer of Justice, Academic Affairs Chairperson, Officer of Diversity, Equity and Inclusion, Chief of Staff, and Social Media Chairperson, may hold up to two one-year terms.
    - i. Elections will be held at least two weeks prior to the end of the spring semester.
    - ii. The Executive Council will assume office at the last Senate of the academic year.
    - iii. The Executive Council will be self-nominated and elected by the entire Association.
  - b. In accordance with Academic Regulations, nominees may not be on academic probation.
  - c. Nominees must meet class standing requirements and hold a minimum cumulative GPA of 2.5 or higher.
  - d. President, Vice-President, Secretary, Treasurer, Officer of Justice, External Relations Officer, Academic Affairs Chairperson, Social Media Chairperson, and the Officer of Diversity, Equity, and Inclusion must be rising-Sophomores, rising-Juniors or rising-Seniors.
2. Hall Senators
  - a. Hall Senators are elected for a one-year term.
  - b. Hall Senators may serve up to four one-year terms.
  - c. Hall Senators will be self-nominated at a hall meeting and elected by the members of their respective constituencies.
  - d. The position of Hall Senator is open to any residential student.
  - e. Hall meetings will take place at the beginning of the second full week of classes.
  - f. Hall Senators will assume office immediately after installation in the fall.
3. Commuter Senators
  - a. Commuter Senators are elected for a one-year term.
  - b. Commuter Senators will be self-nominated and elected by the members of their respective constituencies.
  - c. Commuter Senators will assume office immediately after election in the fall.

### C. Class Officers

1. The Class Presidents
  - a. May serve up to two terms.
    - i. Consecutive class presidencies may only occur over junior and senior years.
    - ii. The first-year class chairperson may run for first-year class president.
2. The Senior Class Officers
  - a. Shall be self-nominated and elected by the incoming senior class.
    - i. Elections will be held two weeks prior to finals in the spring semester.
    - ii. Senior Class Officers will assume office immediately following the election for the following academic year.
3. The Junior Class Officers
  - a. Shall be self-nominated and elected by the incoming junior class.
    - i. Elections will be held two weeks prior to finals in the spring semester.
    - ii. Will assume office immediately following the election for the following academic year.
4. The Sophomore Class Officers
  - a. Shall be self-nominated and elected by the incoming sophomore class.
    - i. Elections will be held two weeks prior to finals in the spring semester.
    - ii. Will assume office immediately following the election for the following academic year.
5. The First-Year Class Officers
  - a. Shall be self-nominated and elected by the first-year class.
  - b. Shall assume their duties immediately after the election.

6. The First-Year Class Chairperson
  - a. Shall be elected by the first-year constituency.
    - i. The election will take place no later than the second week of the first semester.

#### D. Appointments

1. The External Affairs Officer; Officer of Diversity Equity, and Inclusion; Chief of Staff.
  - a. Shall complete a formal application process and be appointed by a council consisting of the WCGA President, Vice President and Secretary, and the Dean of Students or designee, following WCGA elections in the spring for the coming academic year.
  - b. The secretary will act as a non-voting member of the committee.
  - c. Shall assume their duties immediately after notification of her appointment.
2. Club Officers
  - a. Shall be elected by the members of their respective club according to their club constitution.
  - b. Shall assume their duties immediately after their elections.
  - c. The election shall be conducted by the president of the respective club or the designate specified in that club's Constitution and By-Laws.
4. Election Rules
  - a. All elections shall be held under the jurisdiction of the Vice-President and the Secretary.
  - b. All campus elections that fall under the jurisdiction of the Association shall be by self-nomination.
  - c. Voting shall be done by secret ballot.
  - d. There shall be no voting proxy.
  - e. A simple majority is fifty percent of the votes cast plus one.
    - i. If a simple majority of the votes is not received, the outcome of the election shall be determined by a run-off election, which shall be held without a waiting period.
5. All ballots must be cast within the designated time of 72 hours, excluding weekends.
  - a. All ballots must be counted and elections validated by the election validator/s (the Vice-President and Secretary).
  - b. An election is considered valid when the total number of ballots matched the total number of names of those who have voted.
  - c. If an election is declared invalid, a new election must be held as soon as possible.
  - d. Self-nomination sheets for officers of the association should be posted by WCGA at least one week before the election date specified by the Executive Council and removed twenty-four hours before the election.

### **SECTION VIII - INITIATIVE FOR REFERENDUM**

- A. A referendum is a vote measuring the disapproval of legislation passed by the Senate.
- B. A change in the Joint Regulations of the Faculty and Students or amendments of the By-Laws is subject to rejection by Faculty or Student referendum.
  1. Every such action shall be posted on the WCGA bulletin board for two weeks immediately following passage by the Senate.
    - a. Within this time, both students and faculty shall have opportunity to petition for their perspective referenda.
    - b. When one-fifth of the student body signs a petition calling for a referendum, the President of the Association shall, in the following week, call a General Assembly meeting for explanation and discussion of the legislation and conduct a student referendum in the same week.
    - c. When one-fifth of the faculty signs a petition calling for a referendum, the Chairperson of the Faculty Committee shall conduct a faculty referendum at an early date.
    - d. If the referenda are held in both houses, the result of the vote shall be withheld until both referenda are conducted.
- C. A disapproval of more than fifty percent of the student body or a disapproval of more than fifty percent of the faculty is required to reject the legislation.
- D. If any action of the Senate is rejected, it may be presented in the same substantive form only once more in the same academic year.

## **SECTION IX – RESIGNATION AND REMOVAL FROM OFFICE**

- A. If a student wishes to resign from office, she shall submit her resignation to the President of the Association, or in the case of the President to the Vice President.
- B. An individual or group may ask any student holding elective office in WCGA to resign her position if they have not fulfilled their responsibilities as an officer and member of the College community.
- C. If an officer refuses to resign, the individual or the group may begin the following impeachment proceedings:
  - 1. The charge shall be brought to the Senate.
  - 2. The charge shall then be referred to the President of WCGA for investigation, or in the case of the President to the Vice-President.
  - 3. The hearing shall then take place at an open meeting of the Senate.
  - 4. Voting on the charge shall be done by written ballot.
    - a. An affirmative vote of three-fourths of the voting members of the Senate shall be required to sustain the charge.
    - b. A two-thirds majority of the entire membership of the Senate, voting as a unit by written ballot, shall be required for any impeachment proceedings to be sustained.
- D. The accused may appeal their case to the General Assembly.
  - 1. The Senate’s verdict may be reversed by two-thirds vote of the student body.
  - 2. The vote shall be taken by a written ballot.
- E. After resignation or removal from office:
  - 1. The Vice-President shall succeed the President.
  - 2. The Secretary to the Joint Honor Council shall succeed the Officer of Justice.
  - 3. An all campus election shall be held to fill a vacancy in the office of Vice-President.
  - 4. The appropriate constituencies shall elect officers to fill a vacancy that occurs in any other office.
- F. Upon resignation of a Standing Committee Chairperson, both the members of the specific committee and the members of Executive Council shall elect a new Chairperson from the members of the committee.
  - 1. Nomination procedure shall be one of self-nomination.
- G. If a Senator moves from the unit they represent.
  - 1. They shall immediately resign from her position.
  - 2. The constituency shall then elect a new Senator.

## **SECTION X – REPRESENTATION**

- A. To avoid double representation, each student shall vote only once.
- B. If a student changes their campus residence during the academic year, they will then be represented by the appropriate Senator at their new residence.

## **SECTION XI – AMENDMENTS**

- A. Procedure
  - 1. Upon arrival of the Senate, proposed changes shall be posted for one week in accordance with the condition of the referendum.
  - 2. All amendments shall be proposed to the Association within four business days after any Senate action on the amendments.
    - a. Each Senator shall, at the time, take a written vote of her constituency.
    - b. The Senator shall then return their results, including his/her name, the title and number of students in their constituency, and the number of abstentions to the Officer of Justice and/or Secretary of the Association.
    - c. The Secretary shall then tally the votes and post the results.
  - 3. No major changes in the Joint Regulations or Policies of the Faculty and Students may be proposed and voted upon at the same Senate meeting.
    - a. A major change shall be determined by the Chair with the advice of the Senate.
    - b. The Chair may call for a straw vote at any time if there is no majority objection by the Senate.



- B. Constitution Amendments Extending the Power of the Association
  - 1. Shall require the approval of two-thirds of those Faculty-Administration representatives who are present and voting.
  - 2. Shall require the approval of two-thirds of the Faculty-Administration.
- C. Bylaws Amendments Extending Power of the Association.
  - 1. Shall require the approval of two-thirds of those Faculty-Administration representatives who are present and voting.
  - 2. Shall require the approval of two-thirds of the Faculty-Administration.
- D. Amendments to the Joint Regulations/Policies of Faculty and Students.
  - 1. Shall require the approval of a majority of those Student representatives who are present and voting.
  - 2. Shall require a majority of those Faculty-Administration representatives who are present and voting.
- E. All other legislation and votes of approval, unless otherwise stated, shall require a majority vote of those Senators present and voting as one unit.

## **SECTION XII- CONTRACTS/EXPENDITURES**

- A. Any contract or partial contract that exceeds \$500.00 that is being considered by any club or organization, supported by the WCGA if that club or organization does not have the money in its treasury to cover the contract (included in its apportionment for the year) must submit a request to WCGA.
- B. The request to sign the contract must be submitted to the Treasurer of WCGA, who will then seek the advice and opinion of the Finance Committee. A recommendation will then be forthcoming to the President, signed by the Treasurer. The request can be approved by the President upon recommendation of the Finance Committee. If a constitutional question is involved, the President must send the request to the Constitution and By-Laws Committee, who would make a recommendation and then send it to the President.
- C. If there is not enough time for the Treasurer to call together the Finance Committee, she can make her recommendation to the President who will bring it to the Executive Council for a decision. This decision must be properly approved by Senate the next time it convenes.

## **JOINT POLICIES OF FACULTY AND STUDENTS**

A Joint Policy of faculty and students is the position agreed upon by the faculty and students which is approved by the Senate and open to referendum of General Assembly as stipulated by the By-Laws of the Wilson College Government.

## **THE WILSON COLLEGE STUDENT CONDUCT PROCESS**

### **A. General Provisions**

The Honor Principle and community governance are integral parts of life at Wilson College. As such, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. Nonetheless, the college has a duty to protect its educational purpose by setting standards of conduct and by regulating that conduct. Standards and regulations for student conduct are included in this Wilson College Blue Book / Student Handbook.

- 1. Standards and regulations are subject to review and periodic update to reflect changes in federal and/or state laws and changing conditions of student life.
- 2. No disciplinary sanctions shall be imposed without fair and reasonable procedures as described herein.
- 3. The procedures and sanctions that are applied in disciplinary cases will vary with the gravity of the offense and other relevant considerations.
  - a. In cases of alleged minor social violations, the respondent has the right to be heard by a Community Standards Officer (CSO).
  - b. In cases of alleged academic violations **or** alleged major social violations, the respondent has the right to be heard by the Joint Honor Council. Major cases are defined as any academic or social matters which may result in expulsion, suspension, or dismissal from the college. These include, but are not limited to, all cases involving non-intimate partner physical endangerment, threatening or intimidating behavior of a serious nature, or cases involving extensive damage to college or personal property, drug abuse, alcohol cases involving serious or repeated offenses as defined in the Handbook under Joint Regulations of Faculty and Students, and any case involving academic dishonesty as defined in the Handbook.
  - c. Cases involving domestic violence, sexual violence, sexual harassment, and stalking will be heard by the Title IX coordinator in accordance with the Title IX policies and procedures.

4. Disciplinary responsibilities and regular procedures of the Community Standards Officers (hereafter referred to as CSO) and Joint Honor Council (hereafter referred to as JHC) shall be clearly stated. Changes in responsibilities or procedures shall be announced in appropriate forums and published in the Handbook.
5. In all cases, the student will be informed of the charges against them, be given the chance to refute them, and be provided with an opportunity to appeal the decision.
6. Students do not have the right to be represented by legal counsel unless the issue is also being adjudicated in the criminal or civil courts. In these instances, counsel may attend but not participate in the hearing and provide advice to her/his client.
7. The College reserves the right for reason of individual or community safety or welfare to authorize the immediate interim suspension of a student pending results of a hearing.
8. All hearing are closed except to the respondent/s, the complainant/s, the investigator, the judicial body membership, and any person of support for the respondent and/or complainant students, and legal counsel in the event the issue is being adjudicated in civil or criminal court.

Note: The presence of a person of support is optional. This person must be a member of the Wilson College community (student, faculty or staff) and not related to the respondent/s or complainant/s. This person may sit with a student in the hearing but may not participate in any way during the proceedings.

## **B. Procedure for Reporting Academic or Social Violations**

1. Violations of policy as outlined in the Handbook should be reported to a Community Standards Officer (CSO) as soon as possible (in most cases within 24 hours.) Minor social violations will be heard by a Community Standards Officer. Major social violations will be handled at the direction of the Faculty Honor Council Committee (hereafter FHCC). The WCGA President, in consultation with the FHCC, will decide whether the matter should proceed through the Joint Honor Council process, a Community Standards Officer, a specific office or department, or dropped entirely. In cases involving sexual misconduct, the violation may be reported to the Title IX Coordinator. In cases of domestic violence, sexual violence, sexual harassment, and stalking anonymous online reporting is available.
2. Any member of the college community may file a complaint against a student alleging violation of the policies at Wilson. If no specific person is aggrieved, or if the aggrieved person does not file a complaint and there is evidence that law, college policy, or local, state or federal standards have been violated, the person/s aware of the evidence, including college administrators, may bring the complaint.
3. Except in cases of domestic violence, sexual violence, sexual harassment, and stalking, the complainant must ordinarily confront the respondent as soon as is reasonably possible. The complainant should approach the respondent, describe the alleged violation, and ask her/him to report themselves to a Community Standards Officer. The respondent must ordinarily report the incident within 24 hours of being addressed by the complainant. Reporting an incident is not necessarily an admission of guilt. When a student is approached, the confronter must keep in mind that confronting involves a dialogue in which each party first tries to understand the standards and values of the other in order to avoid self-righteousness or the appearance of moral superiority. In confronting another student under the Honor Principle, an unnecessarily threatening tone or manner should be avoided. The Dean of Students may act on behalf of another student in an initial confrontation if this process would cause the student involved undue emotional anguish or place her/him in physical danger (i.e. cases of physical assault).
4. Members of the faculty follow a similar procedure in cases of suspected academic violations. Faculty shall first discuss the problem with the student, and then if still not satisfied that a breach of the code did not occur, the faculty member shall urge the student to report themselves to a Community Standards Officer. In cases of alleged academic dishonesty, faculty is the complainant and students are the respondents.
5. At the end of the 24-hour period, the complainant shall contact the Community Standards Officer to determine if the student has made a report. If not, the complainant shall then report the violation.
6. Preliminary investigation in certain major cases shall be conducted by the Dean of Students and/or their designee.
7. If an incident of alleged policy violation is reported to another staff member, that person will refer the matter to a Community Standards Officer.

### **C. Community Standards**

- 1. A Community Standards Officer (CSO) will hear and decide all cases of alleged minor social violations of the policies set forth in the handbook.**
2. In alleged cases of minor social infractions, the respondent has the right to be heard by a Community Standards Officer (CSO).
3. All minor social violations deemed a violation of policy, but not rising to the level of Joint Honor Council (JHC) matters will be heard by a CSO.
4. Community Standards Officers are appointed by the Vice President for Student Development.
5. Generally, CSO meetings are held within three (3) business days of a violation and will conclude within ten (10) working days of notification.
6. Students alleged to have violated the Honor Principle will be contacted by a CSO to discuss the allegation. If a student is found to be responsible for the Honor Code violation in that meeting, the CSO will discuss an applicable and appropriate sanction as well as the appeal process.
7. In all community standards meetings, the preponderance of evidence standard will be used to determine a finding of responsible/not responsible.
8. Wilson College email will be the primary form of contact for notification and follow-up of community standards meetings and decisions.
9. If a student fails to schedule a meeting within three business days of notification or fails to attend a scheduled meeting, the process will continue in their absence.
10. Students have the right to appeal the remedy or sanction reached by a CSO within three business days of the CSO meeting. Appeals may be heard by the Vice President of Student Development or their designee, which may include another CSO.
11. Appeals may be based on the following grounds only:
  - A. Procedure was not followed.
  - B. Remedies and sanctions imposed were excessive for the violation.
  - C. New and relevant evidence has arisen.
12. The appeals officer shall take one of the following actions:
  - A. Reject the appeal if they find the grounds for appeal are unsubstantiated.
  - B. Reduce the imposed or recommended remedies or sanctions if they are found to be too severe.
  - C. Send the case back to a CSO for another meeting in instances where procedural impropriety is determined to have influenced the outcome.

### **F. Joint Honor Council**

1. The Joint Honor Council will hear and decide all cases of alleged major violations of the policies set forth in the Handbook except cases involving domestic violence, sexual violence, sexual harassment, and stalking. These cases will be heard by the Title IX Coordinator or their designee.
2. The Joint Honor Council shall consist of the following members:
  - a. The senior faculty member of the Faculty Honor Council Committee will serve as the Chair of the Joint Honor Council and will vote only in case of a tie. If unable to serve, one of the two remaining faculty members from the Faculty Honor Council Committee will serve.
  - b. The Vice President of Student Development or their designee.
  - c. The Vice President of Academic Affairs or their designee.
  - d. One additional full-time faculty members from the Faculty Honor Council Committee. If unable to serve, a past member of the Faculty Honor Council Committee will serve.
  - e. The Officer of Justice, non-voting. If unable to serve, the Joint Honor Council Secretary will serve.
  - f. The judicial advisor from Student Development, non-voting. If unable to serve, another member of the Student Development team will serve.
  - g. The Secretary of the Joint Honor Council. If unable to serve, another member of the Joint Honor Council will serve.
  - h. The WCGA President. If unable to serve, the VP of WCGA will serve.

3. The specific duties of the members of the Joint Honor Council are as follows:
  - a. Faculty Chair
    - i. To preside over all meetings of the Council. In doing so, to interpret and enforce proper procedures, to apprise parties and witnesses of the requirements for truthful testimony, to inform the student of the charges against them, and to preserve order during a hearing. To this end, they may direct the removal from the room of anyone who persists in creating a disturbance.
    - ii. To refrain from voting unless there is a tie.
    - iii. To remind the Joint Honor Council of each member's confidentiality promise.
  - b. Dean of Students and the Dean of the Faculty
    - i. To maintain confidential student files for the period of time dictated.
    - ii. To maintain the audio and written records of the hearing for the time dictated.
  - c. Officer of Justice and/or the judicial advisor from Student Development
    - i. To present the case to the Council.
    - ii. To refrain from voting.
    - iii. To provide judicial training for the Wilson College Governance Association, the Joint Honor Council members and the Faculty Honor Council Committee.
  - d. The Secretary of the Joint Honor Council
    - i. To assume the duties of the Officer of Justice in the absence of, or at the request of, the Officer of Justice
    - ii. To serve as a voting member of the Joint Honor Council.
    - iii. To create a written summary and an audio recording of the proceedings during the Joint Honor Council hearings. Make sure that tapes and taping equipment are properly set up for each hearing. Record procedural steps as they occur, identify participants and keep a log of witnesses and a summary of their testimony as they are recorded on audiotape. The written record shall include the names of both parties, allegations, names and testimony of witnesses, written evidence submitted and hearing results.
  - e. All Joint Honor Council Members
    - i. To maintain strict confidentiality. No member of the Council shall discuss the merits and substance of a case with any person who is not a member of the Council. It is the duty of any member of the Council to disqualify themselves in a particular case if for any reason they are unable to maintain impartiality. The finding by a majority of the Council that a member is unable to maintain impartiality shall be sufficient to disqualify the member. No member shall disclose to anyone the degree of harmony or unanimity of the Council or the opinions or votes of any members of the Council.

### **G. Summer Session Joint Honor Councils**

1. Although the College operates on a moderate capacity during the summer months, students are still taking classes and living on campus. The procedure for adjudication shall parallel that of the Joint Honor Councils. Since the Dean of Students is a twelve-month employee of the college and maintains a high degree of interaction with students, they will be responsible for the oversight of the judicial process during the summer months. The Dean of Students and/or their designee will assure to the best of their ability that the proceedings are timely and just by appointing students and faculty to fill the roles of any absent members of the Joint Honor Council, ensuring that the judicial process proceeds as follows:
  - a. Receive reports of academic and social violations, as described herein.
  - b. Consult with the Faculty Honor Council Committee (FHCC) for decision on further action.
  - c. Notify the appropriate parties.
  - d. Appoint and/or contact the appropriate students and faculty and/or their designees for the proceedings.
  - e. Conduct a preliminary investigation.
  - f. Advise the respondent/s of their rights within 3 business days or as soon as possible.
  - g. Notify the student in writing of the complaint/charges against them.

- h. Notify the student and their complainant as well as all witnesses of the time and place of the hearing. It is the responsibility of the respondent/s to notify their witnesses of the hearing time and place. This should ordinarily be completed within 3 business days, or as soon as is reasonably possible.
- i. Present cases to the Joint Honor Council. The Dean of Students or designees may be present during the cases in which they have acted as the investigator but may not vote in the decision.
- i. In cases where the Dean of Students acts as the claimant, they will appoint the Assistant Dean of Students or a faculty member to carry out their role in the proceeding.
- ii. For cases make sure that audio-taping equipment is available and that the secretary for the hearing is aware of their duties regarding recording the session.

## **H. Procedures – Joint Honor Council Hearings**

### **1. Procedures for Referral**

- a. Students who have been referred for a possible JHC case will provide a written statement regarding the incident in question to the appropriate person by close of the following business day after being confronted or asked to provide a statement.
- b. Without disclosing identifiable information, the alleged Honor Code violation will be presented to the Faculty Honor Council Committee (FHCC).
- c. If a decision is made to move ahead with JHC, the respondent and complainant will both be notified by the student development investigator of a hearing date. If a respondent or complainant fails to attend a scheduled hearing, it will proceed in their absence.

### **2. Witness and Evidence**

- a. Relevance of witnesses and evidence shall be decided prior to the hearing. Formal rules of legal evidence will not apply, but evidence offered must be relevant to the incident under consideration. Privileged evidence which may include medical and counseling records can be produced by the student at their discretion but may have limited value or bearing as evidence in the case.
- b. Other witnesses known to have relevant information may also be called by the Chair. Failure of any witnesses to provide testimony may lead to disciplinary action.
- c. Witnesses shall be sequestered from the hearing until their testimony is presented.
- d. Only evidence presented at the hearing can be considered. In instances where there are pending criminal charges or civil litigation, but not in other instances, students may have legal counsel present at the hearing, but only to advise and not to represent.

### **3. Process During Hearing**

- a. All hearings must be recorded in addition to the written record kept by the secretary. The recording and written records will be kept with the appropriate dean. The recording of a session may be requested only by the Appeals Committee. The recording of the Joint Honor Council hearings is the responsibility of the Joint Honor Council Secretary. Deliberations of the JHC in executive session are not to be recorded on audiotape.
- b. The complainant, the respondent and all members of the JHC may at any time ask procedural questions and the complainant and the respondent may make objection to any action. The Chair, in executive session with the JHC, when necessary, shall rule on all procedural issues.
- c. The respondent and the complainant have the right to be present in the room when witnesses are brought in and testimony is heard. They have the right to ask questions of the witnesses. (This process may not apply in cases of sexual misconduct. In such circumstances, the sexual misconduct policies and procedures will be followed.)
  - i. All hearings of the JHC are closed except to the respondent/s, the complainant or referring party, the investigator, the judicial body membership, and any advocate present for respondents and complainants.
  - ii. The presence of an advocate is optional. Any advocate must be a member of the Wilson College Community and not be related to the respondent. An advocate may sit with a student in a hearing but may not participate in any way in the proceedings.
  - iii. In the event of sexual misconduct cases, one and/or both parties may opt to video conference.

#### **4. Order of Hearings**

- a. The Chair will remind all present of their confidentiality promise and then have each individual introduce themselves for the benefit of the audiotape. Witnesses may be dismissed at this point and called in individually to provide testimony as the hearing continues.
- b. Statements from the complainant/s, respondent/s and witnesses collected prior to the hearing shall be distributed to the JHC members in advance of the actual hearing.
- c. Following this, the Chair will ask the complainant/s to read their submitted statement for the benefit of the audiotape and to ascertain if there is any additional information that should be added to the statement at that time. The Chair will also give members of the JHC and the respondent/s an opportunity to ask the complainant for additional information or clarification of any points made in the statement.
- d. The respondent/s will be asked to read their statement for the benefit of the audiotape and to ascertain if there is additional information that needs to be added to the record at that time. The Chair will give members of the JHC and the complainant an opportunity to ask the respondent/s for additional information or clarification of any points made in the statement.
- e. The Chair will then call each witness individually and have them read their submitted statement for the benefit of the audiotape and to ascertain if there is additional information that needs to be added to the record at that time. The Chair will give members of the JHC, the complainant/s and the respondent an opportunity to ask each witness for additional information or clarification of any points made in the statement. Witnesses may be recalled if necessary to clarify their testimony or answer additional questions if they arise.
- f. Upon completion of the proceeding the JHC shall deliberate in executive session and (if consensus is not achieved) vote by secret ballot as to whether, on the basis of the evidence presented at the hearing, it is reasonable to conclude and that the student committed the alleged violation. In all hearings, a preponderance of evidence must be considered before arriving at a decision.
- g. A majority vote of the JHC is required to find that a student is responsible for an infraction of the Honor Code/Honor Principle. In the event of a tie, the Chair will cast the deciding vote.
- h. If the student is found to have committed an infraction, the JHC continues in executive session to determine remedies and/or sanctions appropriate to the offense. The JHC may impose individually or in combination any of the remedies and/or sanctions listed in this document. In the consideration of any remedy or sanction, the JHC shall take the prior judicial record of the student into account. All members of the JHC, including the Chair in the case of a tie, have a duty to vote upon the remedy or sanction. The JHC must agree by majority vote upon the remedy or sanction and the rationale for the imposed remedy or sanction.
- i. The Chair of the JHC will then call in each party separately to inform them of the JHC's findings and, if applicable, the remedy or sanction and rationale for the remedy or sanction. The investigator may be present for the announcement results.
- j. The Chair shall provide the finding, remedy or sanction, and rationale for the remedy or sanction in writing to the respondent/s within three business days following the decision. The Dean of Students shall retain a copy of the letter.
- k. Unless the matter is appealed, the remedy or sanction shall take effect within three business days after the written decision is received. An exception may be made to put the remedy into effect immediately if the JHC finds that substantial danger or harm exists. In some cases, a sanction (e.g. suspension) may be effective at the end of a stated semester.

#### **5. Maintenance of Files from Honor and Joint Honor Council Cases**

- a. The maintenance of the written and audiotaped records shall be as follows: The Dean of Students will maintain, under secure storage, the written and audiotaped records of each social case that arises and which is heard by the JHC. The Dean of the Faculty will maintain under locked storage, the written and audiotaped records of each academic case that arises and which is heard by JHC.
- b. The written and audiotaped files maintained by the Deans will be held until graduation of the respondent/s involved in each case and will be destroyed after 5 years unless the charges were particularly egregious in which case the files will be maintained at the Dean's discretion.

## **I. Appeals Board**

1. Students have the right to appeal the remedy or sanction reached by the JHC within three business days after the remedy or sanction is received. Decisions reached in an appeal are final, except in cases involving suspension or expulsion, which may be subject to review by the President of the College.
2. Appeals may be based on the following grounds:
  - a. Proper procedure was not followed.
  - b. Remedies and sanctions imposed were excessive for the violation.
  - c. New and relevant evidence has arisen.
3. In cases from the JHC, the Appeals Board shall consist of the following: One faculty member from the Faculty Honor Council Committee, one student appointed by the President of the WCGA, and one administrator appointed by the Dean of Students. All appointees will have been trained in the process.
4. Appeals Board training shall be held in conjunction with the JHC training. Training workshops shall be conducted by the Dean of Students or their designee, the members of the Faculty Honor Council Committee and the Officer of Justice for WCGA.
5. A written appeal on social issues must be filed with the Dean of Students and on academic matters with the Dean of Faculty within three business days (excepting college holidays, weekends and breaks) after the decision regarding the verdict and sanctions are provided in writing to the parties. The appeal shall consist of a clear, concise and complete written statement of the grounds for appeal. In instances where new evidence relating to the case has been discovered, this time limitation may be waived.
6. Members of the Appeals Board are required to maintain strict confidentiality with respect to the merits and substance of a case. It is the duty of any Appeals Board member who for any reason cannot maintain impartiality to disqualify himself. The finding of any two members of the Board that the third member is unable to maintain impartiality shall be sufficient to disqualify the member. The Appeals Board will reconvene once a third member has been assigned to the Board. No member shall disclose to anyone the degree of harmony or unanimity of the Board or the opinions or votes of any member of the Board.
7. The Appeals Board is expected to consider the following information in deciding the merits of an appeal: the information provided in the written request for appeal; written evidence presented during the hearing (if there is any); the statement of written charges against the student; the audiotape recording of the hearing; the notes recorded by the secretary of the JHC; and the sanction letter. The Judicial Advisor will be the party responsible for investigation and presenting new evidence and will have no vote in the appeal. The advisor shall present evidence objectively and without comment. The Appeals Board may interview the Chair of the hearing, but in that event the appealing student must be notified in writing that the interview is taking place.
8. Decisions of the Appeals Board shall be made by a majority vote. The Board shall take one of the following actions:
  - a. Reject the appeal if it finds the grounds for the appeal are unsubstantiated.
  - b. Reduce the imposed or recommended remedies or sanctions if they are found to be too severe.
  - c. Send case back to JHC for another hearing in instances where procedural impropriety is determined to have influenced the hearing.
9. The Appeals Board may not increase a sanction initially imposed by the JHC.
10. The Appeals Board shall convey in writing the decision and a brief rationale to the parties and to the Chair of the Joint Honor Council within three business days of the decision.
11. In cases of domestic violence, sexual violence, sexual harassment, and stalking, appeals may be made to the Title IX Coordinator (located in Human Resources) and will be heard by their designee.

## **J. Policy Violations**

The following list includes policy infractions that may be considered in violation of the Wilson College Honor Principle.

1. Abuse or harm to people or animals
2. Actual or threatened assault (<https://www.wilson.edu/title-ix-policies-resources>)
3. Alcohol and/or drug infraction
4. Assisting another person in committing a policy violation
5. Behavior that endangers others



6. Bullying
7. Cyber bullying or harassment
8. Damage or vandalism to private or college property
9. Disorderly conduct
10. Disruption to college or community functions
11. Failure to cooperate with a conduct violation investigation
12. Failure to comply with the directive of a college official
13. Harassment or intimidation
14. Hazing
15. Interfering with fire safety
16. Making a false allegation against a member of the Wilson community
17. Misrepresenting one's identification to access services otherwise not entitled to receive
18. Noxious odors that contribute to the quality of the living and learning environment
19. Possession of weapons or explosives
20. Smoking or vaping on campus
21. Taking or stealing private or college property without permission
22. Unauthorized entry to personal or college spaces
23. Violations of the parking policy
24. Violation of public law
25. Violations of residence hall policies or established community standards

## **K. Sanctions**

### **1. Purpose**

- a. At the heart of Wilson College is its Honor Principle, students learn about the Honor Principle as prospective students, during orientation, through convocations, in classrooms, while working with faculty and staff, and in daily interactions with peers. Ideally, the Honor Principle gives all members of the Wilson Community a template for assuming personal responsibility and living with integrity.
- b. The Honor Principle sets general expectations for members of the community to meet; the Honor Code names specific requirements for putting the Honor Principle into practice.
- c. At times, students may stray from the standards that have been set by the community. Alleged departures from either the Honor Principle or specific regulations are handled through proceedings held by Community Standards Officers or the JHC. The process for such proceedings is described earlier in this document.

### **2. Imposition of Sanctions**

- a. The Honor Code calls upon each member of the community to demonstrate personal integrity; respect the dignity of all persons; respect the rights and property of others; respect diversity in people, ideas and opinions; and support conditions which enable others to develop and work. Apportioning responsibility will be determined by:
  - i. Faculty/student resolution
  - ii. Office of Residence Life
  - iv. Joint Honor Council
  - v. Athletic Director
  - vi. Assistant Dean of Students
  - vii. Any combination of the above



## **b. Academic Integrity Issues**

- i. The College clearly defines academic expectations and both plagiarism and academic dishonesty in the Academic Regulations that are found in the College Catalog and on the Wilson College website. Academic integrity issues may include, but are not limited to, the following:
  - a. Plagiarism
  - b. Cheating
  - c. Classroom disruption (may also be addressed as a social integrity issue)
  - d. Unauthorized use of artificial intelligence (AI)
- ii. Sanctions for violations of academic integrity vary depending upon the severity of the violation. Additionally, sanctions increase if a student has prior sanctions on her/his record. Academic integrity sanctions may include, but are not limited to, the following and may include combinations of the following:
  - a. Educational sanctions (essay, behavior contract, paper reflection, etc.)
  - b. Receiving an “F” for the assignment or the course
  - c. Suspension
  - d. Expulsion
- iii. Should a faculty member meet individually with a student to resolve a violation of academic integrity, the faculty member must document the incident on the Academic Dishonesty Form available from and returned to the Dean of the Faculty.

## **c. Social Integrity Issues** – The Honor Principle and Honor Code govern students’ social as well as academic interactions. With this in mind, violations of social integrity may include, but are not limited to, the following:

- a. Written warning
- b. Fines
- c. Limitation of participation in events, activities, or leadership opportunities – temporarily or permanently
- d. Counseling assessment with an off-campus practitioner
- e. Campus or community workshops or educational programs
- f. Financial and/or community restitution
- g. Residence Hall room change
- h. Denial of residence on campus
- i. Probation/stayed suspension
- j. No contact directives
- k. No trespass directives
- l. Suspension
- m. Withholding of transcript
- n. Expulsion
- o. Discretionary sanctions such as educational assignments, training, or service to the community.

## **3. Failure to Complete or Comply with Sanctions**

- A. The sanctioning individual or board will provide clear and specific verbal directions regarding sanctions at the conclusion of a hearing and in writing in a follow-up letter or email. In the event the respondent fails to comply with part or all of the assigned sanction, they are subject to another hearing before the body and/or a judicial hold placed on her/his student account.

# SECTION TWO

## GENERAL INFORMATION

### REGULATIONS OF ADMINISTRATION AND GENERAL INFORMATION

These regulations are set by the Administration and are not subject to a vote.

### ACADEMIC INTEGRITY STATEMENT

The strength of Wilson College lies in the integrity and honesty of all its members. Being honest at Wilson includes living up to the Honor Principle created by faculty and students. For this reason, academic dishonesty is not tolerated. Academic dishonesty includes, but is not limited to, cheating on an exam (copying someone else's work or using prohibited resources or materials, while taking an exam, whether inside or outside of class), allowing someone else to copy your work, and plagiarism (the presentation, intentionally or unintentionally, of someone else's work as your own). Those found responsible for using unethical or prohibited means in academic work are subject to the College's Academic Regulations and Joint Regulations of Faculty and Students found in the Blue Book. As a student, it is your responsibility to have read the Blue Book and to understand how cheating is defined at Wilson.

### ACADEMIC POLICIES AND PROCEDURES

The Academic Policies and Procedures of Wilson College are updated each summer. In addition to appearing in the College Catalog, the Academic Policies and Procedures may be found online on the Wilson website.

### ALCOHOL POLICY

Wilson College recognizes and encourages compliance with the laws of the Commonwealth of Pennsylvania. The Wilson campus atmosphere contributes to the health and safety of all of our students. The college seeks to promote student responsibility and accountability. Possession or consumption of alcoholic beverages is allowed by students who are 21 years of age or older in their residence or an approved location. Within the limits of the law, the college acknowledges the right of choice. The college accepts the responsibility to educate students, parents, faculty, and staff about responsible alcohol use and to intervene in situations where misuse and chemical abuse occur. Intervention will occur out of concern for the individual and wider campus community when inappropriate behavior is demonstrated. Students should be aware of the legal sanctions relations to alcohol in the Commonwealth of Pennsylvania.

The college recognizes five obligations in relation to alcohol/substance use and abuse.

1. Support those who abstain from use.
2. Provide educational opportunities for the Wilson community (resident assistants, student workers, security, faculty, student athletes, and other campus constituencies) in relation to responsible decision making. Programs may address the physical, psychological, social and behavioral effects of use/abuse.
3. Expect individuals who do use alcohol to do so responsibly and to respect the rights and needs of others.
4. Formulate and maintain guidelines for appropriate responses to the misuse and/or abuse of alcohol
5. Provide assistance and referral for those who experience alcohol related issues.

#### **Guidelines:**

1. Students are held responsible for behavior when under the influence of alcohol in the same manner in which they are held responsible when not under the influence.
2. The Dean of Students, in conjunction with the adjudicating body, has the option to revoke the privilege to consume alcohol of the individual or group, if a recurring pattern of irresponsible behavior is exhibited.
3. In residence hall, legal age consumption of alcoholic beverages is permitted in student rooms only. Consumption is not permitted in hallways, lounges, lobbies, or other public areas unless it has been approved for that event.

**NOTE: Students referred for alcohol/drug assessment will incur the expense of the assessment. Some insurance does cover assessments. Wilson does not actively seek out students who may be using/abusing drugs and alcohol. The person usually comes to the college's attention due to behavioral issues related to consumption of the substance (noise, vandalism, illness, aggressiveness and/or other exhibited behaviors). As a campus we are committed to teaching responsible and ethical behavior. (See Honor Principle)**

## ANTI-HARRASSMENT POLICY

As an educational community devoted to the creation and maintenance of an environment conducive to learning and to the development of individuals, Wilson College strongly disapproves of and will not tolerate harassment of students, faculty or staff on the basis of gender, race, religion, age, national origin, ethnicity, or sexual preference/orientation.

1. The College will take steps to educate the college community, communicate and implement the institution's harassment policy, and establish effective procedures for resolving complaints in a manner that, to the greatest degree possible, ensures confidentiality and protects victims and witnesses against retaliation.
2. It is the responsibility of each member of the college community to learn to understand similarities and differences among us and to demonstrate tolerance which precludes any expression of bigotry. However, tolerance is not enough. Respect, understanding, and a basic generosity of spirit are expected. For complete definitions, policies and reporting forms, please visit the Wilson College website.
3. Domestic Violence, Sexual Violence, Sexual Harassment, and Stalking

It is the policy of Wilson College that sexual harassment and stalking are prohibited and will not be tolerated. The purpose of this policy is to define sexual harassment and stalking as well as to stress that Wilson College will not tolerate sexual harassment and stalking by employees, supervisors, managers, visitors, vendors or students. All Wilson College employees should refer to the employee manual for additional information.

- a. Definition: Sexual harassment is unlawful and undermines the integrity of the employer/employee relationship. It demeans individuals, adversely affects morale and effectiveness, and creates unacceptable stress for the entire organization.
- b. Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows or should reasonably know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or create an intimidating, hostile or offensive work environment.
- c. Sexual harassment can involve anyone regardless of gender or sexual identity. Although sexual harassment typically involved a person in a greater position of authority as the harasser, individuals of lesser or equal authority can also be found responsible for engaging in prohibited harassment. Consensual sexual or romantic relationship by employees are deemed unwise and are strongly discouraged if one employee has supervisory authority over the other employee. Sexual relationship between staff members and students are firmly discouraged and may be considered grounds for dismissal of the employee. Sexual relationships between Faculty and students are sharply discouraged and may be cause for dismissal.
- d. Examples of sexual harassment may include but are not limited to:
  - i. Unwelcome or unwanted sexual advance. This includes physical contact and verbal contact of a sexual nature, which is considered unacceptable or unwelcome by another individual. Physical contact includes touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
  - ii. Requests or demands for sexual favors, this includes express and implied, subtle or blatant pressure or requests for sexual favors accompanied by any implied or expressed promise of preferential treatment or negative consequences concerning status. This included promising, directly or indirectly, an employee a reward if the employee complies with a sexually oriented request; threatening directly or indirectly to retaliate against an employee, if the employee refuses to comply with a sexually oriented request; and denying directly or indirectly an employee an employment related opportunity, if the employee refuses to comply with a sexually oriented request.
  - iii. Verbal abuse or comments which are sexually oriented and considered unacceptable by another individual. This includes comments or compliments which extend beyond mere courtesy, and jokes which are clearly of a sexual nature which are offensive to others.
  - iv. Sexually oriented conduct, which interferes with the work or educational performance of another. This includes unwanted sexual attention which reduces personal productivity or interferes with the performance of assigned tasks.
  - v. Creating a work environment which is intimidating, hostile, or offensive because of unwelcome, unwanted sexually oriented conversation, suggestions, requests, demands, physical contact or attention.
  - vi. Displaying, storing, transmitting pornographic or sexually oriented materials using Wilson College equipment or facilities.
  - vii. Displaying pictures, posters, calendars, graffiti, objects, promotional reading materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into Wilson College environment or possessing any such material to read, display or view at work.

4. Definition of Stalking
  - a. Definition: Stalking is willfully and maliciously following or harassing another person, or making credible threats to place that person in reasonable fear of bodily injury, personal safety or death.
  - b. Description of Stalking Behaviors: Stalkers use a variety of harassing and intimidating techniques to terrorize their victims. They make repeated attempts to contact their victims in order to remain in the victim's physical presence, and this causes victims to reasonably believe that they are in imminent danger of physical harm. There are various patterns of stalking behavior, and in many cases the stalking behaviors escalate to direct acts of violence upon the victim including homicide.
5. Procedures to be followed by students alleging any type of harassment or stalking
  - a. Any student who feels that he or she has experienced harassment or stalking has a right to the resolution of his or her grievance. An informal resolution of this problem should be sought first. If this is not effective, a student should then pursue a formal resolution of the complaint.
  - b. In the most serious instances of harassment, it is unreasonable to expect students to confront their perceived harasser(s).
  - c. In many instances in which the perceived harassment is more subtle and it cannot be assumed that the perceived offender(s) are aware of the way in which their behavior has been interpreted, the responsibility for resolution is shared by both parties. Under these circumstances, perceivers have the responsibility to make their discomfort known to the perceived harasser(s) (either directly or through a third party), and the perceived harasser(s) have a responsibility to respond in a thoughtful, sensitive manner to the perception.
6. The following procedures are intended to facilitate prompt and proper resolution of harassment complaints before they become serious problems.
  - a. Student to student harassment
    - i. The anti-harassment policy is part of the student conduct code and is enforceable according to the procedures described below. Students should be aware that their behavior is governed by the anti-harassment policy in contexts such as student organizations, student employment, and student residence halls, as well as in classrooms and other college facilities.
    - ii. Consistent with the honor principle, students are expected to respect other's feelings, rights, and responsibilities. As such, any conduct which unreasonably interferes with another student's work or academic performance or which creates an intimidating, hostile or offensive academic environment will not be tolerated.
  - iii. Informal resolution
    1. Report the matter to the Title IX coordinator who is the Director of Human Resources or the Deputy Title IX coordinator who is the Vice President for Student Development.
    2. The Title IX coordinator (or deputy) will talk with the student who perceives that she or he is being harassed.
    3. The Title IX coordinator (or deputy) may suggest that individual action be taken to resolve the problem through verbal or written communication with the person whose actions are found to be offensive or follow the Title IX procedures as outlined in the policy.
    4. Non-sexual harassment will be referred to the Office of Student Development and may result in a referral to the Joint Honor Council.
  - iv. Formal resolution
    1. The matter may be referred to the Joint Honor Council or in cases of stalking, the Dean of Students, or the mediator.
    2. The Joint Honor Council will hear the case according to the procedures set forth in the Blue Book.
    3. If the student is not satisfied with the decision of the Joint Honor Council, he or she can appeal to the Appeals Board. The Appeals Board consists of a faculty member selected from the Appointments, Promotions, and Tenure Committee who serves as chair, one faculty member selected from the Academic Procedures Committee, and one student selected from the members of the Judicial Board who is appointed by the Officer of Justice. If no student serving on Judicial Board is available, the Dean of Students will appoint a student representative. In no case shall any person who participated in the judicial process be part of the appellate process.
    4. A final appeal from the decision of the Appeals Board may be made to the President of the College whose decision will be final and binding.

v. Sanctions

1. Harassment of any sort is a serious violation of the honor principle and subject to serious consequences or sanctions. Any person who, upon investigation and examination of the matter under the procedures set forth above, is determined to have engaged in harassment of any type is in violation of the Harassment Policy and shall be subject to appropriate sanctions.
2. Sanctions include, but are not necessarily limited to:
  - a. Probation - Under extenuating circumstances, a student may receive a less severe sanction in the form of probation and/or educational readings or assignments.
  - b. Suspension - The usual sanction for a student found guilty of any type of harassment.
  - c. Dismissal - Dismissal from the College may be considered in very serious cases.
- b. Harassment of students by employees at Wilson College
  - i. Harassment is contrary to college policy and any employee at Wilson who is found to have violated this policy will be subject to appropriate action.
  - ii. A student who believes she/he has been subjected to harassment by an employee at Wilson College should report the matter to the Dean of the Faculty, the Dean of Students or the Title IX Coordinator as soon as possible after the occurrence. Each case will be promptly and thoroughly investigated in accordance with the Employee Handbook.

## **ATHLETIC DEPARTMENT POLICIES (FOUND IN THE STUDENT-ATHLETE HANDBOOK OR ON THE PORTAL)**

### **Athletic Code of Conduct**

The Athletics Code is necessary to allow the department to carry out its mission. Student-athletes are expected to understand and accept it is an integral part of their athletics experience. The Athletics Code signifies the expectation that student-athletes represent the College, the athletics department, their team, their coach and themselves in a positive manner. They should demonstrate dedication to the program, a desire to play and discipline themselves to be good students and good athletes. Coaches are expected to uphold the athletics code and create a positive environment for the athletes; failure to do so will result in disciplinary action.

### **Alcohol and Other Drug Policy**

As a Wilson College student-athlete, you are required to comply with the drug and alcohol regulations stated in this Blue Book, Pennsylvania laws regarding alcohol, and federal and state laws regarding illegal drugs. Furthermore, as a student-athlete, you are also required to comply with the NCAA banned substances policies and the Alcohol and Other Drug (AOD) policy for Wilson College student-athletes. The Dean of Students may notify the Head Coach and/or the Director of Athletics when a student-athlete violates these policies.

### **Anti-Harassment Policy**

Wilson College promotes an atmosphere of respect for and sensitivity to the dignity of every person. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the Department of Intercollegiate Athletics on the basis of race, color, sex, national origin, religion, sexual orientation or preference, age, veteran status, or disability. In addition, discrimination will not be tolerated from faculty, staff, students, and/or spectators before, during, or after any game or competition at Wilson College. Respect, understanding, and a basic generosity of spirit are expected.

### **Athletics Inclusion Policy**

Wilson College prohibits discrimination on the basis of gender identity and gender expression. In order to uphold the principles of equity and inclusion, Wilson College Athletics maintains policies to facilitate and encourage the participation of transgender students, staff, faculty, and visitors. These policies cover participation in intercollegiate, club, recreation, and intramural sports, as well as accommodations for transgender individuals who attend and participate in athletic activities that take place at Wilson College.

### **Sports Medicine (refer to the Sports Medicine Handbook for full information)**

#### **Pre-Participation Requirements**

Each athlete is required to complete a comprehensive sports physical examination and variety of other NCAA compliance documents prior to coming to Wilson. Directions are emailed to athletes prior to participation.

#### **Athletic Health Insurance**

All athletes who participate in intercollegiate sports must be enrolled in a personal health insurance program. Athletes must provide proof of health insurance. If a lapse in coverage occurs, athletes must disclose this immediately and discontinue play until resolved. Out-of-state student-athletes are encouraged to request “guest memberships” so medical treatments may be covered in the immediate area.

## BUSINESS OFFICE POLICIES

### REFUND POLICIES

Please refer to the following website for the College's refund policies and associated dates:

<http://wilson.smartcatalogiq.com> or on the portal at <https://my.wilson.edu/pages/financial-policies>

Go to: Current year catalog click on Financial Information on the right side of the page, then click on Policies.

**The following charges are not refundable after the start of the semester:**

- Room charges
- Registration fees
- Lab fees
- Music and Art studio fees
- Parking fees
- Equitation activity fees
- Technology fees
- Student Activity and College Government fees
- Other special charges

### MEAL PLANS AND HOUSING

The student's meal plan will be pro-rated up until their last day on the Wilson College Campus. Housing charges are not pro-rated.

**Students are responsible for their financial obligation to Wilson College.**

### CAMPUS PARKING POLICIES & REGULATIONS

Wilson College, as a residential community, is a walking campus. Residence halls, administrative and academic buildings are within a 10-minute walk of each other. The outlying equine and athletic areas are also within walking distance or a quick bike ride. Recognizing the role of vehicle use as part of Wilson's dedication to supporting environmental sustainability, we encourage all members of our community to assess their need for a vehicle on campus and to participate in alternative transportation methods. Transportation alternatives include:

- Using bicycles
- Ride-sharing and carpooling
- Rabbitransit StopHopper public transportation service: <https://www.rabbitransit.org/schedules/microtransit-stophopper/>
- Using the Campus Shuttle Service (see the portal link for current shuttle schedule and sign-up information: <https://my.wilson.edu/pages/shuttle-services>)

Please note that ample parking is provided on campus for Wilson community members. Wilson students, employees, and guests should always strive to utilize campus parking spaces when visiting Wilson. Please refrain from using street parking in the adjacent neighborhoods when engaged in campus business out of respect for our surrounding community. If you do park on borough streets, understand you are responsible for knowing and following borough parking policies.

All members of, and visitors to, the Wilson College campus are subject to **all parking policies at all times**. Parking regulations are available online at [www.wilson.edu/parking](http://www.wilson.edu/parking) and in the Blue Book. We ask you to support our management of available parking spaces by registering vehicles, properly displaying parking permits, and parking within marked spaces in areas designated for the permit issued. Not being able to park close to a desired location does not excuse parking illegally. Please familiarize yourself with our parking regulations. If you have questions, concerns, or have received a parking citation without understanding the reason, please address your question promptly with Campus Safety before you receive a number of citations (and the resultant fines and costs) and/or your status reaches the point of revocation of privileges. Campus Safety is responsible for administering and enforcing parking regulations. Campus Safety officers are on duty 24 hours a day, 7 days a week, 365 days a year. You can reach the on-duty officer by calling 717-372-2255, at their desk in Lenfest Lobby (when not on rounds), or by email at [safety@wilson.edu](mailto:safety@wilson.edu).

Wilson College assumes no responsibility for a vehicle or its contents while parked on or operated on the grounds of the college. The regulations are applicable to all students, faculty, staff, contract programs and visitors of the college.

## Vehicle Registration

Any member of the Wilson College community, including students and employees, who park a vehicle on campus must register their vehicle annually and obtain a parking permit.

To register a vehicle, you must **use the vehicle permit registration form at [www.wilson.edu/parking](http://www.wilson.edu/parking)**. The owner of the car shall assume all responsibility for personal or property damage and agree to provide at least \$25,000 liability insurance. Residential students are responsible for registering their vehicle **online two weeks prior to their move in date**. Commuter students are responsible for registering their vehicle prior to the first day of class. Faculty and staff are responsible for registering their vehicle annually prior to the first day of the fall semester.

Anyone registering a vehicle and accepting the appropriate permit is deemed to have knowledge of the Wilson College parking regulations and is responsible for compliance. Unauthorized vehicles are subject to ticketing or towing by the Campus at the owner's expense for violations. All vehicle operators are responsible for following all posted and published (in print and online) parking policies, including lot designations, space designations, directional markings/signage, and speed limits.

### **Parking Permit Fees – 2023-2024**

|  |                      |
|--|----------------------|
| Residential Student                      | \$176/academic year* |
| Commuting Student                        | \$80/academic year*  |
| Wilson College Employees, CVSM, & guests | No Charge            |

\*Charged in the fall semester or first semester of attendance of the given academic year.

Fees subject to change. The fee is not prorated as the semester progresses; it remains the same no matter when a student arrives with a vehicle. The only exception to this is students who are registered for the fall semester and graduate immediately following that term. Once the fall graduate listing is made available, a credit for half of the parking fee will be applied to the student's account. If this credit results in a credit balance, a refund will follow normal refund procedures. Parking Permits for all permit holders must be renewed each academic year.

Student workers are not authorized for a staff parking permit. Permits issued to employees are to be used by the employee only – not by their spouses or family members attending classes. A student may not utilize the permit of any faculty or staff member, including his/her immediate family, but rather must register the vehicle designated primarily for student use for a student permit.

Parking permit tags must be properly displayed at all times while on campus. Permits must be displayed hanging from the vehicle's rearview mirror only. Temporary permits and guest passes must also be properly displayed while on campus. Individuals with motorcycles should consult with Campus Safety on where to properly display the parking permit. Any questions regarding the display of permits can be directed to Campus Safety.

The person to whom a parking permit is issued is responsible for parking violation notices issued to the vehicle for which the permit was registered, unless the permit was previously reported lost or stolen. If the vehicle does not display a valid permit and the operator is not known, the ticket will be the responsibility of the vehicle owner.

If there are circumstances warranting registration of more than one vehicle for an individual community member, that individual should properly register the additional vehicle through the registration process prior to the vehicle coming to campus. The individual will not get a second parking permit, it is the responsibility of the individual to move the parking permit and display it properly in the additional vehicle. Vehicle operators are only permitted to have one vehicle on campus at a time.

### **Theft, Loss, or Removal**

All parking permits are the property of Wilson College. Campus community members who depart from the community (i.e. no longer employed or registered in classes or contract programs) must return their parking permit to Campus Safety.

Upon sale, trade, or other disposition of any vehicle displaying a current parking permit, the owner or custodian of the vehicle shall be responsible for Registering any new vehicle prior to that vehicle coming to campus. The individual should transfer the current parking permit to the new vehicle and display it properly. Theft or loss of a permit should be reported immediately to Campus Safety. A lost or damaged permit will be replaced at a \$25 fee. The fee will be refunded if the original permit or portion indicating the permit number is recovered and returned to Campus Safety. A stolen permit may be replaced without charge if there was an incident report filed with Campus Safety.



## Guest/Visitor Passes

All campus community members are responsible for ensuring their guests are properly registered. Guest passes are available through Campus Safety **or by completing the Visitor Permit Request Form at [www.wilson.edu/parking](http://www.wilson.edu/parking)**. Vehicle, identification, and length of visit information will be required, as well as the name of the hosting individual or office. Passes must be appropriately displayed at all times.

Offices with a high volume of visitors will issue and keep track of their own visitor passes. Admissions visitors will be given pink visitor passes and can park in any unrestricted parking area with their pass displayed. Conference guests will have orange passes and can park in Hankey or Rosenkrans lots. CVSM visitors will have maroon passes and can park in Thomson or Rosenkrans lots.

All other College sponsored guests will have blue passes issued by Campus Safety. All other visitors or guests will be issued white passes by Campus Safety. Guest passes may be requested in advance by completing the [online guest pass registration form at \[www.wilson.edu/parking\]\(http://www.wilson.edu/parking\)](#) Passes will be generated and available for pick up at the Security Desk. Individuals issued visitor passes are permitted to park in any unrestricted parking area as long as they have their visitor pass clearly displayed in their front dashboard. They should not however park in any spaces with designated or reserved signage or any areas that are not allocated for parking. Hosts are ultimately responsible for their guest's behavior at all times, including parking violations.

## Temporary Permits

Persons who operate an alternate vehicle when a registered vehicle is temporarily not available, should register the alternate vehicle prior to it coming to campus and transfer the parking permit to the alternate vehicle and display it properly. The individual may also pick up a temporary permit at the Security Desk. Temporary permits will contain the same information as a guest pass as well as specifying permit type (color of pass corresponds to permit type). A temporary permit allows for the same parking privileges as the registrant's regular permit and the user is expected to still follow the lot designations. Temporary permit must be appropriately displayed at all times.

Students who have not registered a vehicle for the current term are generally not eligible for a temporary permit and are issued only when approved by the Campus Safety Director. Temporary permits are generally limited to no more than 5 days.

## Parking Designations

Permits are issued to any requesting member of the Wilson College community to park on a first come, first serve basis for designated spaces. When spaces are filled for that permit, permit holder must move to other designated spaces for that permit on campus. Issuance of a permit does not guarantee availability of a space in lots designated for that permit or entitle the holder of a permit to park illegally in other lots or reserved spaces. Hankey Center Lot is considered overflow for all permit types and may be used by any permit holder or guest.

Any reserved spaces in any lot are for the exclusive use of the persons or offices assigned to those spaces. Handicap designated spaces are for any person displaying a state-issued handicap permit, regardless of campus pass/permit type although we strongly encourage individuals to park in assigned lots if able. Those with state-issued handicap permits should display their Wilson College issued permit first and then the state-issued handicap permit so both can be visible.

Faculty/Staff lots are open to students with Commuter Permits after 5 PM. These lots are designated Faculty/Staff are available to Faculty/Staff permits ONLY Monday- Friday 7 AM- 5 PM. Commuter permit holders may use these lots after 5 PM. Other permit holders may use these lots 7 PM-7AM during the academic year and as needed on weekends and during summer sessions. These lots include Galloway, Edgar, Library, South, and Thomson Lots Overflow parking for all permits and visitors is always available in the Hankey lot and outlying lots (Gannett Field House, Athletic Fields). Note: Not all spaces in the Gannett lot are owned by Wilson College; many are designated for neighboring Menno Haven. Do not use these spaces.

College lots are to be utilized by persons actively using their vehicles during business, employment, or residency with the College. Vehicles may not be stored at any time in any Wilson College lot.

### *Faculty/Staff – Blue Permit*

- Edgar Lot (lots next to Fitness Center, 3-way stop, and Conococheague)
- Library Lot (along the road by Stewart Memorial Library)
- Brooks Lot (along Philadelphia Avenue)
- Galloway Lot (along Galloway Road)
- Gannett Field House
- South Lot (between South Hall and Alumni House)
- Thomson Lot (along Conococheague behind Dining Hall, & Lenfest Commons - ends at Laird)
- Hankey Lot (large lot between Hankey Center, Magill House & Penn Hall Drive)
- Sharpe House Lot (between Sharpe House & Disert)



*Residential Student – Orange Permit*

- South Lot (between South Hall and Alumnae House)
- Hankey Lot (large lot between Hankey Center, Magill House, & Penn Hall Drive)
- Creekside Lot (creek-side behind Laird, ONLY between Laird and most campus end of Prentis)
- Rosenkrans Lot (behind Rosenkrans & Disert, including parallel parking along the drive behind the halls)
- Sharpe House Lot (between Sharpe House & Disert)
- Gannett Field House
- Brooks Lot
- Athletic Fields (Soccer/Softball field lots)

*Single Parent Scholar Program – Light Blue Permit*

- Prentis Lot
- Hankey Lot
- Creekside Lot
- Rosenkrans Lot
- Sharpe House Lot

*Resident Assistants – Black Permit*

- Any residential lot (see above)
- Specified parking spaces throughout campus as indicated by signage

*Commuter Student - Green Permit*

- Gannett Field House
- Brooks Lot
- Creekside Lot (along Conococheague behind Heating Plant, Dining Hall, & Lenfest Commons - ends at Laird)
- Hankey Lot (large lot between Hankey Center, Magill House, & Penn Hall Drive)
- Sharpe House Lot (between Sharpe House & Disert)

*Cumberland Valley School of Music (CVSM) - Red Permit*

- Hankey Lot
- Rosenkrans Lot
- Creekside Lot
- Sharpe House Lot
- Thomson Hall Lot

Individuals dropping off but waiting in the lot until the session is over should move their vehicle to Rosenkrans Lot. Any overflow parking needed should go to Rosenkrans Lot.

*Visitors/Guests - Visitor Permit*

Any visitor with a designated visitor pass can park in any campus lot with the exception of reserved spaces. *Please note the reserved spaces on Lenfest Drive designated specifically for Admissions visitors, short-term usage for Academic Support Center, and Box Office/Conference guests are **NOT** open to any visitors outside of those signed reasons; please respect those restrictions.*

*Equestrian Center Parking*

The Equestrian Center parking, while considered unrestricted, does abide by the following regulations to assist in the effective operation of facilities and meeting the needs of its users. These policies are monitored and regulated by the Center Manager and Campus Safety. Any questions about Equestrian Center Parking Policies should be directed to the Center Manager. Any disputes regarding enforcement or application of the policy would be reviewed by Parking Committee.

The following people are allowed to park in the lot outside Hawthorne Arena:

- Wilson College Instructors – this does **NOT** include student instructors
- Wilson College Coaches
- Full Time Staff Members
- CRP and EFT students
- Vendors such as veterinarians, ferrriers, alarm system contractors etc.
- Maintenance, grounds, and housekeeping employees assigned to work in the facilities.
- Weekend staff (only while working a weekend shift)

The following will be allowed to park in the Hawthorne lot *if there is still room for the people above and the privilege is not abused*:

- Night Check person only during night check – not during riding or class times
- Students doing evening stalls only during their stall shift – not during riding or class times
- Students who half-lease their horses to Wilson

The area directly in front of the entrance to Hawthorne Arena is handicap parking only. Only those explicitly listed above are permitted to park outside the Hawthorne Arena; no one else may park in this area at any time. This includes students for class, work-study, part-time employees, and boarders. All other users of the Equestrian Center should park in **Kitts Outdoor Arena lot** or by the Cook Arena. Do not park at the entrances to the barns, the arenas, or the gray shed for any length of time. This is a hazard if there were an emergency, and it blocks the walkways. The veterinarians also need to have access to these parking areas to provide treatment. Please understand that during events or facilities rentals these regulations will have to be adjusted. Those in need of temporary exception due to a legitimate medical issue should see the barn manager. All other medical accommodation requests should refer to the Academic Success Center as described in the Health Issues section below.

#### *No Parking / 15 Minute Zones*

No vehicle operator is permitted to park in areas not designated for parking; this includes unlined areas of paved lots and/or drives or on areas of grass/lawn or sidewalks. Except for those spaces designated by lining or signage, there is no parking along any part of Wilson College Drive. Loading zones or access drives for any administrative or residential building are always no parking except to Physical Plant and Housekeeping staff actively working in the adjacent building. Spaces marked as 15-minute parking are only for pick-up and drop-off purposes; vehicles must run their hazard lights on at all times while parked in these areas.

#### *Violations*

All vehicle operators are responsible for following all posted and published (in print and online) parking policies, including lot designations, space designations, directional markings/signage, and speed limits. **The speed limit across campus is 15mph.**

Violations of the regulations shall be communicated to the vehicle owner operator by issuance of a parking violation citation. Citations are issued by Campus Safety and select other trained staff (Campus Safety work study students, Grounds staff, Equestrian Center staff). Reports of violations should be directed to Campus Safety. Fines for any citation are due and payable upon issuance of the citation. Payment of a fine is to be made at the **Student Financial Services Center in Lenfest Commons**. Unpaid fines are subject to being doubled and will continue to increase as long as they remain unpaid. The total fine will be billed to the violator.

Possible violations and their fines include but are not limited to:

|   |       |
|---|-------|
| No permit/Failure to display permit   | \$30  |
| Incorrect Lot   | \$30  |
| Restricted Parking: (Parking in a dedicated space for a specific population; examples include reserved spaces, handicapped, electric vehicles, admission's visitors, resident assistants, alumni, etc. These spaces have signage posted or lines marked.) | \$50  |
| Obstructing traffic or creating a space   | \$50  |
| Parking in a fire lane (PA standard fine)   | \$150 |
| Fraudulent, altered or unauthorized permit (fine and possible referral to Honor Council)  | \$50  |
| Snow violation  | \$50  |
| All other parking violations  | \$30  |
| Driving vehicle at unsafe speeds  | \$50  |
| Failure to stop at stop sign  | \$50  |
| Failure to yield to pedestrian in crosswalk   | \$30  |
| Reckless driving  | \$50  |
| One-way street violation  | \$30  |
| All other traffic violations  | \$30  |

**Please note that fines may be doubled with each repeat offense.** Wilson College reserves the right to tow, immobilize, issue citations, and revoke parking privileges for any violations of these regulations. The fact that a person may park in violation of these parking regulations and not be issued a citation does not mean that the policy is no longer in effect.

### *Towing and Revocation*

If a permit holder or vehicle receives multiple tickets, unpaid, in one academic year, not including those successfully appealed, the following consequences will be implemented:

- Get four (4) unpaid tickets - Security will place a tire boot on the vehicle. The permit holder must pay any outstanding parking fines as well as a \$50 charge before the boot will be removed.
- Get an additional five (5) unpaid tickets - the tire boot will be placed on the vehicle again with a \$100 removal fee and restriction of parking privileges to Hankey Center Lot for the duration of the academic year (or the following if it is the end of spring term). The permit holder will exchange their parking permit for a Hankey Center permit at the time of boot removal.
- Get an additional six (6) unpaid tickets - the boot will once again be placed on the vehicle with a \$100 removal charge and loss of parking privileges for the remainder of the academic year (or the following if it is the end of spring term). The permit holder will be required to return their permit at the time of boot removal.
- Get an additional seven (7) or more tickets - permit holder is subject to a \$250 fine, possible referral to the a Community Standards Officer (CSO) (for students), and/or permanent loss of parking privileges.

Vehicle operators who continue to park on campus after losing parking privileges are subject to immediate towing without notice. Payments can only be made at Business Office (Edgar Hall, 2nd floor) during normal business hours. Campus Safety cannot collect monies, nor can they remove the boot until payment is made to Business Office.

Any motor vehicle abandoned on college property is subject to removal and impoundment at the expense of the owner or operator. Vehicles that are not currently licensed, not in obvious operating condition, or are out of service for 30 days or more will be considered abandoned and subject to ticketing and removal. Any unregistered vehicle is subject to ticketing and towing at any time. All expenses incurred will be the responsibility of the owner. Wilson College assumes no liability for any damage incurred during or after towing or immobilization.

### *Appeals*

Appeals must be submitted through the online [appeal form](#) within five (5) days of issuance of the citation. Appeals are presented anonymously to the Parking Committee at their next monthly meeting. The appellant will be notified of the Committee's decision by email within 5 business days of the meeting. If the appeal is upheld, any fine moneys paid in connection with the citation will be refunded. Citations already billed (after 5 days of issuance) to student or faculty/staff accounts or directly billed to owner/operator will not be accepted for appeal.

As of fall 2022, Parking Committee is comprised permanent members (directors of Security, Physical Plant, Residence Life, & Human Resources) and rotating members (2 each: students, faculty, and staff representatives). Students are nominated by the **WCGA** and serve 1-year terms. Staff are nominated by the VP for Finance & Administration; faculty are nominated by the VP for Academic Affairs. Staff and faculty representatives serve for 2-year terms. The committee chair position will be held for one year and rotated between the faculty and staff representatives in their second year on the committee; appointed collectively by the VPs for Finance & Administration, Academic Affairs, and Student Development. Parking-related questions and concerns can be directed to the Parking Committee by email at [parking@wilson.edu](mailto:parking@wilson.edu).

### **Special Circumstances**

#### *Accidents and Inoperable Vehicles*

Accidents that involve vehicles and that occur on Campus property (where there is an injury, no matter how slight, or the vehicle is inoperable) must be reported immediately to Campus Safety. This is a requirement of the state. Campus Safety must be notified of any vehicle that becomes inoperable for any reason. Hazard lights, road flares or notes on the vehicle are not considered sufficient notice. The operator must stay with the vehicle until a Campus Officer arrives to determine if there is a hazard. If she/he determines the vehicle is a hazard, the operator must arrange to have it removed immediately.

Any vehicle that is determined to be a hazard by Campus Safety is subject to towing. The owner of the vehicle will be responsible for any charges associated with the removal of the vehicle and any ticket subsequently issued.

Please note that there are limitations to what kind of assistance Campus Safety can provide; however, vehicle operators must still notify Campus Safety any time there is an accident or an inoperable vehicle.

### *Snow Emergency & Plowing*

To keep the campus accessible for safety/emergency vehicles and essential personnel, Physical Plant and Parking Committee have established the following procedures. Physical Plant staff will clear drives and lots on campus in the same order repeatedly until the weather improves. We ask that anyone with a vehicle on campus during this time be watchful of the process and make sure they move their vehicle as needed. When clearing accumulating snow is necessary, we ask that all vehicle operators do the following:

1. Fire lanes and main arteries through campus (Lenfest Drive and South Loop, Gallway, Park Ave. drive all the way to the south entrance) will be cleared first. All vehicles in these areas should be moved to other lots anytime snow accumulation is forecasted or begins. Parking for essential personnel will be cleared next.
2. Any non-essential vehicles are expected to move to Hankey Center lot to allow as much unobstructed plowing as possible.
3. Main campus lots will be cleared in the following order: **Thomson, Lenfest Drive (Admissions Visitors/ Security Parking), Brooks Lot, Gallway Lot, Edgar, Creekside, Prentis, Rosenkrans, Sharpe, and Hankey.**
  - a. Vehicle owners requiring relatively close access to their vehicles (i.e. not moving their vehicles to Hankey Center) should pay attention to the plowing progress and move their vehicles to already plowed areas as quickly as possible so as to not impede the snow clearing process.

Attempts to notify residential students (and all campus) will occur primarily by email. All vehicle operators are responsible for moving their vehicles as requested. Failure to do so may result in ticketing and fines as well as potentially being plowed in. Failure to move vehicles for plowing may be fined \$50 per day and towed on the third day. The College assumes no liability for damage caused to vehicles that were not moved as requested for the plowing process. Maintaining access to one's vehicle is the sole responsibility of the owner/operator. Vehicle operators are responsible for having appropriate snow removal equipment; Physical Plant/Wilson College does not provide those services or materials for individual vehicles.

### *Temporary Mobility or Health Issues*

Any Wilson College community member who has a temporary mobility or health issue and needs a different parking arrangement may request such in writing by emailing [parking@wilson.edu](mailto:parking@wilson.edu). The request will be reviewed by the Parking Committee Chair and Director of Campus Safety. All requests are subject to denial, time limits, consultation with or referral to the Academic Success Center or Human Resources, who may request medical documentation. If the individual needs a long-term solution, they may be referred to the state process.

### *Vehicle Charging*

Wilson College has two charging stations for electric vehicles, located in Brooks Lot. Wilson community members are welcome to use these charging stations as we hope to encourage more sustainable transportation choices. Any electric vehicle is welcome to park in these spaces for the purpose of charging their vehicle, regardless of permit designation. However, vehicles must be moved as soon as the charge is complete. The College does not assume any responsibility for damage, expense or inconvenience caused by use of the charging stations

Permit holders with diesel vehicles who require a plug-in outlet for an engine block warmer or car heater may use the outlet located at the back of the Rosenkrans Lot near the footbridge and Conococheague. Vehicle owners must supply their own power/extension cord and must move their vehicles to other legal spaces when not actively charging. In the interest of personal safety, and to reduce the possibility of damage to your vehicle, it is recommended that a three-prong extension cord be used. The College does not assume any responsibility for damage, expense or inconvenience caused by use of the outlet.

Both charging options are on a first come basis and are not guaranteed. These policies may be modified, or offerings discontinued at any time without notice.

## **OFFICE OF THE CHAPLAIN**

The Office of the Chaplain serves the spiritual, ethical, and communal growth of all in the Wilson College community regardless of religious affiliation. Through educational and service opportunities, interfaith events, pastoral care, worship, and fellowship, the chaplaincy encourages spiritual awareness, the development of clarified values, and the formation of meaningful personal relationships. The Office of the Chaplain honors and seeks to deepen understanding of the diversity of religious beliefs present at Wilson College.

### **Use of College Property and presence on campus by outside Religious Organizations:**

Any religious organization wishing to gather on the Wilson College property must have the prior approval of the Office of the Chaplain. Requests for use of college property for religious gatherings must be submitted to the Offices of Conferences and Special Events who will contact the College Chaplain for approval.

Outside religious organizations wishing to interact with students on college property must be approved by the Office of the Chaplain. Organizations seeking approval should contact the Chaplain via phone or e-mail. All organizations must follow Wilson College policies and adhere to the Wilson College Honor Principle.

## **Wedding Policies and Procedures** (Effective July 1, 2022)

The College Chaplain is available to perform wedding ceremonies and premarital counseling provided that the event does not conflict with other previously scheduled commitments or Wilson College events.

**Premarital Counseling:** All couples married by the Chaplain shall participate in 3-4 premarital counseling sessions 1-2 hours in duration. These sessions will be led by the Chaplain. Alternately couples may decide to provide proof of premarital counseling conducted by another clergy person or professional counselor. The Chaplain reserves the right to request that the couple participate in premarital counseling with the Chaplain even if they have chosen to participate in additional counseling elsewhere.

**Rehearsal, Ceremony and Reception:** The Chaplain will oversee the Rehearsal the night before the Wedding (if applicable) and the Wedding itself. At the couple's request the Chaplain can provide a blessing for the Reception meal if their schedule allows.

**Travel and Lodging:** If the wedding is to be held out of town the Chaplain shall be compensated for travel expenses at the current college rate (\$0.65/mi or the cost of airfare), and if necessary overnight accommodation as necessary.

**Honorarium:** A **\$350** honorarium shall be provided to the College Chaplain at the time of the rehearsal.

## **Funeral Policies and Procedures**

The College Chaplain is available to perform funeral and committal services provided that the event does not conflict with other previously scheduled commitments or Wilson College events.

**Travel and Lodging:** If the funeral or committal is to be held out of town the Chaplain shall be compensated for travel expenses as the current college rate (\$0.65/mi or the cost of airfare), and overnight accommodation as necessary.

**Honorarium:** **An honorarium of \$150 is recommended for funeral or committal services.**

## **COLLEGE VEHICLE USE**

The College provides a limited number of vehicles for college use by student organizations and departments. There is no charge for the vehicle but mileage costs do apply.

### **Appropriate Uses:**

The College vehicles will not be available for travel home, to pick up guests or for personal use. Events must be College sponsored and have the approval of the appropriate budget manager. For student events (non-class related), the signature of the faculty adviser or Dean of Students is required. Only faculty, staff, and students may be transported in College vehicles. The children of the Single-Parent Scholar students may be transported in the college-owned minivans.

### **Rules and Regulations for College Vehicles**

1. Due to liability insurance, persons wanting to operate the college vehicles must attend a vehicle operation and maintenance training session. After attending the session, your name will be kept on file in the Physical Plant office
2. Due to liability insurance, only passengers age 18 and over are permitted to ride in the 11 passenger vans.
3. Due to Pennsylvania State law all children riding in a college Minivan must be in the appropriate car seat or booster seat. Parents are responsible for providing car seats and/or booster seats and to maintain compliance with Child Safety Seat laws.
4. Any group requesting a vehicle must provide a college certified driver. This individual will be authorized to pick up keys and drive the vehicle. This person is responsible for the vehicle and all passengers.
5. The certified driver is responsible for obeying all traffic laws, vehicle codes and making sure all safety belts are worn.
6. The driver is responsible for returning the vehicle in clean condition. A \$50.00 charge will be imposed on the club, organization, or department if the interior of the vehicle is returned dirty. All trash and personal belongings must be removed from the vehicle before returning it. Inspect the vehicle prior to leaving campus, and if the vehicle is not clean please report to Campus Safety immediately.
7. The driver is responsible for making sure the vehicle is returned with a full tank of gas.
8. Smoking, alcoholic beverages and controlled substances are not permitted in the vehicles.
9. When stopping for gas, driver should be aware of indicator lights for the following: oil, radiator, windshield washer fluid. If any of the lights are flashing, call Campus Safety at **717-372-2255** immediately.
10. No animals, except for service animals, are permitted in the vehicle.
11. When leaving the van unattended, be sure to remove keys and lock the vehicle.
12. No tape or markers of any kind are to be used on the interior or exterior of the vehicles.

13. Mileage and comment card must be filled out properly and handed in immediately upon your return, along with the keys, credit card, and gas receipt Campus Safety.
14. Removal of seats is not permitted.
15. Do not drive through any standing water regardless of how deep you think the water may be.
16. If the vehicle should break down; contact Campus Safety immediately at (717) 372-2255.
17. If you are in an accident, contact law enforcement immediately. You will need to report the incident as well as any damage, accidents or injuries to Campus Safety and Physical Plant immediately upon your return to campus.
18. If you are in an accident, contact law enforcement immediately. You will need to report the incident as well as any damage, accidents or injuries to Campus Safety and Physical Plant immediately upon your return to campus.

#### **Procedure:**

1. **Arrangements to use the vehicles are to be made online at <https://my.wilson.edu/vehicle-reservation> Student organizations requesting vans for off-campus trips must reserve a vehicle online and complete the Student Organization Travel Form. This form is available through WCGA or the Dean of Students and should be completed at least 10 days prior to travel. Failure to seek approval for club travel may result in an Honor Council referral.**
2. When requesting vehicles for College activities, the account number to be charged for the use **must** be on the application and the form must be approved by the appropriate budget head.
3. Keys may be picked up and signed out at the campus safety desk. (The vehicle registration and insurance card will remain in the glove compartment). Keys must be signed in immediately after the vehicle is returned.
4. A college credit card (Sheetz) is provided for gasoline purchases when the vehicle is checked out. Without a receipt, reimbursement cannot be made. The gas tank should be full when you return the vehicle. If this is impossible, report this to Campus Safety (and indicate it on the mileage card).
5. All vans are returned to the appropriate location. Make sure that the doors are locked, the windows are closed, lights are out, and all litter has been removed from the vehicle.
6. The College reserves the right to deny access to vehicles based upon driving history and/or inappropriate use of vehicles.

#### **CYBER BULLYING POLICY**

Social media's influence has created many ways to communicate, expand knowledge, and search for answers. However social media has led to the phenomenon of electronic harassment, intimidation, social cruelty, and humiliation.

If you become a victim:

- Tell the bully to stop. Often a difficult step but a necessary one to halt the interaction. Confronting the behavior (if it is safe for you to do so) zaps the bully's power
- Avoid responding. Use your social media technology to defriend and/or block access to your account.
- Contact your service provider such as AT&T, Verizon, G-Mail, etc. Each has a process for addressing complaints.
- Document everything. Keep all emails, texts, tweets, tags, web pages with dates and times. Archive the information as well as make printed copies. Store in a safe place.
- **Ask for help:** If the bully is another student, the student development offices can assist with the student conduct process. In addition, student development can walk you through the process. If person is not a student, student development can assist with service provider contact and intercession.
- You have the right to inform off campus law enforcement personnel by filing a formal complaint. The on- campus student adjudication process is separate and different from possible criminal charges.

Cyber-bullying and/or any cyber attack can go viral quickly. The victim is taunted over and over. As students, be responsible for your postings. Do not spread rumor/gossip. Remain civil.

Consequences can range from loss of college email to possible suspension if circumstances detailed can do harm.

#### **WILSON COLLEGE DRUG POLICY**

Wilson College recognizes drug/alcohol dependency as an illness as well as a health problem. The college also recognizes drug abuse as a potential health, safety, and security problem. Illegal and/or irresponsible use of alcohol or drugs will not be tolerated and may subject the student to possible suspension/dismissal. Depending on the severity of and/or egregious nature of the incident, a student may be referred for prosecution to local, state, or federal authorities. This policy is in accordance with the Drug Free School and Communities Act of 1990.



## **Federal and Commonwealth of Pennsylvania Drug Use and Trafficking Sanctions**

Federal law forbids the illegal possession of and trafficking in controlled substances. A person convicted for a first time of possessing a controlled substance may be sentenced to up to one year in prison and fined between \$1,000 and \$100,000. A second conviction carries a prison term of two years and a fine of up to \$250,000. For further laws governing controlled substances, please see the information found at the DEA website at this address <http://www.usdoj.gov/dea/agency/penalties.htm>

## **Resources/Referrals/Assessments**

|  |   |
|--|---|
| Wilson College Counseling Center       | <b><a href="mailto:counseling@wilson.edu">counseling@wilson.edu</a></b> |
| Franklin/Fulton Drug & Alcohol Program | 717-263-1256  |
| NTP Consultants                        | 717-261-9100  |
| Alcoholics Anonymous                   | 800-296-9289  |

## **No Contact Agreements**

The Vice President for Student Development and the designated Community Standards Officers may issue a No Contact Agreement between students at their discretion. These agreements may be developed in order to facilitate any College inquiry into an incident, to deescalate a social situation, and/or be developed as a sanction. Generally, “no contact” is defined as having no direct or indirect contact between two or more students at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including but not limited to email, instant/direct messaging, and text messaging. If affected students find themselves in an academic or official student engagement situation, it is expected that they remain civil with one another in order to complete the task at hand. Verbal communication is understood to include phone calls and voice mail messages. A “no contact” agreement may include additional restrictions and terms.

## **Fitness Center and Field House**

The recreation facilities are open to all Wilson College students, free of charge. Students must bring ID to enter facility and a brief membership process / paperwork is required annually prior to first use. Information about these facilities can be found on the athletics website under facilities. Guests are not permitted and children under the age of 16 may not be in the fitness center.

## **INFORMATION TECHNOLOGY POLICIES**

Students are expected to be familiar with and abide by Wilson College Information Technology policies, available at <https://my.wilson.edu/pages/it-policies> A brief summary is included below.

Wilson College computing resources (including networks, applications, and end user devices such as computers and conferencing devices) are made available to the college community and affiliated individuals to facilitate the mission and goals of the college.

Wilson Email is an official means of communication for the college and the primary method for college faculty, administrators and staff to contact all students. Students have a responsibility to read their Wilson email accounts and, if responding to or sending email about Wilson College business, use their Wilson email accounts to do so. The information or messages created on the College’s systems remains the property of Wilson College. All information and messages stored in these systems will be treated no differently from other business-related information and messages. Users have no right of personal privacy in any matter stored, created, or transmitted through the College’s systems. All personal computers which connect to the Wilson network must be configured with virus scanning software. All use of computing resources must comply with applicable law and College regulations and policies and must not disrupt the functioning of the College.

To ensure a reliable and secure network, some uses are prohibited or restricted including:

- Obtaining or distributing copyrighted materials without authorization, e.g. illegal downloading of music, movies and/or software.
- Activities which disrupt the workplace, e.g. sending, replying to, or forwarding unsolicited bulk email (spam, chain mail, etc.), or unauthorized use which consumes large amounts of computing or network resources.
- Threatening or harassing communications.
- Accessing or attempting to access or alter electronic resources without authorization.
- Introducing honeypots, honeynets, rogue wired or wireless access points, or similar technology on the Wilson College network.
- Installing or operating non-Wilson IEEE 802.11 (WLAN or Wi-Fi) networks in Wilson College facilities, except for short-duration temporary (no longer than 12 hours) use of mobile hot-spots.
- Revealing your account password to or allowing use of your account by others. This includes family and other household members.
- Partisan political activity, e.g. sending email supporting a political party or group.
- Other prohibited uses outlined in the Wilson College Acceptable Use Agreement.

If you believe your Wilson account password has been compromised, change it as soon as possible at <https://my.wilson.edu/pages/password> and report the compromise to the Wilson Technology Helpdesk at 717-264-4001 or [helpdesk@wilson.edu](mailto:helpdesk@wilson.edu).

For additional information on appropriate use and user rights, please refer to the Wilson College Information Technology Policies at <https://my.wilson.edu/pages/it-policies>

## **COPYRIGHT AND INTELLECTUAL PROPERTY POLICY IN ACCORDANCE WITH HEOA POLICY:**

**User's responsibility and acknowledgment:** Wilson College prohibits the use of its computing and network resources to conduct illegal activity. The College complies with applicable federal, state, and local laws and requires that users do the same. In receiving a Wilson College computing account and/or network access, users agree to obey Wilson College computing policies and the laws referenced by these policies. Users are responsible for all activity that transpires through their computing accounts and the devices that are registered to them. Wilson College enforces its own policies and standards pertaining to the electronic communication environment. Regardless of whether a copyright holder pursues legal action, Wilson College reserves the right to block access to the Wilson College computing system and network for any member of the college community who repeatedly participates in behavior that is prohibited by the college's computing policies.

**Risks of Illegal File Sharing:** Contrary to what many students believe, U.S. federal law treats the downloading and distribution of copyrighted material as a serious offense that carries serious consequences. Any Wilson College computer account holder who infringes copyright laws risks a lawsuit by the copyright holder, loss of access to the Wilson College computer system, and disciplinary action by Wilson College, along with possible civil or criminal fines and imprisonment. In recent years, copyright holders and their trade associations especially the Recording Industry Association of America [RIAA] and the Motion Picture Association of America [MPAA] have aggressively pursued copyright holders' rights and have been increasingly focused on college students. Wilson College prohibits any infringement of intellectual property rights by any faculty, staff and student. It is against Wilson College policies to participate in the violation of the intellectual property rights of others.

**Understanding Copyright Infringement:** Wilson College is committed to the education of its students.

In order to protect you and the college from legal actions, we want to help you better understand the acts that constitute violations of federal copyright law, especially with regard to peer-to-peer (P2P) networks. If you use Wilson College's network to access, download, upload, or otherwise share copyrighted materials without permission, without making a fair use, or without falling under another exception under copyright law, you are likely infringing copyright laws. In general, copyright infringement occurs whenever someone makes a copy of any copyrighted work, such as songs, videos, software, cartoons, photographs, stories, or novels, without permission (i.e., a license) from the copyright owner and without falling within the specific exceptions provided for under the copyright laws. These exceptions include "fair use," which is briefly described below, and provisions of the Audio Home Recording Act, which allow for noncommercial copying of lawfully acquired music onto recordable compact discs (CD-Rs).

**P2P File Sharing and Copyright Infringement:** Peer-to-peer (P2P) computing is a powerful technology that has many uses. P2P networks can be used to share and exchange music, movies, software, and other electronic materials. The use of P2P networks to upload, download or share copyrighted material, such as movies, music, and software, can violate the rights of copyright owners. In the P2P file-sharing context, infringement may occur, for example, when one person purchases an authorized music CD, creates MP3 files or other digital copy, and then uses a P2P network to share that digital copy with others, both the individual who makes the file available and those making copies may be found to have infringed the rights of the copyright owner(s) and may be violating federal copyright law. Section 106 of the Copyright Act states: *Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.* Wilson College advises all computer account holders to use extreme caution when installing P2P software and to read all user agreements carefully beforehand. Make sure that you read all available documentation from the P2P software provider and understand how the P2P software is configured and operates.

Some P2P programs have a default setting that indexes the files on your computer and publishes all of your digital content to be available to other users of the P2P network without your being aware of the activity. In such cases, you may unwittingly participate in copyright infringement. In this context, not being aware that your computer is making files available to other users may not be a defense to copyright infringement.



**Combating Illegal Peer-to-Peer Sharing:** You are responsible for all activity that transpires through your Wilson College computing account and the devices that are registered to you. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505 of the Copyright Act. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq) Copyright owners have been known to target both those who upload music over the P2P network and those who download from P2P network. Organizations such as the RIAA and the MPAA monitor Internet server provider (ISP) network traffic during the downloading and uploading on P2P networks to obtain users’ Internet protocol (IP) addresses, and locate files that are being downloaded or uploading for user’s shared P2P directories. Once an IP address and other information have been obtained, the RIAA, MPAA, and other copyright owners and their representatives can file a “John Doe” lawsuit and issue a subpoena to the ISP demanding the identity of the user connected to that IP address.

**Copyright Infringement Notifications:** As an ISP for its students, faculty, and staff, Wilson College receives notices from the RIAA and MPAA identifying the IP addresses of a Wilson College account holders believed to be downloading and distributing copyrighted material without authorization. Wilson College reserves the right to demand that the infringing conduct cease immediately; where necessary, Wilson College will revoke the identified individual’s access to the Wilson College computer system. In serious situations, further disciplinary sanctions may also be appropriate.

**Types of Copyright Infringement Notifications** Copyright holders and organizations that represent copyright holders, such as the RIAA and MPAA, typically send out three different types of communications related to copyright infringement:

1. Cease and desist, or copyright infringement, notices – The purpose of these notices is to stop the illegal possession and distribution of copyrighted material. When the Office of Information Technology receives these notices from copyright holders or their representatives, IT will contact the user whose Internet Protocol (IP) address has been identified in the notice. IT will notify the user that illegal copies of copyrighted materials must be destroyed.
2. Pre-litigation notices – These letters are used by copyright holders and their representatives prior to filing a lawsuit to recover, by way of a settlement, financial damages caused by the illegal distribution of copyrighted material. If you have been identified as participating in the illegal downloading or uploading of copyrighted materials, you may receive one of these notices, even if you have already destroyed your copy (or copies) of the material(s) in question.
3. Subpoenas – These notices indicate that the copyright holder has filed a lawsuit to recover damages for the illegal distribution of copyrighted material. If the court finds you liable, you will be subject to fines and penalties. The RIAA or MPAA has often presented an option for the alleged illegal file sharer to settle the lawsuit out of court for an undisclosed financial settlement. If the user is determined to have infringed copyrights, whether through P2P networks or other means, and has not settled, they may also be subject to sanctions to destroy all unauthorized copyright material in addition to monetary damages. In certain circumstances, federal authorities can criminally prosecute copyright infringement.

**Fair Use:** Copyright law provides no blanket exception from liability for college students based solely upon their status as students. There are limited circumstances where use of copyrighted materials without permission is allowable. One of these circumstances is under the legal doctrine of “fair use,” such as for purposes of news reporting, criticism, commentary, or teaching. Whether use of copyrighted material without permission is “fair use” depends on a very detailed, case-by-case analysis of various factors. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov) especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq)

### **Enforcement of Policy:**

Upon receiving notice of a violation from the internal IT reporting system or external sources (RIAA, MPAA, MPA) or law enforcement agencies, the following will occur.

#### **1st offense:**

- a. User is immediately denied access and notified with a written warning issued by the appropriate office (i.e. Dean of Students, Dean of Faculty, etc.). Warning letter must be sent with signature required.
- b. Direct supervisor is informed of the warning; if a student, a copy of the letter is placed in disciplinary files.
- c. IT to receive the returned written warning with signature that states user has acknowledged the warning and is providing signed commitment to not repeat the offense.
- d. User is given access to computing services; if a student user, no refunds will be made in relation to time denied access.
- e. Through the student disciplinary system, a fine may be levied in relation to the college’s Honor Principle.

## **2nd Offense:**

- a. User is immediately denied access and notified with a written warning
- b. Written notice (made by one of the parties above) identifies that all network access is denied for one year from date of the offense. If a student, no fees will be refunded for the time access is denied. Written notice is again sent back to IT for proper distribution.
- c. Supervisor is advised and provided with a copy of the written notice. If a student, Student Development will be given a copy for the disciplinary records.
- d. The student will be required to meet with a Community Standards Officer. Other sanctions which can range from fines to possible community/campus service related options.

Appeals can be made through the appropriate channels; Employees through the Employee Handbook and Students through the student conduct system.

## **FIREARMS AND WEAPONS POLICY**

All members of the College community, including faculty, staff and students, as well as visitors to Wilson College, are prohibited from possessing firearms, explosives or weapons (hereafter collectively referred to as “weapons”) on the premises of the college or in any building under college control or at any college sponsored event without the explicit authorization of Wilson College, whether or not a federal or state license to possess the same has been issued to the possessor.

Wilson is committed to maintaining a safe and secure environment in which to conduct educational activities and house its students. This policy is one step towards reducing the risk of injury or death associated with intentional or accidental use of weapons.

## **FIREWORKS**

Fireworks are prohibited on College property.

## **HAZING POLICY**

Under the laws of the Commonwealth of Pennsylvania, each institution shall adopt an anti-hazing policy, and pursuant to that policy, shall adopt rules prohibiting students or other persons associated with any organization operating under the sanction of or recognized as an organization of an institution from engaging in any activity which can be described as hazing.

The Pennsylvania hazing definition is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forcing calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

## **IDENTIFICATION CARDS (PHOENIX CARD)**

A Wilson College identification card (the Phoenix Card) is issued for the convenience of all students, and can be used for the following applications: a. official Wilson College identification, b. door security access to residence halls, c. access activities in the Fitness Center and Field House, d. purchases at the dining hall, café, or college store, and e. check-out materials at the library. Students are expected to always carry their Wilson College Identification Card on their person at all times while on campus. Students must produce their ID card when requested by a college official.

Any student who loses or damages her/his Identification Card is responsible for reporting this fact to the Student Financial Services Center in Lenfest Commons. There is a replacement card fee of \$15 for the first card, \$20 for the second, \$25 for the third, \$30 for the fourth, and \$35 for the fifth and thereafter.

# MINORS AND CHILDREN ON CAMPUS

## I. Purpose

Wilson College is committed to the safety of all individuals in its community. The College has particular concern for those who are potentially vulnerable, including minor children, who require special attention and protection. The College has established this *Minors & Children on Campus Policy* to protect those under the age of 18 who participate in programs and activities associated with the College, and to provide guidance to College students, faculty, administrators, support staff, and volunteers who are involved with such programs and activities.

Programs and activities that involve children and minors are important to Wilson College. A broad range of academic, athletic, enrichment, and other programs involving children on campus during the summer and the academic year, and the College is engaged in providing opportunities for minors. The College also allows certain outside organizations and groups to use the campus for programs that involve minors. At the core of all of these programs is a commitment to providing a safe environment and a positive experience for all participants.

## II. Scope

This policy provides the guidelines that apply broadly to interactions between minors and College students, faculty, administrators, support staff, and volunteers in College-run or College affiliated programs, events or activities, including the Single Parent Scholar Program. When non-College organizations and entities operate programs or activities involving minors on campus, the College will enter into agreements with such organizations and entities reflecting similar requirements, as appropriate.

The policy sets forth guidelines to help prevent the abuse or neglect of those under 18 years of age and for reporting and responding to incidents in which the safety of minors may be compromised. In addition to increasing awareness of minor abuse and neglect among all members of the College community and requiring reporting, it imposes additional requirements (training and background checks) on those who participate in programs or activities involving minors.

All Wilson College faculty, administrators, support staff, students, and volunteers are responsible for understanding and complying with this Policy.

## III. Definitions

**Campus** for purposes of this policy means all buildings, facilities, and properties that are owned, operated, managed, or controlled by the College. This also includes areas immediately adjacent to campus. **Child or Child or Children** refers to any person or persons under 18 years of age.

**Child Abuse**, for purposes of this Policy, means infliction of physical or mental harm, abuse or exploitation or negligent treatment or maltreatment of a Child. The definition includes sexual abuse of a Child.

**ChildLine** is an organizational unit of the Commonwealth of Pennsylvania's Department of Public Welfare, which operates a statewide 24-hour toll-free system for receiving reports of suspected Child Abuse and refers such reports for investigation and maintains the reports in the appropriate file. The telephone number for the ChildLine is 800-932-0313.

**College employees** for purposes of this policy include faculty, administrators, support staff and students who are employed by the College.

Wilson College students who are under the age of 18 and who, in their employment or volunteer activities in covered programs have interactions with children, are subject to the same requirements as employees and volunteers who are 18 years of age or older.

**Covered programs** are programs, events or activities that Wilson College operates or in which College employees or volunteers engage through their College roles. This term does not include programs or activities in which one may engage that are unrelated to one's status as a member of the College's faculty, administration, support staff or student body. While Sponsored Programs do not fall within the definition of Covered Programs, the College will require that they take certain actions required by applicable law. Programs or services that serve Children conducted or provided by an outside entity or individual on College premises are not Covered programs under this policy. However, such entities/individuals will be required, by contract, to comply with applicable laws regarding Minors and Children

**Minor**, for the purposes of this policy, means a person under the age of 18. Wilson College students and prospective students visiting campus who are under the age of 18 are excluded from this definition for the purpose of background checks only. Dual-enrolled students (i.e. student enrolled at Wilson as well as in a secondary school) and high school students who are auditing a course on campus are included within the definition of Minor.

**Sponsored Programs** are programs that are sponsored by a member of the College community in order to be able to use College facilities without charge. Programs that lease College facilities pursuant to a Facilities Use Agreement with the College are NOT included in this definition.

**Volunteers**, for the purposes of this policy, are persons who are not paid for the services they provide

#### IV. Guidelines and Responsibilities

College employees and volunteers in Covered Programs that involve interactions with Children must:

- Always be vigilant in protecting the well-being and safety of Children with whom they interact on campus and elsewhere.
- Review the informational material about the signs of Child Abuse provided in **Appendix A** from the [childwelfare.gov](#) site.
- Watch for signs of Child Abuse and promptly report suspected instances of Child Abuse, or violations of this policy or applicable law, as provided in Sections VII below.
- Before engaging in any Covered Program involving contact with Minors: meet the applicable requirements of this Policy relating to training (Section V) and criminal background checks (Section VI).

Any employee of the College who reasonably suspects that a Child has been abused or neglected must make reports as required by Sections VII and VIII.

To the extent College faculty, administrators, support staff, students and volunteers are participating in programs or activities run by a non-College organization or entity off campus, they should familiarize themselves with, and follow the policies of the organization relating to interactions with children and minors and understand their legal obligations with respect to working with minors in those program settings.

In addition to the informational material about the signs of Child Abuse provided in **Appendix A** from the [childwelfare.gov](#) site, also see **Appendix B** for Guidelines for Working with Children.

#### V. Training for Those Participating in Covered Programs

College employees and volunteers who participate in Covered Programs involving Minors must complete appropriate mandatory reporter training through the University of Pittsburgh ([https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_tab\\_group\\_id=2\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=2_1)). This training includes:

- Basic warning signs of Child Abuse
- Guidelines for protecting against Child Abuse.
- Requirements and procedures for reporting incidents of suspected Child Abuse.
- Training may be expanded depending upon the Covered Program and the person's role in the Covered Program.

#### VI. Criminal Background Checks

All College employees and certain volunteers will be required to clear criminal background checks prior to participation in Covered Programs involving Minors. The categories of individuals who must undergo background checks are listed in **Appendix C**.

If the criminal background check reveals adverse information or unfavorable results, the College will conduct an individualized assessment using criteria designed to identify potential risk to Minors. A prior conviction shall not automatically disqualify a person from participating in a program or activity. Except as otherwise required by law, criminal background checks of College employees and volunteers that are conducted pursuant to this Policy will be used only for purposes consistent with this Policy and will otherwise be kept confidential. Records of background checks will be maintained separately from an individual's personnel or student file.

Sponsored Programs that operate programs or activities on campus involving Minors must conduct criminal background checks of their employees and volunteers and must provide copies of the background checks to the College. The College may request any additional information it deems necessary to meet the requirements of this Policy.

Programs or services that serve Children conducted or provided by an outside entity or individual on College premises will be required, by contract, to comply with applicable laws regarding Minors and Children.

Specific requirements and procedures for background checks appear in **Appendix C**.

## **VII. Reporting Potential Harm to Children**

### **1. Emergencies**

In case of an emergency, one should immediately call Wilson College's Campus Safety at (717) 372-2255 or Chambersburg Police at 911.

### **2. All Other Reports of Known or Suspected Abuse or Neglect of Children**

All employees of the College and anyone participating in a Covered Program who has reasonable cause to suspect that a Child is a victim of Child Abuse MUST immediately make a report of suspected abuse by calling the Commonwealth of Pennsylvania's **ChildLine** at (800)-932-0313 .

Immediately after ChildLine has been notified, Wilson College's Campus Safety must be informed at (717) 372-2255. Under Pennsylvania law, most persons are required to submit a written report, within 48 hours, of making a call to ChildLine.

Campus Safety will be responsible for notifying Wilson College's Dean of Students, the Title IX Coordinator, and the appropriate Program Director of the suspected Child Abuse, unless the Campus Safety believes that the Program Director is involved with the alleged abuse. Campus Safety will cooperate and assist local and State authorities in any subsequent investigation, as requested and appropriate.

The College prohibits retaliation against any person who in good faith makes or participates in making a report of Child Abuse under this Policy. The College also prohibits the intentional filing of a false report of Child Abuse.

### **3. Questions**

Questions about one's obligations or what one should do in a situation that makes one uncomfortable should be raised with the Title IX Coordinator (717-264-4141, ext 313), the Dean of Students (717-262-2006, ext 3273), or Campus Safety (717-372-2255).

## **VIII. Addressing reports of Child Abuse**

### **A. Whenever the College receives a report of alleged Child Abuse:**

The Dean of Students will:

- a. Take immediate steps to prevent further harm to the alleged victim or other Children, including, where appropriate, removing the alleged abuser from the program or activity or limiting his or her contact with Children pending resolution of the matter.
- b. Determine whether ChildLine has already been notified and, if not, make such notification. Ensure the Chambersburg Police Department is notified as appropriate.
- c. If the parents or guardians of the alleged victim have not been notified and are not the alleged abusers, notify the parents or guardians of the Child involved – as determined by ChildLine and the local police.
- d. Ensure that the report is investigated and resolved in a way that safeguards Children, protects the interests of victims and reporters, affords fundamental fairness to an accused member of the community, if any, and meets relevant legal requirements.
- e. Facilitate the College's cooperation with any investigation conducted by Chambersburg Police Department or other governmental agency.

## **IX. Enforcement**

Sanctions for violations of this Policy will depend on the circumstances and the nature of the violation, but may include the full range of available College sanctions under the Joint Honor Council including suspension, dismissal, termination, and where appropriate, exclusion from campus. The College may also, in its discretion, take interim actions before determining whether a violation has occurred. The College may terminate the relationships or take other appropriate actions against entities that violate this Policy.

## **X. Policy Implementation and Modification**

Questions about the interpretation or application of this Policy should be raised with the Dean of Students shall update or modify the Policy and Appendices to the Policy as necessary and administer and oversee the implementation of the Policy in a manner that best achieves its goals. The Policy may be modified to reflect the changes in the law, standards relating to the protection of Children or Minors, or College processes, or as otherwise necessary.

## **APPENDIX A SIGNS OF CHILD ABUSE AND NEGLECT**

<https://www.childwelfare.gov/pubpdfs/whatiscan.pdf>

## **APPENDIX B GUIDELINES FOR WORKING WITH CHILDREN**

Those associated with Covered Programs involving Children should observe the following “dos” and “don’ts” in order to maintain a safe and positive experience for program participants, encourage parental confidence, and avoid mistaken allegations.

### **DO:**

- Maintain the highest standards of personal behavior at all times when interacting with children.
- Whenever possible, try to have another adult present when you are working with children in an unsupervised setting.
- Conduct necessary one-on-one interactions with children in a public environment where you can be observed.
- Listen to and interact with children and provide appropriate praise and positive reinforcement. Treat all children in a group consistently and fairly, and with respect and dignity.
- Be friendly with children within the context of the formal program or activity while maintaining appropriate boundaries.
- Maintain discipline and discourage inappropriate behavior by children, consulting with your supervisors if you need help with misbehaving youth.
- Be aware of how your actions and intentions might be perceived and could be misinterpreted.
- Consult with other adult supervisors or colleagues when you feel uncertain about a situation.

### **DON’T:**

- Don’t spend significant time alone with one child away from the group or conduct private interactions with children in enclosed spaces or behind closed doors.
- Don’t engage in inappropriate touching or have any physical contact with a child in private locations.
- Don’t use inappropriate language, tell risqué jokes, or make sexually suggestive comments around children, even if children themselves are doing so.
- Don’t give personal gifts to, or do special favors for, a child or do things that may be seen as favoring one child over others.
- Don’t share information with children about your private life or have informal or purely social contact with child program participants outside of program activities.
- Don’t strike or hit a child, or use corporal punishment or other punishment involving physical pain or discomfort.
- Don’t relate to children as if they were peers, conduct private correspondence or take on the role of “confidant” (outside of a professional counseling relationship).
- Don’t date or become romantically or sexually involved with a child. Don’t show pornography to children or involve children in pornographic activities.
- Don’t email, text, or engage with children through social networking media unless there is an important educational or programmatic reason to do so and you are communicating consistently to all children in the program.
- Don’t provide alcohol or drugs to children or use them in the presence of children.



## **APPENDIX C**

### **BACKGROUND CHECK CATEGORIES FOR EMPLOYEES AND VOLUNTEERS WHO WORK WITH MINORS**

College employees and volunteers who participate in Covered Programs involving Minors must complete the appropriate background check clearances. Individuals who are employed by or volunteer for Sponsored Programs that provide services to Minors on campus must also complete background clearances. The requirements are different for employees as compared to volunteers (unpaid); therefore, we have broken out the requirements below.

#### **Employees:**

College employees, including student employees, who have direct contact with a Minor which involves the care, supervision, guidance or control of a Minor **OR** has routine interaction with a Minor must complete the full set of background check certifications, including the following:

1. “Pennsylvania Criminal History Records Check” is a check of criminal history information obtained from the Pennsylvania State Police that is maintained in the Pennsylvania State Police Central Repository.
2. “Pennsylvania State Child Abuse Clearance Check” is a check that includes a certification from the Department of Human Services as to whether the applicant is named in the statewide database as an alleged perpetrator in a pending, indicated or founded child abuse investigation in Pennsylvania.
3. And a “Federal Criminal History Records/FBI Check” is a check of federal criminal history information obtained by the submission of a full set of fingerprints to the Pennsylvania State Police or its authorized agent.

Routine interaction (which is part of the definition of “direct contact”) is defined as “regular and repeated contact that is integral to a person’s employment responsibilities”.

Examples of employee-types which meet this requirement include, but are not limited to:

- Faculty who teach dual-enrolled (i.e. high school) students
- Faculty who teach high school students who are auditing their classes
- Employees who are serving as the lead camp director for any College-operated or College-sponsored summer camp or conference (even if one day)
- All employees who work during a summer camp involving Minors that lasts **two or more days** (All camp employees, Athletic Trainers, Lifeguards, etc).

New employees who meet the definition above may be employed as a provisional hire, not to exceed 90 days provided they are able to sign an Affidavit. Information regarding the Affidavit, as well as other pertinent information about these background check requirements may be found on our website: [www.Wilson.edu/backgroundcheckfaq](http://www.Wilson.edu/backgroundcheckfaq).

#### **Volunteers:**

Volunteers who have direct contact with a Minor that involves the care, supervision, guidance or control of a Minor **AND** has routine interaction with a Minor must complete the full set of background checks, including the following:

1. “Pennsylvania Criminal History Records Check” is a check of criminal history information obtained from the Pennsylvania State Police that is maintained in the Pennsylvania State Police Central Repository.
2. “Pennsylvania State Child Abuse Clearance Check” is a check that includes a certification from the Department of Human Services as to whether the applicant is named in the statewide database as an alleged perpetrator in a pending, indicated or founded child abuse investigation in Pennsylvania.
3. And a “Federal Criminal History Records/FBI Check” is a check of federal criminal history information obtained by the submission of a full set of fingerprints to the Pennsylvania State Police or its authorized agent. Volunteers who have resided in PA continuously for the last 10 years are not required to complete the Federal Criminal History Records/FBI Check. These volunteers must submit a “Sworn Statement Regarding Qualification for Volunteer Service.”

Routine interaction (which is part of the definition of “direct contact”) is “regular and repeated contact that is integral to a person’s volunteer responsibilities”.

Examples of volunteers which meet this requirement include, but are not limited to:

- Volunteers who will be assisting at a College-run or College-sponsored program that involves Minors that last **two or more days**. This includes chaperones who accompany the camp from the participating organization.



Volunteers must share their completed original clearances with Wilson College prior to participating in the Covered program.

Volunteers are exempt from all three background check certifications if the following criteria are met:

1. The volunteer is enrolled as a student of Wilson College;
2. The volunteer is not a person responsible for a Child's welfare;
3. The volunteer is volunteering in an event that takes place on campus;
4. The event is sponsored by Wilson College; AND,
5. The event is not for Children who are in the care of a child-care service.

### **MISSING STUDENT POLICY**

Wilson College takes student safety very seriously. To this end, the following policy and procedure has been developed to assist in locating Wilson student(s) living in college-owned, on-campus housing, who based on the fact and circumstances known to the College are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing her routine without informing her roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Safety or Student Development / Residence Life. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Students will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event she is reported missing while enrolled at Wilson. This emergency information will be kept in the Office of Student Development and will be updated annually.

### **GENERAL PROCEDURE:**

1. The Wilson official receiving the report will collect and document the following information at the time of the report:
  - a. The name and relationship of the person making the report.
  - b. The date, time, and location the missing student was last seen.
  - c. The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor
  - d. The missing student's cell phone number (if known by the reporter).
2. The Wilson College official receiving the report will contact the Student Development Administrator on Duty (AOD) and the Dean of Students to update them on the situation and to receive additional consultation. The Dean of Students will ascertain if/when other members of the Cabinet need to be contacted.
3. Upon notification from any entity that a student may be missing, Wilson may use any or all of the following resources to assist in locating the student.
  - a. Call the student's room
  - b. Go to the student's residence hall room.
  - c. Talk to the student's Resident Assistant (hereafter RA), roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
  - d. Secure a current student ID (from security) or other photo of the student from a friend.
  - e. Call or text the student's cell phone and call any other numbers on record.
  - f. Send the student an email.
  - g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Office of Security and the Office of Residence Life may be asked to assist to expedite the search process.
  - h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites.
  - i. Ascertain the student's car make, model and license plate number. A member of the Office of Security will also check Wilson College parking lots for the presence of the student's vehicle.

4. The Wilson Instructional Technology Staff may be asked to obtain email logs in order to determine the last log and/or access of the Wilson network.
5. Once all information is collected and documented and the Dean of Students (or her designee) is consulted, Wilson staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the College.
6. If an adult participant of the Single Parent Scholars program is missing and that student's child(ren) is/are unattended, the administrator on duty will ask another SPS participant to stay with the child(ren) until the investigation can ascertain the status of the missing student. Once the student is located or the situation necessitates filing a missing person report (see steps above), the Dean of Students (or her designee) will contact Children and Youth Services of Franklin County. (*Note: Pennsylvania State law requires anyone who, in the course of their employment, occupation, profession, or practice of their profession comes into contact with children to report to the Department of Public Welfare when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is a victim of child abuse.*)

### **PERMISSION FOR MONEY-MAKING PROJECTS**

Arrangements for all money-making projects by student organizations shall be made with the Office of Student Development.

### **POLICY FOR PET VISITATION ON CAMPUS**

Regulations for pet visitation on campus:

1. In accordance with state health regulations, pets are strictly prohibited from all dining facilities.
2. Students are only permitted to bring their registered pets and emotional support animals into the residence halls. Both registered pets and emotional support animals are not permitted in another campus buildings.
3. All pets must be on leashes while on the Wilson campus. Guests are requested to clean up and appropriately dispose of their pet's waste.
4. Failure to comply with these regulations will result in a warning for the first violation and a \$25.00 fine per violation thereafter. See the Pet Policy in the Residence Regulations for more information.

### **SERVICE ANIMAL GUIDELINES**

Wilson College is committed to compliance with state and federal laws regarding individuals with disabilities. Individuals with disabilities may be accompanied by their trained service animals on the Wilson College campus where members of the public or participants in services, programs, or activities are allowed to go. By law, a service animal means any dog (or miniature horse) that is individually trained to do work or perform tasks to mitigate the symptoms of a disability, including physical, sensory, psychiatric, intellectual, or other mental disabilities.

It is recommended to have the animal identified as a fully trained service animal by a visual marker (harness, collar, or leash). Where it is not readily apparent that the animal is a service animal, the college may ask if the animal is required because of a disability, as well as what work or task the animal has been trained to perform.

A trained service animal will be allowed to accompany the partner/handler at all times and anywhere on campus, including food service locations, that the partner/handler is permitted to go. Exceptions may be made in areas where, for health and safety reasons, trained services animals are specifically prohibited.

At Wilson College, such areas may include:

- Science Center laboratories (where chemicals are involved)
- Veterinary Education Center
- Large animal pens and paddocks
- Food preparation areas

If a service animal is specifically prohibited from any of these areas, the individual/handler may request separate, reasonable accommodations from the Accessibility Services Coordinator. Service animals in training are only allowed in public spaces, which do not include residential housing, classrooms, and other campus buildings until fully trained in their task.

## **Responsibilities of Individuals with Service Animals:**

- Any student who intends on having their service animal on campus is requested to communicate with the Accessibility Coordinator, as a courtesy, to allow notification to appropriate stakeholders and faculty. It is also requested that the student provide a copy of updated vaccination records to the Accessibility Coordinator.
- The college is not responsible for the care or supervision of a service animal. Individuals with disabilities are responsible for the control of their service animal at all times and must comply with all applicable laws and regulations, including vaccination, licensure, animal health, and leash laws. A service animal shall be restrained with a harness, leash, or other means, unless an individual's disability precludes the use of a restraint or if the restraint would interfere with the service animal's safe, effective performance of work or tasks. If a service animal is not under the handler's control by restraint due to the need to provide service to the handler, it must be otherwise under control, whether by voice control, signals, or other effective means.
- Individuals are responsible for ensuring the immediate clean up and proper disposal of all animal waste. The college may impose charges for damages caused by a service animal in the same manner the college imposes charges for damages caused by pets.
- The college may exclude a service animal from campus if its behavior poses a direct threat to the health or safety of others.
- Furthermore, the college may ask an individual with a disability to remove a service animal from campus if the animal is out of control, is not house broken, and is a disruption to class, or when its presence fundamentally alters the nature of the program or activity.

## **Service Animals in Residence in College Housing:**

- An individual that is planning to have their service animal in college housing is expected to provide sufficient notice to the Accessibility Services Coordinator so that appropriate arrangements regarding placement, roommates, etc. can be made.
- Individuals are financially responsible for any and all damages caused by their service animal. Damages may include but are not limited to bodily injury, property damage (including furniture, flooring, urine and feces stains or odors, etc.), cleaning beyond what is normally required, and any repairs that are deemed necessary after the handler and service animal have vacated the residence hall.

Requests, concerns, and questions regarding service animals should be directed to: Accessibility Services Coordinator Assistant Director, Academic Support Center (717) 262-2771 Fax (717) 262-4845

## **PREFERRED NAME AND PRONOUNS POLICY**

### **Purpose**

Students and employees may request to have a name that differs from their legal name and designated pronouns on certain Wilson College records and documents, and for other educational or professional purposes.

### **Scope**

This policy applies to all Wilson College students and employees.

### **Definitions**

**Preferred Name:** A name that a person chooses to be known by. This may include a person's full name, or any part thereof.

**Legal Name:** A name that a person is identified by for legal, administrative, and other official purposes.

**Pronouns:** For the purposes of this policy, he/him/his, she/her/hers, they/them/theirs, ze/hir/hirs, or name only.

Students and employees may choose to identify themselves within the College's information systems with a name in addition to their legal name. It is further understood that the person's name may be used as articulated in Appendix A. The name may not be used where the use of the legal name is required by policies applicable to the College or local, state, or federal regulations or law.

The individual is free to determine the name they want to be known by in the College's information systems, which will only be denied or revoked when a name is deemed inappropriate for reasons including, but not limited to, avoidance of a legal obligation, fraud, use of obscene or offensive language, or misrepresentation.

Students and employees may add or update their name or pronouns through the myWilson portal.

1. Preferred and legal names are considered directory information under the Family Education Rights and Privacy Act (FERPA).
2. Students should be aware of the different college uses of the preferred versus a legal name as defined in Appendix A, for example, the difference between the use of a preferred name (e.g., class roster) and when the college uses a legal name (e.g., college mail to home address).

3. Therefore, students wishing to use their preferred name only within the Wilson College community should not use the name change function, but rather notify in person or by email their teaching faculty and academic advisor, as well as other relevant parties such as coaches, student group advisors, campus employment supervisors, Resident Assistants and Residence Directors of their preferred name.
4. Not all systems may support display of pronouns

## **APPENDIX A**

The **preferred name and pronouns** will be used in select systems and documents such as:

- Learning Systems
- Student Advising Systems
- Class Rosters
- Student Co-curricular Systems
- Housing System
- Student Judicial System
- Usernames\*
- Email Display Name
- Employee Email Aliases & Signature
- Alumni System
- Student and Employee ID Card\*\*
- Degree Audits
- Athletic Rosters
- Dining Services
- Student Accommodation Systems
- Student Job/Career Services
- Recruiting Systems
- Portal and Self-Service Systems
- Communication Systems
- Library Systems

The **legal name** will be used for official records including, but not limited to:

- Academic Transcript
- Enrollment Verifications
- Employment Verifications
- Degree Verifications
- Employment Documents
- Payroll Documents (paycheck, W2)
- Athletic External Reporting
- Student Medical Records
- Legal Documents and Reports
- Student Accounts Statements
- Financial Aid Documents
- Scholarship Documents
- Admissions Applications
- Correspondence and Mail to Home Address regarding records requiring legal name

The following systems will ask individuals to identify the name to use:

- Commencement Program and Ceremony
- Diploma
- Social Media and Website Postings
- Press Releases

\*If a preferred name is available at account creation, Wilson usernames will be generated using the first and last initials of the preferred name, otherwise first and last initials of the legal name will be used. After account creation, usernames may only be changed in extenuating circumstances upon request in writing to the Human Resources Office (employees) or the Registrar (students).

\*\*A REPLACEMENT ID CARD WITH THE PREFERRED NAME MAY BE REQUESTED FROM THE STUDENT FINANCIAL SERVICES CENTER. REPLACEMENT FEES WILL BE WAIVED IF PRIOR, UN-DAMAGED ID CARD IS TURNED IN.

QUESTIONS ABOUT THE PREFERRED NAME AND PRONOUN POLICY SHOULD BE DIRECTED TO THE OFFICE OF JUSTICE, EQUITY, DIVERSITY, AND INCLUSION AND/OR THE OFFICE OF HUMAN RESOURCES.

## **PREGNANT AND PARENTING POLICY**

Wilson College must not discriminate against any student or exclude any student from their education program or activity, including any class or extracurricular activity, based on a student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. Wilson College also cannot discriminate against or exclude from employment any employee or employment applicant on these bases.

Therefore, this policy describes and reaffirms Wilson College's commitment to providing a supportive environment for pregnant and parenting students and employees.

### **Scope**

This policy applies to those seeking admission, currently admitted and those students enrolled at Wilson College as well as persons applying for employment or currently employed by Wilson College.

### **Definitions**

- Pregnant or Parenting Student: For the purpose of this policy, pregnant or parenting student refers to those applying for admission, admitted, or enrolled in classes who have a Qualifying Condition.
- Pregnant or Parenting Employee: Persons employed or seeking employment at Wilson College.
- Medically Necessary Leave of Absence: An absence from the classroom, co-curricular activities or employment because of a qualifying condition and deemed necessary and documented by an appropriate health care professional.
- Qualifying Condition: Conditions covered by this policy are pregnancy, complications related to pregnancy, false or terminated pregnancy, miscarriage, childbirth, and recovery from any of these conditions.

### **Policy**

Wilson College seeks to treat all students and employees equitably, regardless of their actual or potential parental or familial status. It is the policy of the College to provide appropriate, reasonable adjustments to educational and employment programs and activities to support pregnant or parenting students and employees.

This policy establishes a process for pregnant and parenting students to request and obtain adjustments to educational programs and activities allowing them to continue their education at the College. It also provides processes for pregnant and parenting employees (or job applicants) to request and obtain adjustments for job-related purposes, including employment-based medical, hospital, and other benefits.

### **Implementation**

#### Requests for Adjustments for Pregnant and Parenting Students

A student in need of an educational adjustment should submit a request to the Academic Success Center. Details regarding the process to make a request for accommodations can be found at: <https://www.wilson.edu/as-eligibility-process>. If a student is unable to submit a request because of their condition, an appropriate representative of the student may contact the Academic Success Center on their behalf and the student may confirm the request when they are able to do so.

The Director of the Academic Success Center will consult with the student/appropriate representative and appropriate College officials, which may include faculty members, the Registrar and/or the Vice President for Student Development to develop and implement an educational adjustment that is appropriate for the student.

#### Requests for Work-Related Accommodations from Employees

Pregnant and parenting employees should direct their requests for accommodations in the workplace to the Director of Human Resources & Title IX Coordinator.

### Medically Necessary Leave of Absence

An educational adjustment under this policy may include an excused leave of absence for as long as medically necessary. To request a leave of absence and accompanying academic accommodations under this policy, a student should follow the request procedure outlined above.

If reasonable, a student will be given extra time to make up coursework and tests missed during the leave of absence. Whether or not it is reasonable to grant a student extra time to make up course work and tests missed will be determined by the Director of the Academic Success Center in consultation with the Vice President for Student Development, the Registrar and appropriate faculty members. This determination will be based on, among other things, the length of the absence requested and the ability of the student to complete coursework outside of the classroom. If it is unreasonable for a student to receive extra time to complete a course, the student will be given the option to withdraw from the class without penalty.

Pregnant or parenting students who must take a medically necessary extended leave of absence (generally no longer than 180 days) shall be allowed to return to the same academic and co-curricular status as before the leave began.

Employees should consult with the Director of Human Resources and follow established leave policies. If an employee has insufficient leave or accrued employment time to qualify for leave under the College's policy, Wilson College will treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as a justification for a leave of absence without pay for a reasonable period of time. After that time, the employee will be reinstated to the employee's pre-leave status or to a comparable position without reduction of compensation or loss of promotional opportunities or any other employment rights or privileges. 34 C.F.R. § 106.57(d). In addition, Wilson College will treat pregnancy and the same related conditions and any temporary disability resulting therefrom as any other temporary disability for commencement, duration, and extensions of leave, payment of disability income, accrual of seniority and any other benefit or service, and reinstatement, along with other employment-based benefits.

### Reporting Harassment or Discrimination Due to a Qualifying Condition

Wilson College prohibits discrimination and harassment on the basis of sex. Pregnant or parenting students who believe they have been discriminated against or harassed because of a qualifying condition may file a complaint with the Title IX Coordinator. Complaints of discrimination or harassment under this policy will be processed in accordance with College policy.

## **PUBLICITY RULES**

1. Students shall have the approval of the Wilson College Department of Marketing and Communications before submitting information concerning the Wilson College community to any news media or for commercial advertising.
2. Students asked to participate in any news story shall seek approval from the Wilson College Department of Marketing and Communications before representing the College in any medium, including print, broadcast and online.

## **RESIDENCE HALL POLICIES**

### **RESIDENCE HALL POLICIES**

**2023-2024**

Residence Hall policies are set and enforced for the benefit and well-being of all community members. The residence hall regulations are concerned with the application of the Honor Principle in the non-academic areas, and pertain to all students living in Residence Halls, their guests, and dependents. Infractions of these regulations shall be handled by the Resident Assistants, the Director of Residence Life, and/or Honor Council.

Within the residence halls, student staff members are selected and trained to serve for the academic year as Resident Assistants (RAs). RAs carry out a broad range of responsibilities in the areas of peer counseling, conflict resolution, mediation, community-based programming, policy enforcement, crisis management and community development. They make appropriate referrals when necessary and act as a resource for residential students.

A Hall Senator represents each residential unit in the Student Senate. Senators provide one of the several channels for students to voice opinions and offer suggestions to the Wilson College Government Association (WCGA). Hall Senators also serve on Residence Council to address community concerns and communicate information to residents. Residence Hall rules and regulations are evaluated annually by Residence Council and Residence Life staff.

## RESIDENCY REQUIREMENTS & OPTIONS

### Undergraduate College Students

In an effort to develop and support the entire student both academically and socially, all Traditional students are required to live on campus. Students must be full-time, matriculated, and degree-seeking. To be eligible to reside in on-campus housing, a student must be at least 16 years of age during the period of occupancy. Students 24 years of age and older are not eligible to live in on-campus housing without a formal request and special consideration from the Director of Residence Life (This policy does not apply to Single Parent Scholar Students). Students who would like to commute from home are required to live with parents or adult relatives within a one-hour driving distance of the College beginning at the start of the 2019 fall semester. Further distance may impede the learning process. Exemptions from the residency requirement will only be granted if the student meets at least one of the following exceptions:

- Commuters living with parents or adult relatives within a one-hour driving distance from campus
- Married students or students with dependents in their care
- Students 21 years of age or older
- Students who have junior (60+ credits) or senior (90+ credits) standing as defined by the College Registrar (starting with incoming Fall 2022 students must be of senior standing)
- Students participating in approved academic experiences such as guest semesters, study abroad, or semesters at other institutions
- Student teachers with special location needs

All petitions for off campus housing need to be reviewed by Financial Aid and submitted to the Director of Residence Life no later than April 1st for the coming fall semester and November 15th for the coming spring semester. Requests from new entering students to live off campus must be received by the Director of Residence Life no later than 30 days prior to the start of the semester in which they are entering. Please note that applications received after the deadline may be denied outright or may be deferred for consideration until the following semester. Applicants who miss the deadline should consult with the Residence Life Director.

New student requests to commute must be submitted through the Wilson College portal. Current residents wishing to change their residential status must complete the Off-Campus Request Form (available online). Off-Campus Request Forms must be reviewed by Financial Aid before submission to the Director of Residence Life for review. Permission to live off campus for reasons other than those falling within the policy guidelines will be granted due to extreme or extraordinary circumstances only. Students who seek exemption should submit a petition describing the circumstances that justify an exemption along with the Off-Campus Request Form (available online). Approval determination will rest with the Director of Residence Life in consultation with the Dean of Students.

All residential Traditional students are required to purchase a Meal Plan (board). First year students must be on the Phoenix meal plan. Transfer students may select from **Phoenix or Gold meal plans**. Silver meal plan is restricted to RAs, Single Parent Scholars, and students with senior class standing (as defined by the room selection roster in April for the coming year). Commuters can choose any meal plan but are not required.

Housing is only provided for the Student; no other family or friends are permitted to reside with the Student. Students are provided with a twin bed, desk, desk chair, dresser, and closet. Some halls offer private in-suite bathrooms. Students share a common-space kitchen, laundry, lounge, bathroom, and computer lab. Students have the option to have a double, triple or quad with roommate(s). Single rooms are restricted to ADA reasons only. Each of these options are billed at different rates and are available to all residents, space permitting. Students with a specific ADA accommodation need must request and provide documentation through the Disability Coordinator in the Academic Success Center. Accommodations cannot be made until required documentation is provided.

### Single Parent Scholar Program Students

In order to develop and support the whole student both academically and socially, all Single Parent Scholar Program participants are required to live in the on-campus Single Parent Scholar housing. All Single Parent Scholar Program students are required to purchase a Meal Plan (board). Housing is only provided for the Student and their children; students may not grow their family during their on-campus residency. Students are provided with a two-room suite with a private bath, a twin bed, desk, desk chair, dresser, and closet. Students share a common-space kitchen, laundry, lounge, playroom, and computer lab. Additional bed(s) for the SPS child may be requested as appropriate through the SPS director and the Residence Life Director; approval is not guaranteed. No other additional furniture will be provided; SPS students are responsible for providing any additional furniture.



## **ROOM AGREEMENTS & SECURITY DEPOSIT**

Each student is required to sign a Room Agreement before being issued a key for their room. This Agreement is a binding contract and will be treated as such. The Student is responsible for fully reading, understanding and abiding by all stipulations within the agreement each year. The standard Room Agreements are viewable at all times online and the Student will receive a copy of their signed agreement. Returning students must sign their Agreement for the coming year during April Room Selection to reserve their space. Every resident must sign a new agreement each academic year regardless of room assignment (includes SPS students).

Unless expressly released from the residency requirement, the Student must sign a Room & Board Agreement and bear responsibility for those charges. The Student must complete all necessary withdraw/leave paperwork and notify Residence Life of their intent to not return to campus housing on or before July 15th (for the fall semester) or December 15th (for the spring semester). The Student is liable for the entire semester room charges if written notice of cancellation is received after the start of the term, or the student is occupying the space, either with belongings, person, or through key possession, as of the start of the term. Meal plan changes must be received prior to the start of the semester. Upon completion of all necessary withdraw/leave paperwork, the student may be eligible for a prorated refund of Meal Plan costs based on the official end date recorded by the Registrar's Office.

### **Students are fully liable for charges for the housing dates indicated on summer lease agreements from the time of signing.**

Failure to maintain full-time enrollment may result in cancellation of a housing contract. Wilson reserves the right to refuse housing privileges to any person at any time. The College has the right to conduct a criminal background check on any resident at any time, either prior to room assignment or during the term of their agreement. The College reserves the right to deny a refusing housing or immediately remove a student from College housing based on criminal history or conduct. This provision does not require the College to perform a criminal background check on any student.

## **MAINTENANCE OF FACILITIES**

Student rooms undergo regular inspection and upkeep to provide consistent accommodations and easier maintenance. Residents should complete a Room Condition Report (RCR) through [www.Roompact.com](http://www.Roompact.com) at check-in to document the condition of the room at arrival. The RCR must be returned to Residence Life within 24 hours of move-in to be considered valid. The RCR will be used after the Student moves out to assess for any damages. Students may not do anything to permanently alter the condition of a room (i.e. paint any surfaces, install/remove flooring, install permanent fixtures, etc.). Individuals found in violation will be charged the cost of restoring the room to its standard condition. Students are expected to return their rooms to the original furniture arrangement prior to moveout. Students who fail to do so will be billed. Please note that damage assessment is completed by Physical Plant staff; RAs do not assess room damages. Students will be notified of damage charges via their Wilson email account. Any appeals must be submitted in writing to the Director of Residence Life within two weeks of the notification email. Appeals received after that date will not be considered.

If there is a maintenance concern, in a student room or public space, the Student must report the issue to their RA, the Director of Residence Life, or Physical Plant in a timely manner so that the condition can be repaired before it worsens. Each resident student is provided a bed, dresser, desk, desk chair, closet space, & window shade/curtain. In rooms with private baths, shower curtains & hooks are also provided. Some rooms have mattress pads, desk hutches, wardrobes, and/or book shelves. All furniture, fixtures, window screens, curtains, and mattress pads must remain in the room and are the responsibility of the Student assigned to that room. Special housing accommodations which require removal of furniture will be considered on an individual basis. There is no storage of College-issued property. Students are expected to arrange their room and maintain order and cleanliness within their room in such a way as to not obstruct egress or present safety or health hazard or community concern.

SPS students should take into consideration the abilities, needs, & behaviors of their child(ren) when arranging their room as the room provided is like any other suite on campus and is designed for the college student. SPS are not permitted to have lofts; bunk beds must be approved by the Residence Life & SPS directors.

SPS students are responsible for providing any furniture needed for their child(ren); additional bed requests should be submitted through the SPS & Residence Life directors. In Prentis Hall, there are window guards installed on the windows for safety; these are removable in emergencies. This is the only childproofing measure provided in any of the SPS suites or public spaces. If another safety measure is desired by an individual SPS student or one of the SPS communities, they should make a request through the Director of Residence Life or the SPS Director. Requests will be weighed with consideration for what is reasonable and customary to expect a parent to provide and, in the case of a request that impacts the community, community expectations or concerns.

Public space furniture must remain in the public space and may not be moved to a student's private residence hall room. **Students share responsibility for the care of public spaces and are expected to hold themselves and their peers and guests accountable for the Public Space Expectations (viewable online). Students are expected to clean up after themselves and to keep their personal property within their room. Residential communities will be held responsible as a whole for any damages to public spaces or failure to meet Public Space Expectations. Any disregard for the common spaces that poses an issue for the community (whether damage, misuse, dirtiness, etc.) may be addressed by Residence Life through community fines, restitution, loss of privileges, etc. as determined appropriate. Repeated issues may be forwarded to the Honor Council.**

## **RESIDENCE HALL OPENINGS & CLOSINGS**

All hall opening and closing dates are posted online, advertised on campus, and emailed to students. Students must make sure their travel plans coincide with the dates advertised as no early arrivals or late departures will be permitted. The Residence Halls are closed during Thanksgiving break, Winter break, Spring break, and Summer vacation periods. Summer housing may be offered for students engaged in College related activities during that break period.

If a student wishes to make arrangements for break housing (if offered), they must submit the online request form at least one month in advance of the break period (by the date advertised). Break Housing is not guaranteed and may carry additional fees. Students may be required to live in another residence hall for the duration of the break with limited access to the residence room they normally occupy during regular session. There will be no food service available to students staying in residence during break periods. However, kitchen and lounge space within the designated break housing will be available. Students staying for any part of Summer housing will be required to sign a Summer Housing agreement.

During the break period, visitation by off campus guests or students not registered for break housing must be approved by the Director of Residence Life in advance. It is important that the College be aware of guests present on College property for security purposes and in case of emergency circumstances. However, unless there are individual extenuating circumstances, there is no reason to believe that such visitation would be denied. While the College is not in regular session, students living on campus will still abide by the rules defined in the Blue Book/ Student Handbook and will uphold the Honor Principle.

The Student agrees to vacate the Residence Hall: (a) within twenty-four (24) hours after the Student's last examination, or within twenty-four (24) hours after the termination of the Room & Board Agreement, unless an extension is granted by the Director of Residence Life; or (b) On or before the date and time specified by Residence Life as hall closing (for end of semester, year or at breaks), unless an extension is granted. At hall closings, residents must follow all advertised closing procedures including, but not limited to, room and public space prep, checkout, and key return as appropriate. Failure to do so will result in fines. Failure to leave by the designated hall closing time or time indicated by student room agreement will result in fines.

The Student's right of occupancy does not include any period that the Student is not enrolled with the College or any period in which the Student has been removed from housing for any reason. If removed from housing, the Student has 24 hours to vacate housing after receiving notice of removal. If the Student is disruptive in any way during that period, s/he will be required to vacate immediately. If the Student fails to vacate within 24 hours, the College reserves the right to remove the Student's belongings, change the locks at the Student's expense, and/or treat the Student as a trespasser.

## **RESIDENCE HALL ACCESS**

Residence Halls are always locked. Residents will be issued a room key/card upon check-in that grants them access to the building and room they are assigned. In Residence Halls with elevators, elevator access will be restricted through use of a passcode. This code will be given to the residents of the building, Residence Life staff and minimal essential personnel. Protecting key/card and elevator access is vital to maintaining the security of our Residence Halls. With that in mind, all residents must abide by the following policies:

- 1. Keys/Cards and elevator codes are security instruments and should be treated as such at all times. Keys/cards should be kept in the owner's possession and not left unattended at any time. Residents may not lend their key/card or share their elevator code with any person (resident or not) at any time. Sharing of residence hall key/card or elevator code will result in a severe fine and a possible Honor Council referral. Continued issues with elevator codes may result in community fines and/or loss of elevator privileges.**
2. If a student is locked out of their room, s/he should:
  - a. During normal business hours (Monday-Friday 8am-5pm), contact Campus Safety.
  - b. Outside of normal business hours, contact the RA Primary (if s/he is unavailable then the Student should contact the RA Secondary; if the Secondary is unavailable, the Student should contact Campus Safety).
  - c. Student must provide ID to be let into the room. Students are only permitted access to their assigned room; no staff member will grant access to a room of which the Student is not the assigned occupant.

- d. Student must produce their room key/card upon being let into the room. If the key/card is not readily available, the resident must bring their room key/card to the Director of Residence Life within 24 hours of the lockout for verification that the key/card is not lost. If the resident fails to produce the key/card within 24 hours, a lock change will be ordered (see below).
  - e. Lockouts will be tracked by Campus Safety & the RA staff. Students with repeated lockouts may receive a warning after accruing 3 lockouts within one academic year. Upon the 4<sup>th</sup> lockout, the Student will be fined \$15 for failing to responsibly control their key/card. For every 3<sup>rd</sup> lockout beyond that, the Student will be fined \$10.
3. A resident must notify the Director of Residence Life immediately if their key/card is lost. Upon reporting the loss of their key/card, s/he will have 24 hours to locate the key/card before a lock change is ordered and charged to the Student's account. Because a lost key/card presents a security risk for all occupants of the residence hall, a student who fails to report a lost key/card immediately may face substantial fines and a lock change with no grace period. If the Student finds the lost key/card, s/he must return it to a member of the Residence Life staff immediately. If a lock change has already been completed, the resident is still responsible for the charge.
  4. Any student who does not return their room key/card upon vacating their assigned residence hall space will be charged for a lock change.
  5. Residents are expected to lock their room door when leaving the room and should carry their room key/card and student ID at all times.
  6. Entrance to any residence hall through any means other than the use of a personal key/card and/or elevator code is strictly prohibited. Any student or community found propping doors open, using windows as entrances, using keys/cards or codes not issued to them directly, or other means of inappropriate access will face substantial fines and possible Honor Council referral.
  7. Students should never enter another student's room without the express consent of all residents assigned to that space. An unlocked door is not permission to enter the room.

Residence Life staff and authorized College personnel may enter the Student's room to determine a need for maintenance or repairs in the building, or in case of a suspected emergency or policy violations. The College also reserves the right to conduct regular fire and life safety inspections of residence hall rooms during fire drills, hall closings, and throughout the academic year without notice. If an issue is found during one of these inspections, the Student will be notified, and depending on the nature of the issue, be given a chance to correct it and/or have items confiscated or removed and/or face fines. When a College employee acting in an official capacity knocks and identifies their/himself as such, the Student must respond to the knock by opening the door. If the Student is not present at the time or does not respond to the knock, the College officials may key into the room.

## **RESIDENT RIGHTS & COMMUNITY STANDARDS**

Every successful residence hall depends on residents understanding different lifestyles and respecting the rights of others. Taking responsibility for your own actions and for the well-being of your fellow residents is the spirit of living in a residential community. Residential rights are protected along with your right to redress grievances without fear of intimidation or retaliation within the community.

At the beginning of each semester, each residential community will meet to discuss residential policies as well as their individual community expectations. This discussion will include how the community members plan to meet those expectations and ways in which they can address behaviors that do not meet expectations or behaviors that are negatively affecting members of the community. These conversations presume that each resident has reviewed the Residence Hall Policies and will actively engage in the conversation. Communities have the ability to adapt policies to meet the needs of that particular community as long as they still meet the minimum expectations laid out in the Residence Hall Policies. RAs facilitate these conversations and have the ability to participate as a member of the community (i.e. they are expected to encourage community agreement but are not allowed to make executive decisions about the standards unless proposals would violate published or posted policies).

Violations of community standards are enforceable by the fine system, removal of privileges, and/or referral to Residence Council, Residence Life Director, or Honor Council as appropriate. Examples of things communities can discuss and alter to fit their particular needs include: quiet hours, visitation, public space use, etc. Again, standards set by the community cannot be less than the expectations set forth in the Residence Hall Policies. Standards should be agreed upon by consensus, not majority vote. This places the burden on students to fully represent their concerns and needs and think creatively about how to best meet the needs of all community members. If a community cannot arrive at consensus, the default is the expectations laid out in the Residence Hall policies.

## GUEST & VISITATION POLICY

Wilson students are permitted to have guests, both student and non-student, within the parameters set by the residence hall community agreement and the following regulations. Guests are only permitted in individual rooms at the permission of both roommates. Guests are defined as persons, either student or non-student, who are in a space not their own (i.e. in a hall or room to which they are not the assigned residents). Any student bringing guests on campus or in the residence halls shall make every effort to ensure that by doing so s/he does not infringe upon the rights of roommates or other community members. It is the responsibility of the host to inform their guests of all residence hall policies, including those which are agreed upon by the current residents in their community standards. The resident acting as host is also responsible for their guests' behavior at all times and will be held responsible for any violations that occur.

Residents may act as host to no more than two non-resident guests and/or 4 resident guests at any time. However, the number of guests in an individual room at one time should not exceed two guests per person assigned to the space. Additionally, each resident host must guarantee that:

1. their guest(s) will honor the commitments and regulations governing Wilson students and
2. the resident host remain on campus for the duration of their guest(s)' visit and
3. the resident host will escort their guest(s) at all times during the visit (even within the room or the restroom).

Each residential community has the right to discuss and determine appropriate times for guest visitation and restrict visitation accordingly. This should be discussed at the start of each semester and the community must arrive at a consensus (no majority vote). At maximum, students may entertain guests (resident/non-resident, male/female) in the residence hall any day of the week within the limit that any guest may stay no more than three (3) nights and four (4) days in any 7-day period. When this limit is reached, the guest must then wait 7 days before they can return to any residence hall. Nights are defined as any time during that hall's designated quiet hours. Guests are only permitted in individual rooms at the permission of both roommates. Sleeping in residence hall public spaces is not permitted.

**Residents must register overnight guests and vehicles on the Overnight Guest and Vehicle Registration form prior to their guest's arrival. RAs and the Director of Residence Life will provide students with the link at the beginning of each semester. Failure to register your overnight guest online prior to arrival is subject to a visitation charge under the fine system. The form is visible to both the Director of Residence Life and Campus Security. Campus Security will be able to issue a vehicle guest pass based on information provided.**

Special circumstances that may require additional visitation must be submitted in writing to the Director of Residence Life for review at least two (2) weeks prior to the requested extended visitation. The Director of Residence Life will take into consideration community and roommate dynamics as well as consult with the hall senator and RA of the community before granting permission.

By nature, the Single Parent Scholar floors have added security concerns because of the presence of young children. These residents also have a unique need in that they may need to have a childcare provider present with their child while they, the resident, are not present in the hall. With that in mind, the following guidelines have been established for the comfort and safety of all SPS members:

1. Each SPS floor must meet within the first week of class to discuss and establish community standards in regards to childcare within the floor, appropriate community notification, and community tolerance limits.
2. The floor's RA must be notified of any SPS parent's intention to have a childcare provider in the hall in advance of the individual's arrival on the floor.
3. All SPS students are expected to follow the entire guest and visitation policy. Childcare providers within the hall are expected to be with their charges at all times and should not be unescorted in public spaces nor should they be given keys or elevator codes without permission from the Director of Residence Life.
4. Any concerns regarding the community standards or their interpretation must be addressed with the floor community.

In accordance with the Honor Principle, each student shall be responsible for reporting any abuse of the regulations. Residents and guests are entrusted to follow the spirit of the visitation policy within the framework of the Honor Principle and Honor Code. Any attempt to intentionally circumvent or abuse the policy would be addressed as a potential violation of the Honor Code. The Resident Assistant or Director of Residence Life will deal with abuses of visitation/guest policy and may apply a fining system as stated below. Recurring violations may be referred to the Honor Council for action. Community concerns about a guest's presence in the halls or frequency/number of guests should be brought before **Director of Residence Life** for consideration. The **DRL** will review the specifics of the situation and attempt to balance individual rights with community needs and rights.

## QUIET HOURS

General Quiet Hours Definition: Hours in the residence hall in which the noise is kept at a level acceptable to all the residents of the building. Minimum quiet hours across campus are 12am-7am on school nights and 2am-8am on weekends. Residents of the community will determine the general quiet hours within the first two weeks of classes, and will include quiet hour specifications in their community standards. Communities can set larger quiet hours but cannot set a standard that is less than the minimum hours. During quiet hours, residents are expected to avoid shouting, loud music, door slamming, etc.

Courtesy hours are in effect at all times, meaning that if another resident requests that the noise level be lowered, the resident is expected to comply with the request. If the noise issue persists after a request to lower the noise level is made, the resident should notify the RA and the RA will reiterate the request and file an incident report. Noise issues occurring during Quiet Hours may not receive a warning request. The resident(s) creating the noise disturbance may face a fine or other sanctions depending upon the circumstances of the noise violation.

Please note there will be twenty four hour quiet hours campus wide during final exams beginning at 9pm the Sunday prior to exams and continuing through hall closing.

## FIRE & LIFE SAFETY

All residents and their guests have an obligation to know and abide by these policies as they directly impact their personal safety and that of the rest of the hall community. Failure to follow these policies may result in fines (community or individual as appropriate), restitution, loss of privileges or access, and/or confiscation of property. Rooms may be inspected without notice each semester to ensure compliance with these policies.

### Basic Expectations:

- No fire door is to be propped at any time - this includes all stairwell doors - unless they have automatic releases (i.e. such as in South Hall).
- Hallways and stairwells should remain clear of any and all obstructions at all times. These can be accelerants during a fire and can drastically impede one's escape.
- Nothing may be hung from the ceiling or suspended from the lights or pipes. No flammable decorations (live Christmas trees, straw, hay, dried leaves, etc.) are permitted. Paper flyers, notes or decorations may not be used to cover windows, fire doors, or windows in doors. Tapestries, posters, and other wall decorations should be limited to 50% of the wall surface or less.
- All student rooms must be kept clean and clutter free. Food must be stored in sealed containers and may not be left in room over break periods. Excessive accumulation of flammable material (clothing, papers, etc.), blockage of egress (path of travel out of room), or sanitation issues are not permitted within student rooms or public spaces.
- The beds in all residence hall rooms are designed for bunking. Bunking requests can be submitted prior to **move-in by August 6th. After that date, the Office of Physical Plant will bunk beds at their discretion. The Director of Residence Life will work with students and physical plant to arrange for an acceptable date and time.** Bunking pins are available through Physical Plant. The beds also have adjustable height settings; students can make these adjustments on their own. Cinder blocks and homemade lofts are not permitted in the residence halls for safety and liability reasons. Lofts are available for rent from the College approved vendor only. These are the only lofts permitted in the residence halls.
- Only small appliances such as coffee pots, irons, etc. that are UL approved and have an automatic shut-off feature are permitted. Based on updated fire safety recommendations, appliances should be plugged directly into the wall outlet whenever possible. Unplug appliances when they are not in use. No more than 1000 watts should be connected to any single outlet. No more than 1500 watts in any one room.
  1. All appliances, surge protectors, and extension cords must be approved by Underwriters Laboratory (UL) and be in good, undamaged condition. The Underwriters Laboratory (UL) label must never be removed from the unit. On the underside of the casing, there should be the manufacturer's name and the name of the testing lab where the unit was tested. The plugs and insulation on the wires must be intact, motors clean, and guards in place. Students may not defeat a three-pronged plug by using two-prong "adapters".
  2. Surge protectors must have a built-in circuit breaker or fuse. These units will trip the breaker if the power strip is over loaded or shorted to prevent overheating and fire. Any surge protector that has frayed wires or has a unit that is not working properly should be removed & replaced immediately. If at any time the surge protector is hot to the touch, remove and replace the unit. The electrical load for this strip should be evaluated for overloading. Do not plug a surge protector into an existing surge protector. This practice is called "daisy chaining" or "piggy backing" and can lead to serious problems. Do not locate a surge protector or power strip in any area where the unit would be covered with carpet, furniture, or any other item that will limit or prevent air circulation. Do not locate a surge protector in a moist environment.



3. Extension cords may not be doubled up, bundled together, kept in contact with metal furniture, or hung from walls, ceilings, or light fixtures. Avoid running electrical cords under carpeting or piles of clothing or across locations where the cord can be damaged by foot traffic or pinching by doors, drawers, etc. The thickness of the extension cord must be at least the same as the appliance it serves. Do not daisy chain; buy an extension cord that is long enough to make it from the wall/surge protector to the item.
- Each student is permitted to bring one refrigerator, no larger than 2.5 cubic feet (max. 2 per room). If students would like a larger refrigerator, each room can have one refrigerator no larger than 4 cubic feet (this would then be the only refrigerator in the room). The microfridge offered for rental through the College-approved vendor is the only microwave/microfridge permitted in student rooms. If a student rents a microfridge, this would be the only refrigerator unit permitted in the room.
  - **The following items are not allowed in residence halls:** triple/quadruple sockets; incense, candles or any items with an open flame; plug-in air fresheners, **oil diffusers**; items with exposed heater coil/element such as toaster ovens, toasters or hot plates; hot pots; bread machines; heaters of any type; oil popcorn poppers; halogen lights; appliances over 110 volts or 600 watts; microwaves; or air conditioning units. Otherwise acceptable small appliances such as coffee pots or irons that are not UL approved or do not have an auto-shutoff feature are also not permitted. ***The microfridge offered for rental through the College-approved vendor is the only microwave/microfridge permitted in student rooms. No other microwaves or microfridges may be brought into student rooms.***
  - Use or storage of flammable products including gasoline, paint, and paint thinner is strictly prohibited. Weapons, firearms, and explosives (including fireworks) are also strictly forbidden in the residence halls.
  - All students share responsibility for their community spaces. Kitchens, lounges, hallways, laundry rooms, playrooms, computer rooms, etc. should all be kept in a clean, orderly state. This includes: maintaining cleanliness of kitchenware; throwing away one's own trash; ensuring food is properly stored and disposed of as appropriate; using the space and its contents (appliances, furniture, etc.) properly and with consideration for others; putting items back before leaving the space; removing personal items from the space each night; and following up with community members who are not abiding by these expectations. Housekeeping will not clean items not issued by the College nor will they clean public spaces cluttered with student belongings. Student and housekeeping expectations are explained further online. Students will share community fines for public spaces that are left a mess or otherwise misused.
    1. Vacuums are available for checkout through the RA. Students will have to trade their student ID in exchange for the vacuum; the ID will be returned once the vacuum is returned.
    2. Students are responsible for providing their own cleaning supplies and cooking implements.
  - All cooking in the residence halls must be attended at all times, whether by microwave, stove top, oven, toaster, or other implements.
  - Outdoor activities are also expressly prohibited within the halls. This includes use of sport/entertainment equipment that is usually used outdoors, activities that by their general nature are better suited to outdoors, activities that could potentially damage facilities or cause a community safety or disturbance concern (i.e. bikes, scooters, sports balls, Frisbees, silly string, water guns, tie-dyeing, etc.).  
***Due to safety concerns relating to fire safety and operator safety, Hoverboards, battery operated scooters, hands-free Segways, electric-powered skateboards, and similar devices are prohibited in the residence halls. Please do not bring these items into any residence hall building at any time.***
  - Use of public spaces should be with consideration for the rest of the community. With this in mind, it would be considered misuse for individuals to be sleeping in lounges, showering together, etc.
  - Students are not permitted to introduce personal furniture, appliances, toys, etc. to public spaces with prior permission from the Director of Residence Life.
  - Behaviors that by their nature could result in injury are also prohibited, including hanging from windows or balconies, being on rooftops or fire escapes (outside of fire alarm evacuations), climbing/repelling on the exterior of buildings, or throwing or shooting of objects from windows or balconies is prohibited. This also includes accessing restricted areas or behaviors that may expose community members to risk or show disregard for their well-being.
  - Removal of window screens or disabling of window clips, window guards, or window locks is prohibited.
- In an effort to make sure all residence hall members are as prepared as possible in case there were a fire, all residents should:
1. Explore their building upon move-in and make themselves aware of all exits, emergency exit procedures, and possible modes of egress.
  2. Know where all fire detection, alarm, and suppression systems are located in their building and the proper use of each.
  3. Make a habit of keeping a slip-on pair of shoes, keys, and a coat by their room door so they can be grabbed quickly in the event of an alarm.

## **Fire Evacuation Procedures:**

Additionally, each residence hall will perform **an unannounced** fire drill each semester. New residents will be required to participate in a fire safety training their first August on campus.

In the event of an alarm (drill or not), residents should follow the exit procedures below:

### **1. Riddle & South Halls**

- a. All residents should evacuate through the closest exit and gather across the drive on the college green.

### **2. Prentiss Hall**

- a. All residents and childcare center occupants should evacuate via the nearest exit and gather behind the childcare gates.
- b. No one should use the elevator.

### **4. Disert & Rosenkrans Halls**

- a. All residents and Annex occupants should evacuate through the nearest exit and gather in the parking lot (creek-side).

### **5. McElwain/Davison**

- a. All residents, Lenfest, Dining Hall, Thompson & Laird occupants should evacuate via the nearest exit and gather across the drive on the campus green.
- b. No one should use the elevator.

Before exiting the building, time permitting, occupants should close the windows and doors in their rooms but leave their doors unlocked to inhibit the spread of fire but allow easier access for fire personnel to assess occupancy. Students should also try to put on coats and shoes and grab their keys, again only if time permits. PLEASE NOTE: if the Student's location, condition, or the severity of danger does not permit the resident to complete the above, s/he should proceed out of the building without them.

All occupants of the building should exit the building as quickly and calmly as possible. During a fire drill procedure, all occupants will be timed - all buildings should be completely empty within three minutes or less.

Once outside at the gathering spot designated above, all building occupants should identify who is unaccounted for and communicate that information to the fire personnel, safety officer, or RA staff. Occupants should also immediately notify fire personnel of anyone who was unable to exit the building. No one should re-enter the building until instructed to do so by fire safety personnel, Campus Security, or RA staff.

## **Fire Safety Procedure Fines**

Fire Safety Procedure fines for failing to follow proper fire safety regulations during any fire alarm (drill or not) will only be administered after the first fire drill of the academic year. There will be no fines during the first drill, unless a person does not vacate the building during the drill. Those who do not vacate the building during any fire alarm will be subject to possible fines and Honor Council charges. Fines during a fire alarm will be administered in the following circumstances:

- If a resident's or resident's guest's car is parked in a fire lane.
- The same person has left items in the hallway for the second or more time.
- Failure to evacuate the building within the 3-minute allotment (includes staying in room and/or attempting to hide during an alarm) or reentering the building before the Fire Department/Campus Safety gives the all-clear signal.
- If a resident has disabled, tampered with or obstructed a smoke/heat detector, sprinkler head/pipes or other fire suppression equipment (including fire extinguishers and pull stations).
- If a fire door is propped, the entire wing/floor will share the fine.

Other situations may also warrant a fire safety fine. This is not an all-inclusive list. Fines will be administered in the following increments:

first offense     \$25

second offense   \$50

third offense    \$100 + Community Standards or Joint Honor Council referral

**Residents who cause the fire alarm to go off as a result of cooking or smoking may be charged the \$100 for each offense.**

Please note that certain fire code violations, such as tampering with or disabling fire safety equipment, and failure to evacuate will carry substantially higher fines (\$100 or more) and an immediate referral to Honor Council. Each Fire Drill violation is subject to individual review and fine/honor code assessment.



## **Reporting a Fire:**

All halls are equipped with fire detection, alerting, and suppression systems. To report a fire, pull the nearest fire alarm pull station or pull the lever to break the glass. This will set off the alarm in the building notifying all occupants while simultaneously notifying Campus Safety and the alarm monitoring company, who then immediately calls the Chambersburg Fire Department. Evacuate the building as instructed above. Once safely outside, call Campus Safety and 911 to advise them of the location and reason (if known) for the fire.

## **SMOKING POLICY**

Wilson College is a smoke-free campus. Smoking is not permitted in campus buildings, including residence halls. Smoking is banned on all campus property including parking lots, vehicles, the athletics fields, the Fulton Farm, and stables. **The use of E-cigarettes/cigars, vaping products, etc. are considered part of this policy and are not permitted in the residence halls.** Residents who disregard this policy (or host guests who do so) will be fined \$50 for the first offense, \$75 for the second offense, and \$100 for the third offense. Continued disregard for the smoking policy will result referral to Honor Council.

## **ALCOHOL POLICY**

Alcohol consumption and/or possession is prohibited by any person under the age of 21.

Students who are 21 years of age or older may possess and consume alcoholic beverages in their room only with the door closed. If an of-age student and underage student are roommates, the of-age student is permitted to have alcohol in the room but it must be clearly within their own possession (i.e. not in the underage roommate's fridge, closet, etc.). It is strongly suggested that roommates in such a situation discuss presence and consumption of alcohol before any is brought into the room.

Alcohol is not permitted in public spaces of residence halls at any time, including kitchens.

Bulk alcohol containers such as kegs, beer balls, or other common source containers are not permitted. Gatherings with bulk alcohol (defined as beer in excess of two cases (48 twelve oz. cans) or the alcohol equivalent of wine) are not permitted in a resident's room.

Activities, including but not limited to, drinking games, use of funnels, and beer bong are not permitted anywhere within residence halls.

Possession of Alcohol Paraphernalia by individuals under 21, including but not limited to, cans, bottles, beer bong, drinking game materials, cups containing alcohol, etc. are prohibited. This includes anything for decorative purposes.

Any over 21 year old present in an under 21 year old room when alcohol is present and/or being consumed may be found guilty of furnishing alcohol to the underage student and may face disciplinary action.

Public intoxication or other disruptive behaviors are also not permitted and students will be in violation of the alcohol policy

### **Culpability and the Alcohol Policy:**

Each student present in a room or area at the time of a violation may be held responsible for any rule violation that occurs when they are present. Students are advised to avoid such situations that may put them at risk for disciplinary action.

Persons under the age of 21 found in a room where alcohol consumption occurs by an of-age student are guilty of violating the alcohol policy. The roommate of an of-age student is the only person under the age of 21 allowed in a space where drinking occurs.

## **DRUG POLICY**

Any drug classified as illegal by the State of Pennsylvania or the United States federal government, including medical marijuana, is strictly prohibited.

All forms of paraphernalia including, but not limited to, hookahs, glass pipes and bong are prohibited.

Persons found using or possessing any illegal drug will be prosecuted and risk suspension or expulsion from the College. Persons found abusing or misusing over the counter or prescription drugs will also face disciplinary action through appropriate venues.

Personal drugs must be kept in a secure location within the resident's assigned room; they should never be kept in public spaces.

## PET POLICY

In honor of the substantial role animals play in Wilson students' personal and professional lives, Wilson has established the following generous pet policy. This policy is an agreement between the college and the students that places heavy responsibility on the pet owner to humanely care for their pet while causing no disturbance or damage to the community or facility.

Any resident, who chooses to become, or is a pet owner, must abide by the following regulations.

- The following animals are the only animals allowed in the residence halls: cats, rabbits, hamsters, mice, rats, gerbils, chinchillas, guinea pigs, fish, hermit crabs, sea monkeys, and small non-poisonous reptiles and amphibians.
  - Cat and rabbits are categorized as large pets and must be properly registered with Residential Life before residing on campus. Cats must be at least six months old and have lived within the student's household for at least three months prior to living on-campus.
  - Hamster, mice, rats, gerbils, chinchillas, guinea pigs, fish, hermit crabs, sea monkeys, and small non-poisonous reptiles and amphibians are categorized as small pets and must be properly registered with Residential Life before residing on campus.
- The registration fee for large pets is \$75.00 for the academic year. The registration fee for small pet is \$50.00 for the academic year. The registration fee for pets over the summer is half the cost as the academic year. Residents with fish will only be charged \$50.00 whether they have one fish or multiple fish. Pet registration fees are not applicable to emotional support animals and/or ADA service animals. Pet registration fees are not refundable once the pet has come to campus.
- On-campus residents are permitted ONE large pet or TWO small pets. (Multiple fish, hermit crabs, or sea monkeys count as ONE small pet. Approved ESAs and Service Animals count towards this as well. Those with an approved ESA or Service Animal may only have two animals total.)
  - Small pets must be able to live humanely in a cage no larger than 2'x2'x2' and no larger than a 10-gallon tank (aquarium or terrarium). Cage size is by total volume not individual dimension measurement and does include any tunnels/add-on accessories. Students are only permitted one tank and one cage at any time.
  - Large pets must be able to live humanely in a containment no more than four feet on any side. The large animal should be able to comfortably roam in their containment with access to food, water, and litterbox.
- Pets that are not allowed include dogs, birds, arachnids, domesticated farm animals, any animal that is illegal as a domestic pet in the state of Pennsylvania, and any animal not explicitly listed as an allowed animal above. Bringing in an animal that is not allowed will result in automatic loss of pet privileges, substantial fines, and possible Honor Council referral. This includes visitor's pets, VEC animals, etc.
- All pets must be registered and approved prior to arrival to campus.
  - Registration is required prior to the semester that a student intends to bring their pet. Any late registration will result in a delay of the pet arrival until the following semester. Proof of approval is required at check-in.
  - For large pets: All copies of certifications of all applicable vaccinations, proof of flea prevention, a recent photograph, and physical description of the pet as provided by the established veterinarian are required to be submitted before a room key is issued.
  - Failure to follow these policies before arrival and check-in on campus will result in immediate loss of pet privileges and a fine.
- You will find the registration link on the Wilson College portal underneath residence life.

## **RULES OF CONDUCT**

- The pet owner assumes all responsibility for pet actions regardless of circumstances.
- In the event that the animal needs to be transported out of the room/hall, it must be transported in a closed container/carrier. Animals are not permitted in any common space other than for transport in and out of the building. If being carried through a common space, the animal must be in a visible, closed, solid-bottom carrier at all times (i.e. no transport on one's person, in hamster balls, etc.). Common spaces also include public spaces throughout campus (administrative and classroom buildings and green space).
- All pets must be crated, caged, or in a terrarium/aquarium when left unattended in room.
- Pet owners must take reasonable precautions to prevent their animal from escaping their habitat or supervised care. Pet owners must notify their Pet Proctor & RA within immediately of realizing a pet has escaped their habitat. Pet owners are responsible for any action the College must take to locate/capture a missing animal (whether or not the Student approved of the action) as well as any damage their animal causes during their escape.
- When cleaning the cages/aquariums/habitats of pets, care must be taken to ensure that no bedding, excrement, litter, gravel, sand or cedar chips are dumped down any drains. All solid debris must go in the trashcan. Once solid debris is removed, the container can be washed in the slop/mop sink - never in the kitchen or bathroom sinks or tubs.
- All fabrics or materials laundered in the college laundry machines must also be free of animal debris. Repeated offenses of this will result in a fine and possible loss of pet privileges.
- Pet owners are responsible for any and all damage caused to college facilities by their pets.
- No pet may exhibit any aggressive behavior towards humans or other pets. This is determined on a case by case basis by Residence Life. Residence Life may refer the case to Honor Council for conduct action.
- Any violations of the pet policy will result in an automatic fine. The pet owner will also receive a written warning for each violation. Further details are explained in the warning system.
- If at any time a pet owner can no longer care for their pet, they must find a humane home for it. If it is determined a student has released an animal in the halls or on campus grounds, they will face a substantial fine and Honor Council referral.
- Pet owners are expected to take reasonable precautions to prevent their animals from breeding while residing on campus. Offspring of animals still fall within our total pet restrictions - if offspring would put the owner over the policy limit of animals allowed, they must notify their RA & Pet Proctor immediately and make arrangements to move the animal family off-campus until the offspring can be placed in humane homes. Failure to do so will result in loss of pet privileges.
- If a student in a pet-free area desires to have a pet, they must first arrange and complete a room change to a community that permits animals prior to bringing a pet into their room.

## **PET DEATH**

In order to maintain Wilson College's required compliance, the Federal EPA'S Resource Conservation and Recovery Act (RCRA) concerning Biomedical Waste, the following steps must be taken if an "animal" housed in a residence hall room is found deceased:

- The deceased animal must be packaged in a plastic bag and placed in the RED Biomedical waste container noted with a "marker" PATHOLOGICAL WASTE located in your residence hall.
- Upon depositing the deceased animal in the Biological Waste Container, the student must email the Director of Residence Life or an RA immediately to notify them of the disposal and location.
- Residence Life will contact the Environmental Health and Safety group for proper disposal as required under RCRA within 24 hours of notification.
- It must be noted that no deceased residence hall room animal weighing more than 35 pounds can be placed in the RED Biomedical Waste Container. If such animal weighs more than 35 pounds, the Environmental Health and Safety Group should be notified to provide instructions for proper disposal. In this case, the student could be charged a disposal fee.

## MONITORING OF PETS WITHIN THE RESIDENCE HALLS

In an effort to ensure that all pets are properly cared for, pet policies are being followed, and pet-related issues or concerns in the community are being addressed quickly and professionally, the Pet Proctor and the Resident Assistant have the following responsibilities:

### **Pet Proctor:**

1. The Pet Proctor is a self-nominating position and is available to all students who live on campus and are willing to take the position seriously. However, because of the nature of the position, it is highly recommended that the Pet Proctor be a sophomore, junior, or senior in the VMT field, pre-vet, or someone who has proven to be knowledgeable about animals.
2. There will be one Pet Proctor per resident hall community (1 per RA). The floor/hall will vote within the first two weeks of the fall semester to determine who will hold this position. The Pet Proctor position will be held for one year.
3. The Pet Proctors must attend a mandatory training with the Director of Residence Life and the VMC staff at the start of each semester.
4. S/he is required to have a list of pets on their hall. This includes the owner's name, room assignment, number and type of animal(s) in the room, number and type of habitats in the room. This list must be updated on a monthly basis at minimum. The Pet Proctor will work with the DRL and RA on updated lists.
5. The Pet Proctor must conduct regular checks of animal rooms every 2-3 weeks. The Pet Proctor should provide an email report of the room checks to the DRL and RA.
6. The Pet Proctor has the authority to decide if the animal is being treated or housed inhumanely (i.e. including cleanliness, odor control, handling, etc.).
7. S/he has the authority to confront the pet owner about any concerns regarding the animals including excess odor from the animal, the animal's cage, or the room.
8. S/he has the authority to implement the warning system.
9. S/he must inform the Resident Assistant of any concerns, issues, or violations related to the Pet Policy.
10. S/he has the authority to call a pet meeting to discuss any major problems or any new information about pets.
11. S/he has the authority to see that the animal is removed from the owner's possession after the final warning and to see that all of that individual's future privileges are lost.

### **Resident Assistant:**

1. S/he will work closely with the Pet Proctor their floor/hall to ensure that the Pet Policy is enforced.
2. S/he must notify the Pet Proctor and the Director of Residence Life of any concerns, issues, or violations related to the Pet Policy.
3. S/he is required to have a list of pets on their hall. This includes the owner's name, room assignment, number and type of animal(s) in the room, number and type of habitats in the room. This list must be updated on a monthly basis at minimum.
4. S/he has the authority to confront the pet owner any concerns regarding the animals including excess odor from the animal, the animal's cage, or the room.
5. S/he has the authority to implement the warning system.
6. S/he has the authority to call a pet meeting to discuss any major problems or any new information about pets.
7. Additionally, the Resident Assistant may attend any or all pet meetings, but their attendance is not required. All pet owners agree, by bringing a pet on campus, that they will abide by the above policies. Because the pet policy is a privilege and has a dramatic impact on the community and facilities, violations of the pet policy are viewed with extreme seriousness.

Violations of the pet policy by any Wilson student will result in implementation of the warning system. The warning system is a guideline, but the warning system may be implemented at any stage that the specifics of a situation warrant.

1. **First Warning:** The pet owner will receive a written warning and a \$25 fine. The pet owner now has only two written warnings left before s/he must remove the animal from ownership.
2. **Second Warning:** The pet owner will receive a second written warning and a \$50 fine. The pet owner has one written warning left before s/he must remove the animal from ownership.
3. **Third (Final) Warning:** The pet owner will receive a final written warning, a \$100 fine, and complete loss of current and future pet privileges. At this point, the pet owner has one week to remove the animal from ownership. If the pet is not removed within one week, the matter will result in an Honor Council case.

**Clause I:** Any resident who has an animal that is not allowed will automatically receive a fine equivalent to the third warning and loss of pet privileges. The animal must be removed from campus within 24 hours.

**Clause II:** Any situation that the Pet Proctor, the RA, the Director of Residence Life, or the Dean of Students feels is unethical or inhumane to the animal will result in an automatic third warning.

**Clause III:** The pet owner will see that any animal of which they are giving up ownership (either required or voluntary) goes to a responsible owner. Failure to do so will be seen as unethical/inhumane treatment subject to fining or referral to Honor Council.

**Clause IV:** If the pet owner would like to appeal their warnings, the appeal will be heard by Honor Council.

### **ANIMAL/PET SITTING POLICY**

In honor of the substantial role animals play in Wilson students' personal and professional lives, Wilson College has established the following animal/pet sitting policy. This policy is an agreement between students that places heavy responsibility on the animal/pet sitter to humanely care for the animal/pet while causing no disturbance or damage to the community or facility.

Any resident, who chooses to become, or is a pet sitter, must abide by the following regulations:

- All pet policy rules remain in effect during the duration of the pet sitting process. Both the animal owner and animal sitter will be held responsible for pet policy violation which occur during the agreed sitting time.
- As part of the pet registration process, all pet owners will be required to complete an animal information portion. This animal information will be provided to the RA on the student's floor/hall.
- Students will complete an animal release form on Roomcompact to release their animal in one of the following ways:
  - Release to roommate – animal will be released to the owner's roommate.
  - Release to building resident – animal will be released to a sitter who lives within the building the animal owner lives in. The sitter will pick-up the animal and take the animal to their assigned living space. Both the sitter and sitter's roommate must agree to have the animal in their assigned living space.
  - The animal release form must be submitted no later than 24 hours prior to the animal being picked up. These forms are submitted to either the RA or the area pet proctor.

### **EMOTIONAL SUPPORT ANIMAL PROCEDURES AND REQUEST**

Per the Fair Housing Act, Wilson College provides reasonable accommodations for an emotional support animal in college housing. An emotional support animal is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship or nexus between the person's diagnosis at the level of a disability and the assistance the animal provides. Typically, an emotional support animal is prescribed to an individual with a mental health disability; therefore, supporting documentation should generally be provided by a current licensed mental health professional that is an integral part of a person's treatment process.

#### **Information for the Student:**

- To request an accommodation, the student must meet the definition of a person with a disability under ADA and have that documentation on file with Accessibility Services within the Academic Success Center. Accommodations are reserved for individuals whose documentation illustrates a clear and substantial need.
- Requests will be reviewed on a case-by-case basis, but students should follow the housing related deadlines for accommodation requests. Wilson College may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with emotional support animals:
  - The size of the animal is too large for available assigned housing space for the animal to live comfortably;
  - The animal's presence would force another individual from individual housing (e.g. serious allergies);
  - The animal's presence otherwise violates individual rights to peace and quiet enjoyment;
  - The animal is not housebroken or is unable to live with others in a reasonable manner;
  - The animal's vaccinations are not up-to-date;
  - The animal poses or has posed in the past a direct threat to safety or health of the individual or others, such as aggressive behavior towards or injuring the individual or others, or potential transmission of zoonotic diseases;or
- The animal causes or has caused excessive damage to housing beyond reasonable wear and tear. 5/2021
- The presence of only one ESA will be approved for a student, in order to fulfill the intent of the FHA requirements of providing support to the student with a mental health disability.
- The Housing Accommodation Committee, comprised of representatives from the Accessibility Services Office, Residence Life, and Health Services reviews each request and determines an approval or denial of an appropriate and reasonable housing accommodation.

Based on the type of request, other parties may need to be consulted and/or notified. Students will be notified, in all instances, prior to communication with other departments or individuals.

- The Housing Accommodation Committee will consider requests for college housing accommodations promptly; housing requests are not reviewed as they are received, and it is recommended that students follow the posted housing accommodation deadlines. However, if the request for accommodation is made after the established deadline has lapsed, it cannot be guaranteed that Wilson College will be able to meet the individual's accommodation needs during the first semester or term of occupancy.
- If the need for an emotional support animal arises when an individual already resides in college housing, the student should contact the Accessibility Services Coordinator as soon as possible. Wilson College cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.
- Please note that Wilson College does not grant accommodations solely based on the recommendations of care providers. The determination is made based on all information relevant to the documented functional limitations caused by the disability in relation to the residential program.
- Requests for an Emotional Support Animal must be renewed on an annual basis.

### **Emotional Support Animal Request Process**

1. Complete the Accommodation Request Form and submit to the Accessibility Services Coordinator along with supporting documentation from an appropriate health care provider.
  - o If not uploaded with the Accommodation Request, the ESA Eligibility Provider Form may be submitted by:
    - Hand deliver to Office 207 in the Academic Success Center, second floor John Stewart Memorial Library
    - Fax: (717) 262-4845
    - Mail to: Accessibility Services Coordinator, Academic Success Center, 1015 Philadelphia Ave. Chambersburg, PA 17201
  - o This request for documentation is in compliance with the Fair Housing Act and Department of Housing and Urban Development rules and regulations. For an accommodation to be considered, there must be a documented relationship and history between the treatment of the student's disability and the emotional support animal request.
2. After the request form and appropriate documentation/medical documentation form have been submitted, the student requesting the accommodation will be contacted to arrange a meeting with the Accessibility Services Coordinator.
  - a. After this meeting takes place, the Housing Accommodations Committee will meet to review requests and communicate approval (or denial) of the requested accommodation to the student.
  - b. The Housing Accommodations Committee will meet monthly to discuss current ESA requests. During high volume months of April, July, August, and January the committee will meet biweekly.
3. The approved student must submit documentation verifying licensure (PA requires licensure of all dogs 3 months or older), current clean health certificates, and verification that the animal has been spayed or neutered. All animal medical documentation must be submitted to the Accessibility Coordinator prior to the animal arriving on campus.
4. The approved student must sign an ESA agreement, which outlines the ESA policy. This ensures understanding of expectations while the animal is on campus.

### **Deadlines and Submissions:**

In order to ensure appropriate accommodations, it is recommended that students complete the above steps by the deadline below. After the deadline has passed, accommodations cannot be guaranteed for the current semester and will be considered on a case by case basis.

|                       |   |
|-----------------------|---|
| Returning Students:   | March 20 (Fall semester requests)<br>November 20 (Spring semester requests) |
| Incoming New Students | (Fall Start): July 20   |
| Incoming New Students | (Spring Start): January 20  |

## THE FINE SYSTEM

In an effort to promote responsibility and address issues quickly, some policy violations will be handled through the fine system. The fine is meant to help the Student understand the importance of the policy and to serve as a deterrent in the future. The fine system will be initiated once the Director of Residence Life receives notification of a policy violation and has verified validity of the report. The Director of Residence Life will then notify the Student of the report, policy violation, and subsequent fine as well as the appeal process which may necessitate a meeting. Once the fine is established, the Director of Residence Life will apply the charge to the Student's term bill. The Student must pay their fine to Student Accounts - no Residence Life or Student Development staff member will ever accept or attempt to collect monies for a fine from a student. If a student fails to pay their fine within 10 business days, the fine is automatically doubled.

The following is a list of possible fines (this is not an all-inclusive list):

- Noise/ Quiet Hours .....\$25
- Dirty Kitchen/Lounge/Laundry Room.....\$25
- **Lockouts (4th Offense) .....\$15**
- Open Windows (when heat is on) .....\$10
- Hall Closing Violation .....\$25

Cleaning charges (removal of trash/items left during break or closing).....\$30 per bag

- Unauthorized Entry .....\$50
- Propped exterior or fire door.....\$50
- Abuse of ColLege property ..... \$50+ cost of repair
- Failure to vacate / unauthorized occupancy..... \$50 (per day)
- Lock Change (Lost Key)..... \$50 (room key) \$200 (exterior door key)
- Giving out key/elevator code.....\$100
- Pet Policy (this includes type, location, care, cleanliness, etc.)

- First offense.....\$25
- Second offense.....\$50
- Third offense..... \$100+ loss of pet privileges

Bringing an animal that is not allowed into the halls or inhumane/unethical treatment of an animal will carry an automatic \$100+ fine, loss of pet privileges, and potential referral to a Community Standards Officer or the Joint Honor Council.

- Pet Policy
  - First offense.....\$25
  - Second offense.....\$50
  - Third offense..... \$100 + loss of sitting privileges
- Visitation/Escorting
  - First offense.....\$25
  - Second offense.....\$35
  - Third offense..... \$50 + loss of guest privileges (length to be determined by DRL)
- Alcohol Policy
  - First offense.....\$50
  - Second offense.....\$75
  - Third offense.....\$100

All alcohol offenses carry additional educational sanctions. Third offense offenses may result in expulsion from campus housing.

- Drug Paraphernalia
  - First offense..... \$75 + Community Standards Officer or Joint Honor Council referral
  - Second offense..... \$150 + Community Standards Officer or Joint Honor Council referral

Any drug paraphernalia violation may result in expulsion from campus housing.



- Smoking Policy Violations
    - First offense.....\$50
    - Second offense .....\$75
    - Third offense ..... \$100 + Community Standards Officer or Joint Honor Council referral
- Students will receive a \$100 fine for a smoking policy violation which results in a fire alarm being set off.
- Fire/Life Safety Violations:
    - First offense .....\$25
    - Second offense .....\$50
    - Third offense ..... \$100 + Community Standards Officer or Joint Honor Council referral

Tampering with fire safety equipment, disabling fire safety equipment, or failure to evacuate during a fire alarm will carry substantially higher fines (\$100 or more) and an immediate referral to Honor Council/Joint Honor Council.

In instances where the responsible party cannot be determined, entire communities may be held accountable through the fine system. Other methods of community accountability may include: Restitution, loss of privileges/access, etc. as deemed appropriate by Residence Life staff.

Living within a community places a large amount of responsibility on each community member to hold themselves and their peers to a higher standard of behavior so that the various members can share the space effectively. Students are expected to address community concerns; RAs are a resource to assist in this endeavor. Students are expected to take responsibility for their own behaviors and to recognize that they are ultimately responsible for their community.

The fining system for repeated lockouts is detailed in the Residence Hall Access section.

Other fines for infractions not listed here may be imposed by the Director of Residence Life and/or Dean of Students if deemed necessary. Fines may double for repeat infractions. Any infraction or repeat infraction may be referred to Honor Council/Joint Honor Council if deemed appropriate.

## ROOM ASSIGNMENTS & CHANGES

The residential experience is meant to encourage growth both personally and socially for all students. With that in mind, each student is expected to attempt to make their roommate and hall community relationships workable, civil, and respectful. The policies below govern how room assignments and room changes are made. These procedures have been adapted to better fit with Wilson College’s Honor Code. Specifically the areas of respecting the dignity of all persons, respecting diversity in people, ideas and opinions, and demonstrating concern for others, their feelings and their needs have been addressed in these policies.

- A. All new incoming students will be asked to complete a housing survey prior to room assignments being made. This survey will have a place to make room type and hall preferences as well as a roommate request. If two new students request each other they will be placed together. The information on the housing survey will be used to make housing assignments for all first year students.
  - a. Assignments are essentially random. Students are expected to put forth effort to communicate with their roommate before move-in and throughout the year to achieve a workable roommate relationship.
- B. All students have the ability to request all room types in all halls. Placements are made on a first come, space available basis.
  - a. Any room requests for medical reasons must be supported by medical documentation which is then reviewed by the Accommodations Coordinator. A full outline of the ADA Accommodations process is available on the Disability Services website. Requests received by the stated deadlines will be placed in available spaces first. Requests received after the deadline will be placed within remaining spaces to the best of our abilities.
- C. All roommates/suitemates are responsible for completing a roommate contract within the first week of classes which is to be turned in to the RA responsible for that hall/floor. Anyone can request that their RA be present during the negotiation of the contract. Only those who have completed a contract and have said contract on file with the Office of Residence Life will be allowed to request a room change.
- D. All room changes are done on a case-by-case basis only. No room changes will be allowed prior to the start of the third week of class. Room changes begin on the add/drop deadline and continue for three weeks; no changes are permitted outside this time frame. Extreme situations are reviewed individually by the Director of Residence Life.
  - a. All students requesting a room change will be required to meet with the Director of Residence Life.
  - b. Room change requests may necessitate a roommate mediation and subsequent trial period before a request is granted.

- E. The following is expected and will be required for all room change requests as a result of a roommate conflict:
- a. Discussion with current roommate to resolve issues/concerns. Following this discussion, the roommates will make a sincere attempt to resolve issues for a period of not less than one week before proceeding to the next step.
  - b. Mediation with the Resident Assistant to attempt to resolve a conflict. This may include a revised roommate contract. The roommates will make a sincere attempt at living under the guidelines produced by the contract before proceeding to the next step of room change procedure. This will encompass a time period of not less than one week. (The RA may immediately refer roommates to the Director of Residence Life at their discretion.)
  - c. Meeting with the Director of Residence Life. Roommates/suitemates involved in mediation will observe a waiting period of not less than one week before their room change request will be considered further.
  - d. A Residence Life staff member may check in with the roommates involved in mediation at anytime during the process. Roommates must make a good faith effort to uphold their mediation agreement.
  - e. *Room change requests will be considered only after all the above steps have been completed. Room change requests must be submitted in writing to the Director of Residence Life. Please allow up to three business days for a response after requests have been submitted to the Director of Residence Life. The steps above may begin before the third week of class; it is recommended that the steps begin as soon as an issue arises.*
  - f. Room change request received with less than one week left of the room change period may be denied if it would result in an undue hardship for either roommate.
- F. Anyone requesting a room change must meet with their proposed new roommate and the Director of Residence Life for a roommate contract discussion before a move will be approved.
- G. Students are limited to one room change per academic year.** Any student who switches rooms without authorization from the Director of Residence Life will face consequences that may include any combination of the following: a substantial fine, a mandatory relocation, loss of room change privileges, room draw restrictions, and/or referral to Honor Council.
- H. Any Double room that is not filled to occupancy, for any reason, will be charged at the Double as a Single rate. A Triple/Quad not filled to occupancy will be charged at the Double rate. If a student is left in an under-occupied room, s/he will be given a limited amount of time to locate and pull in the necessary number of roommates before the increased rate is charged.** Students in under-occupied rooms are always eligible to receive a roommate at any time during the academic year regardless of whether they are being charged the higher rate; if they are assigned or pull-in a new roommate, they will revert to the normal rate for the room.
- I. Room assignments and roommate rates are final as of close of the published room change period.
- J. Any Resident Advisor who is terminated or resigns from their position during the course of the semester will be assigned a room for the balance of the semester by the Office of Student Development. The Student must vacate the Resident Assistant room within 24-72 hours as determined by the Director of Residence Life.

## **HOUSING ACCOMMODATIONS**

Wilson College is committed to serving all students with disabilities in all aspects of their college life. Occasionally, a student, due to a medical or psychological (permanent or temporary) disability, may need a reasonable housing accommodation. A student seeking reasonable housing accommodations must qualify as a student with a disability in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008.

Wilson College recognizes the importance of providing accommodations in its housing policies and practices where necessary for individuals to use and access college housing. However, requests for particular housing assignments based on a student's preference, rather than need, for a particular type of living environment, such as a certain type of room, location, or desire for a quiet place to study will not be honored. Single rooms represent a small portion of available housing options and are granted as accommodations only. Such requests will be reviewed on a case-by-case basis. Housing accommodation requests are reviewed on an individual basis.

It is important to note that students are not making a request for a specific housing assignment, but rather a request for an accommodation. The Housing Accommodation Committee, comprised of representatives from the Accessibility Services Office and Residence Life, with as-needed consultation from Health Services reviews each request and determines if an appropriate and reasonable housing accommodation is necessary. Based on the type of request, other parties may be consulted and/or notified. In all instances, students will be notified in writing when communication with other departments or individuals is required to determine appropriate and reasonable housing accommodations. As part of the process, an intake meeting will be scheduled with the student to gather further details of the request after supporting documentation is received.

Individuals with a disability who reside in college housing and believe they need a disability related accommodation must complete an Accommodation Request Form. In evaluating requests for housing accommodations, the Accessibility Services Coordinator will receive and review the supporting documentation and consult with the Director of Residence Life and a member of Health Services to determine whether the requested accommodation is necessary and reasonable.

Please note that Wilson College does not grant accommodations solely based on the recommendations of care providers. The determination is made based on all information relevant to the documented functional limitations caused by the disability in relation to the residential program.

### **Information for the Student:**

- The Housing Committee will consider requests for college housing accommodations. However, if the request for an accommodation is made after the established deadlines have lapsed, it cannot be guaranteed that Wilson College will be able to meet the individual's accommodation needs during the first semester or term of occupancy.
- If the need for an accommodation arises when an individual already resides in college housing, the student should contact the Accessibility Services Coordinator as soon as possible. Wilson College cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.
- Typically, residence halls are environments in which large groups of students live. This leads to noise, etc. Rooms are not designed as academic spaces; as such, students needing a quiet study space should use the library or other quiet spaces on campus.
- If a student seeks accommodations related to more than one disability, more than one professional may need to be involved in providing documentation.
- In some cases, students may need to choose between their preferences for roommates or room type and the documented special request in order for the Director of Residence Life to make the best housing placement possible. In some cases, students may be placed on a wait list for rooms that meet their need.
- Requests for housing accommodations must be renewed on an annual basis.

## Housing Accommodation Request Process

1. Complete the Accommodation Request Form and submit to the Accessibility Services Coordinator along with supporting documentation from an appropriate health care provider.
  - a. If not uploaded with the Accommodation Request, the Disability Verification Form may be submitted by:

\*The provider completing the request should be the specialist in the area of diagnosis (e.g. ESA requests need to be completed by a licensed mental health provider with whom the student has an established relationship.)

Disability Documentation-Housing Disability Documentation- ESA- Housing

1. Hand delivery to Office 205 in the Academic Success Center, second floor John Stewart Memorial Library
2. Fax: (717) 262-4845
3. Mail to: Accessibility Services Coordinator, Academic Support Center, 1015 Philadelphia Ave. Chambersburg, PA 17201

If the third party returns the Disability Verification Form without sufficient information for the Housing Accommodations Committee to determine whether an accommodation is necessary, the Accessibility Services Coordinator will inform the individual in writing of the verification's insufficiency and may request additional information, within ten (10) business days of receiving the initial documentation.

2. After the request form and appropriate documentation/verification Form have been submitted, the student requesting the accommodation will be contacted, within two weeks, to arrange an intake meeting with the Accessibility Services Coordinator.
3. After the intake meeting, the Housing Committee will communicate approval (or denial) of the requested accommodation to the student within a reasonable amount of time.
  - a. Please note that during the semester, the Housing Accommodations Committee will meet monthly to discuss current room requests. During high volume request times that include July, August, January, and April, the committee will meet biweekly. Exceptions will be made on a case by case basis.

### Deadlines and Submissions:

In order to ensure that you receive appropriate accommodations, you must complete the above steps by the deadline below. After the deadline has passed, housing accommodations cannot be guaranteed for the semester which you are applying for.

|                                     |  |
|-------------------------------------|--|
| Returning Students:                 | March 20 (Fall semester requests)      |
| Returning Students:                 | November 20 (Spring semester requests) |
| Incoming New Students (Fall Start): | July 20 Incoming                       |
| New Students (Spring Start):        | January 20                             |

## **PREGNANT AND PARENTING STUDENTS**

Wilson College must not discriminate against any student or exclude any student from their education program or activity, including any class or extracurricular activity, based on a student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. Wilson College also cannot discriminate against or exclude from employment any employee or employment applicant on these bases.

Therefore, this policy describes and reaffirms Wilson College's commitment to providing a supportive environment for pregnant and parenting students and employees.

This policy applies to those seeking admission, currently admitted and those students enrolled at Wilson College as well as persons applying for employment or currently employed by Wilson College.

### **Definitions**

- Pregnant or Parenting Student: For the purpose of this policy, pregnant or parenting student refers to those applying for admission, admitted, or enrolled in classes who have a Qualifying Condition.
- Pregnant or Parenting Employee: Persons employed or seeking employment at Wilson College.
- Medically Necessary Leave of Absence: An absence from the classroom, co-curricular activities or employment because of a qualifying condition and deemed necessary and documented by an appropriate health care professional.
- Qualifying Condition: Conditions covered by this policy are pregnancy, complications related to pregnancy, false or terminated pregnancy, miscarriage, childbirth, and recovery from any of these conditions.

Wilson College seeks to treat all students and employees equitably, regardless of their actual or potential parental or familial status. It is the policy of the College to provide appropriate, reasonable adjustments to educational and employment programs and activities to support pregnant or parenting students and employees/

This policy establishes a process for pregnant and parenting students to request and obtain adjustments to educational programs and activities allowing them to continue their education at the College. It also provides processes for pregnant and parenting employees (or job applicants) to request and obtain adjustments for job-related purposes, including employment-based medical, hospital, and other benefits.

### **Implementation**

#### Requests for Adjustments for Pregnant and Parenting Students

A student in need of an educational adjustment should submit a request to the Academic Success Center. Details regarding the process to make a request for accommodations can be found at: <https://www.wilson.edu/as-eligibility-process>. If a student is unable to submit a request because of their condition, an appropriate representative of the student may contact the Academic Success Center on their behalf and the student may confirm the request when they are able to do so.

The Director of the Academic Success Center will consult with the student/appropriate representative and appropriate College officials, which may include faculty members, the Registrar and/or the Vice President for Student Development to develop and implement an educational adjustment that is appropriate for the student.

#### Requests for Work-Related Accommodations from Employees

Pregnant and parenting employees should direct their requests for accommodations in the workplace to the Director of Human Resources & Title IX Coordinator.

#### Medically Necessary Leave of Absence

An educational adjustment under this policy may include an excused leave of absence for as long as medically necessary. To request a leave of absence and accompanying academic accommodations under this policy, a student should follow the request procedure outlined above.

If reasonable, a student will be given extra time to make up coursework and tests missed during the leave of absence. Whether or not it is reasonable to grant a student extra time to make up course work and tests missed will be determined by the Director of the Academic Success Center in consultation with the Vice President for Student Development, the Registrar and appropriate faculty members. This determination will be based on, among other things, the length of the absence requested and the ability of the student to complete coursework outside of the classroom. If it is unreasonable for a student to receive extra time to complete a course, the student will be given the option to withdraw from the class without penalty.

Pregnant or parenting students who must take a medically necessary extended leave of absence (generally no longer than 180 days) shall be allowed to return to the same academic and co-curricular status as before the leave began.

Employees should consult with the Director of Human Resources and follow established leave policies. If an employee has insufficient leave or accrued employment time to qualify for leave under the College's policy, Wilson College will treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as a justification for a leave of absence without pay for a reasonable period of time. After that time, the employee will be reinstated to the employee's pre-leave status or to a comparable position without reduction of compensation or loss of promotional opportunities or any other employment rights or privileges. 34 C.F.R. § 106.57(d). In addition, Wilson College will treat pregnancy and the same related conditions and any temporary disability resulting therefrom as any other temporary disability for commencement, duration, and extensions of leave, payment of disability income, accrual of seniority and any other benefit or service, and reinstatement, along with other employment-based benefits.

#### Reporting Harassment or Discrimination Due to a Qualifying Condition

Wilson College prohibits discrimination and harassment on the basis of sex. Pregnant or parenting students who believe they have been discriminated against or harassed because of a qualifying condition may file a complaint with the Title IX Coordinator. Complaints of discrimination or harassment under this policy will be processed in accordance with College policy.

## **SEXUAL ASSAULT POLICY**

Wilson College is committed to creating a community free from violence. Sexual assault including non-consensual sexual contact (or attempts to commit same) and non-consensual sexual intercourse (or attempts to commit same), sexual exploitation, and sexual harassment including, domestic violence, dating violence, and stalking as defined by state and federal laws will not be tolerated.

Wilson College does not discriminate on the basis of race, color, national origin, ancestry, religion/creed, sex, pregnancy, sexual orientation, or gender identity or expression, age, disability, genetic information, or veteran status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and/or College policies.

The college recognizes that this is a community where a diversity of ideas is valued and a person's safety, dignity and independence is respected by the students, faculty and staff. The diversity of the community regardless of race, age, religion, ethnicity, class, national origin, gender, gender identity, sexual orientation or ability is an educational value which we uphold. The Honor System at Wilson College addresses and defines "the integrity with which each member of the college is expected to live" (Wilson Honor Principle, 1904; reviewed 2009).

Members of the Wilson College community, guests, and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Wilson College will not tolerate sexual misconduct. When an allegation of sexual misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are not repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The policy outlined here addresses matters of sexual misconduct involving only students of the college. Students with concerns of alleged incidents of sexual misconduct involving an employee and/or non-college students are encouraged to contact the Office of the Dean of Students for guidance on how to proceed. This policy pertains to students' conduct on and off campus.

For immediate attention after an assault, call:

- Campus Safety at 717-372-2255
- Resident Assistant on Duty at 717-552-9916 (primary or 717-552-9917 (secondary)
- Women In Need (WIN) at 1-800-621-6660 or 717-264-4444
- Chambersburg Emergency Services at 977 or go to the Chambersburg Hospital Located at 112 North 7th St. (1.8 Miles from Campus)

## **UNIVERSITY EXPECTATIONS WITH RESPECT TO SEXUAL MISCONDUCT**

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what a person wants sexually and what a person doesn't want. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent. Additionally, there is a difference between seduction and coercion. Coercion happens when someone is pressured unreasonably for sex. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes" (for example a drunken or coerced "Yes" is not a valid "Yes"). Nor does a "Yes" to some sexual activities imply a "Yes" to all present or future sexual activities. Anything but a clear, knowing, and voluntary consent to any sexual activity is equivalent to a "No." In short: Ask for consent. Respect the reply

Students should understand that the college's disciplinary processes do not and are not intended to afford the specificity or the due process or other rights of criminal or civil statutes or any other legal authorities. Conduct violations that are also violations of Pennsylvania state law may be referred to the appropriate legal authorities for adjudication.

In campus hearings, legal terms like "guilt," "innocence," and "burdens of proof" are not applicable as the college never assumes a student is in violation of college policy. Campus hearings are conducted to take into account the totality of evidence available from relevant sources.

Wilson College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from warning to permanent separation from the college, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

### **WILSON HONOR PRINCIPLE**

As a member of the Wilson College Community, I will act with integrity in all personal, scholarly, and professional endeavors. I will respect the dignity and diversity of all persons and the rights and property of others. I will demonstrate concern for the wellbeing and needs of others by supporting an environment that enhances growth and development.



## What to Do When a Sexual Assault Happens

We never want it to happen, but when it does here's what we recommend. Survivors identify these actions as important steps in the recovery process.

Get to a safe place. Friends, residence hall staff members, college staff members, security staff members, and/or police officers may be of assistance. It may also be helpful to have someone go with you to seek medical services and emotional support. At all times you may call Women In Need (WIN) at 717-264-4444 or 1-800-621-6660 for support and direction.

Get immediate emotional support. Accessing peers, professional counseling services, companionship, advocacy and/or crisis hotlines soon after an assault is important. For help, contact a residence hall staff member and/or one of the Wilson College and Chambersburg area resources listed below:

Resident Assistant on Duty at 717-552-9916 (primary) or 717-552-9917 (secondary)

Campus Safety at 717- 372-2255

Women In Need (WIN) at 1-800-621-6660 or 717-264-4444

Chambersburg Emergency Services at 911 Or go to the Chambersburg Hospital located at 112 North 7 th Street (1.8 miles from campus).

Get immediate medical attention. There are several important reasons to go to a hospital or an appropriate medical facility following a sexual assault: (1) identify and treat any physical injuries (some internal injuries may not be immediately apparent to you); (2) take sexually transmitted disease prevention measures, and to learn about pregnancy prevention options; and (3) collect forensic evidence. This may include completion of an "Evidence Collection Kit," which documents evidence of foreign hair, body fluids, or injuries to your body. Testing for Rohypnol, GHB, or other "date rape drugs" may also be advisable, under some circumstances. You can take a support person with you to the hospital, and they can accompany you through the exam. While most medical professionals and emergency rooms should be capable of supporting you, we recommend that you additionally call the Women In Need (WIN) hotline at 717- 264-4444 or 1- 800-621-6660.

Preserve physical evidence of the assault. Resist urges to shower, change clothes, brush teeth, urinate, eat, drink, smoke, or take any medications until after you receive medical attention. The forensic evidence will be much more accurate and helpful if you do so. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence.

All forensic evidence must be collected within 72 hours of the assault -- and the earlier the better. Having forensic evidence collected does not obligate you to pursue legal or disciplinary action -- it merely preserves this as an option.\*

Consider your legal and disciplinary options. Pressing charges and seeking justice can help. Survivors report that doing so rebuilds senses of safety and personal effectiveness. You decide whether or not to file a personal police report of the assault.

\* Reporting the assault does not obligate you to press charges. Contact one of the Dean of Students in Lenfest Commons to report an incident and to learn more about school disciplinary options. Your privacy is of the utmost importance and will be preserved, but all incidents must be reviewed. You may contact the Chambersburg Police at 717 - 264 - 4131 to report an incident or to learn your legal options.

Get follow - up medical and counseling services. On campus, contact Counseling Services at [counseling@wilson.edu](mailto:counseling@wilson.edu). Off-campus, contact Women In Need (WIN) at 717 - 264 - 4444 or the Rape, Abuse, and Incest National Network (RAINN) at (800)-656-4673.

Ask for academic and other help. After an assault, students may need to address new safety needs. Changing residence halls, phone numbers, or academic interventions can be arranged through the Dean of Students.

Confidential reporting options include the Chaplain, Wilson College Counseling Services, WIN, and RAINN. Resident Assistants, faculty, and other student life staff are obligated to report all incidents of sexual misconduct to the Dean of Students office and the Title IX Coordinator. All college employees, even the above individuals, must report incidents statistically to comply with federal requirements. This reporting does not require specific names and without names, no detailed investigation can follow.

\* Note: In Pennsylvania, medical providers and law enforcement agents are required to report suspected or reported sexual assault incidents to state authorities. The assault victim is not identified by name, and is not required to press charges, or even participate in the crime investigation, unless he or she wishes to.

## **Sexual Misconduct Reporting**

Reports can be submitted electronically or in person.

Electronic reports may be made at <http://www.wilson.edu/sexual-misconduct-reporting-form-0> , and all submissions are sent to the Dean of Students and the Title IX Coordinator.

All submissions are reviewed and investigated.

Students are encouraged to speak to officials of the institution to make formal reports of incidents (residence hall staff, deans, faculty, other administrators with supervisory responsibilities, security staff, and human resources). The college considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

## **Federal Timely Warning Reporting Obligations**

Those who report incidents of sexual misconduct should also be aware that college administrators may issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that the reporter’s name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Individuals with complaints of this nature also always have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights (OCR)  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: (800) 421- 3481  
Facsimile: (202) 453- 6012  
TDD#: (877) 521- 2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

## **Single Parent Scholars Program**

If a sexual assault occurs and the victim is a child, Women In Need (WIN) is also a resource (1 - 800 - 621 - 6660). If an administrator, Director, or child care personnel becomes aware of a sexual assault of a minor; it is their duty to report to Child Protection Services and/or at the Chambersburg Police Department.

Contact the SPS Director at (717) 262 - 2006 for assistance during working hours. Contact the administration on duty through Campus Safety at (717) 372 - 2255 after hours for assistance.

Childline: Child Abuse Hotline, 24 hour access (PA), 1 - 800 - 932 - 0313 Sexual Misconduct Definitions

Sexual misconduct offenses include, but are not limited to, the following:

Non - Consensual Sexual Contact ( or attempts to commit same);

Non - Consensual Sexual Intercourse (or attempts to commit same);

Sexual Exploitation;

Sexual Harassment (including dating violence, domestic violence and stalking)

### **NON - CONSENSUAL SEXUAL CONTACT IS**

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

Sexual Contact includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

### **NON - CONSENSUAL SEXUAL INTERCOURSE IS**

- any sexual intercourse
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- is without consent and/or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**SEXUAL EXPLOITATION** occurs when a student takes non - consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another student;
- non - consensual video or audio - recording of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- exposing one's genitals in non - consensual circumstances;
- inducing another to expose their genitals;
- sexually - based stalking and/or bullying may also be forms of sexual exploitation.

### **SEXUAL HARASSMENT IS**

- unwelcome, gender - based verbal or physical conduct
- that is so sufficiently severe, persistent, or pervasive
- that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the college's educational program and/or activities,
- and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include (but are not limited to) attempting to coerce an unwilling person into a sexual relationship; repeatedly subjecting a person to egregious, unwelcome sexual attention; punishing a refusal to comply with a sexually based request; conditioning a benefit on submitting to sexual advances; stalking; gender - based bullying; sexual violence; dating violence and domestic violence.

## **ADDITIONAL APPLICABLE DEFINITIONS:**

**CONSENT:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- In order to give effective consent, one must be of legal age. The clearest consent is affirmative and active.
- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. (Example one: “Have sex with me or I’ll make you.” Response: “Okay”. Example two: “You’re making this difficult. It’s going to hurt more if you don’t cooperate.” Response: Silence while thinking, “I just want this over.”)
- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non - consent. The absence of resistance does not demonstrate the absence of force. All forced sexual activity is by definition non - consensual, but not all non - consensual sexual activity is by definition “forced.”
- Incapacitation is a state where someone cannot make reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Consumption of alcohol or drugs alone is insufficient to establish incapacitation. The question of incapacitation is determined on a case - by - case basis. It will include an analysis of whether the responding party knew, or should have known, that the complaining party was incapacitated, or if the responding party played a role in creating the circumstance of incapacity.

Sexual activity with someone whom one should know to be — or based on the circumstances should reasonably have known to be — mentally or physically incapacitated (by alcohol or other drug use leading to unconsciousness or blackout) constitutes a violation of this policy.

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs if the responding party knew, or should have known, of the incapacitating condition or was the cause thereof. Possession, use and/or distribution of any of these substances, including but not limited to Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

**DOMESTIC VIOLENCE:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

- Source – 42 USCS § 13925(a)

**DATING VIOLENCE:** The term “dating violence” means violence committed by a person --

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

- Source – 42 USCS § 13925(a)

**STALKING:** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to --

(A) fear for his or her safety or the safety of others; or

(B) suffer substantial emotional distress.

- Source – 42 USCS § 13925(a) Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

Revised June 19, 2019

## **SMOKE FREE CAMPUS POLICY**

Wilson College is a smoke-free campus. Smoking is not permitted in campus buildings, including residence halls. Smoking is banned on all campus property including parking lots, vehicles, the athletics fields, the Fulton Farm, and stables. **The use of E-cigarettes/cigars, vaping products, etc. are considered part of this policy and are not permitted in the residence halls.** Residents who disregard this policy (or host guests who do so) will be fined \$50 for the first offense, \$75 for the second offense, and \$100 for the third offense. Continued disregard for the smoking policy will result referral to Honor Council or Human Resources.

### **SOLICITATION POLICY**

Students and non-students may not use the campus grounds and/or facilities for commercial purposes unless written permission is obtained through Student Development.

- a. The policy prohibits any and all solicitations or sales in the student center, residence halls, and /or campus buildings and grounds. Exceptions are those clubs and organizations within the college who are fundraising through the WCGA guidelines.
- b. Solicitation and sales means any effort by an individual or organization to: ask for, seek, beg, or entreat for monetary contribution; seek membership applications for groups not organized by the college; offer for sale any item, symbol or product whether there is a monetary transaction or not.
- c. Proselytizing is not allowed. Groups, campus organizations, clubs and/or individuals affiliated or not with the campus cannot stop, intimidate, distribute literature, or entreat others for the purpose of redemption, religious conversion, and/or for the purpose of persuasion.
- d. Religious and/or political groups may be on campus as part of organized programs or forums that are sponsored by academic departments, related offices and/or recognized student club or organizations.

### **USE OF THE ATHLETICS MARK (LOGO)**

The athletics department encourages and promotes school pride with the use the Athletics Mark (Logo). However, the Wilson College Athletics Mark (Logo) are trademarked by the athletics department. Therefore, use of the Mark (Logo) requires authorization by the Department of Athletics. Once permission is granted, artwork must be obtained from the athletics department and may not be recreated or modified in any way.

### **WELLNESS CENTER**

The attention to the whole student is reflected in the Wellness Center. The College Nurse, Counselors, Chaplain, and Phoenix Against Violence Coordinator, whose offices comprise the Wellness Center are located in Lenfest Commons. Wellness issues are an important part of student life. The college is committed to campus wide wellness programming which incorporates nutrition, body acceptance, stress management, spiritual growth, fitness, self-esteem, and personal safety into a total emphasis on holistic growth.

### **COLLEGE CHAPLAIN**

The office of the Chaplain serves the spiritual, ethical, and communal growth of all in the Wilson College community regardless of religious affiliation. Through educational opportunities, interfaith events, pastoral care, worship, and fellowship, the chaplaincy encourages the spiritual awareness, the development of clarified values, and the formation of meaningful personal relationships. The Office of the Chaplain honors and seeks to deepen understanding of the diversity of religious beliefs present at Wilson College.

## HEALTH SERVICES

Specific clinic hours are posted at the beginning of each semester by the College Nurse.

Health Services provides a clinic where students may report to the nurse for limited routine services. The nurse is available to provide instruction and education on a broad range of student needs. Students are encouraged to participate in their own health care. Health promotion activities are held each **year** on campus.

Local urgent care, including virtual visits, is available to resident students by self-initiation or arrangement through the College Nurse. In case of serious illness or emergency, students will be transported to the emergency room by a local ambulance service. The College does not provide transportation to medical appointments.

### MEDICAL RECORD REQUIREMENTS

All residential students are required to submit a certificate of medical examination and proof of immunization prior to enrollment and must complete a meningitis form to move into the Residence Halls. The meningitis form or proof of vaccination is required by Pennsylvania state law. Health records needed to participate in intercollegiate sports or some academic programs will be maintained in those respective areas. Failure to provide the requested documentation may result in a hold being placed on the student's account.

### NEEDLE DISPOSAL

Individuals needing to discard needles on campus should do so using the red biohazard sharps containers. There are several locations across the campus including the dining hall, the nurse's office, the field house training room, Rosenkrans Hall 1st floor stairway (NCR side), Disert Hall 1st floor stairway (Prentis side), Riddle Hall 1st floor, South Hall 1st floor, all science center laboratories, and all barns at the equestrian center.

### COUNSELING SERVICES

Wilson College Counseling Services provides free and confidential personal counseling and support services for all full-time undergraduate Wilson students in a degree program, actively taking 12 or more credits. The services include individual counseling, interest and support groups, crisis intervention, consultations, and wellness awareness and workshops. The counselor's primary focus is on personal empowerment and life skills counseling through a self-referral system. Consultation and medication management are provided by a local **psychiatric nurse practitioner** who visits campus every other week during the fall and spring semesters only. Eligibility for medication management consultation and services is determined by the Director of Counseling.

**The Counseling Center, including the psychiatric nurse practitioner, does not provide documentation (verbal and/or written) for accessibility services, including but not limited to emotional support animal documentation (ESA), service animal documentation, academic accommodations, and residence life/housing accommodations.**

Counseling staff members address student success strategies on a regular basis through workshops, special programs and teaching and often work in cooperation with health, career, chaplaincy and residence life services to develop preventative programs. These issues include but are not limited to: depression, anxiety, adjusting to college life, sexual assault awareness, sexual identity, eating and body image awareness, sleep, hygiene, relationship issues, and diversity.

Further information about services, policies and procedures of the Counseling Office, **or to request an appointment, please email [counseling@wilson.edu](mailto:counseling@wilson.edu).**

## WILSON COLLEGE CLUBS AND ORGANIZATIONS

Please visit the website for the current information at: <http://www.wilson.edu/activities-and-clubs>

## WILSON COLLEGE WORK-STUDY PROGRAM

Wilson College provides employment opportunities for financially eligible students during the academic year in many different positions. Students must complete the Free Application for Federal Student Aid (FAFSA) in order for the Financial Aid Office to consider their eligibility (international students are not required to file the FAFSA and may still receive Work Study funding). A variety of campus departments participate in the Work Study program and students may select their place of employment. On average, students work 8-10 hours per week. The work schedule is often flexible and can be arranged around the student's classes. As part of a student's involvement with campus work-study, she/he must participate in a mandatory work-study orientation session. During this session, students will receive all information necessary for a successful work-study experience.

# SECTION THREE

## COLLEGE SONGS

### ALMA MATER

'Mid a group of pines and maples,  
Near a gently flowing stream  
Rests our lovely college campus,  
What a peaceful spot it seems!  
In the beauty of the morning,  
There's a sweetness unsurpassed;  
When the twilight shadows deepen,  
There's a peace until the last.  
Wilson how we love to hear it,  
More and more throughout the years;  
'tis a balm for ev'ry sorrow,  
It will banish all our tears,  
To her dear departed daughters,  
'Tis a magic as of yore  
And within our mem'ries glowing,  
It will dwell forever more.  
For there is no place like Wilson,  
Though we search o'er land and sea;  
She is small but she is mighty,  
And she's wonderful to me,  
For her name is Alma Mater,  
And we'll ever stand as one,  
Firmly pledged to love and honor,  
Till the sands of life are run.

-Bertha Pifer '21



## **EVENS CHANT**

We are the evens  
Mighty, mighty evens  
Everywhere we go  
People want to know  
Who we are so we tell them...  
We are the evens, etc...

## **EVENS SONG**

We're Evens born  
We're Evens bred  
And when we die  
We're Even dead  
So, rah, rah, for Evens  
Rah, rah for Evens  
Rah, rah for Evens  
Rah, rah, rah!!!

## **ODDS CHANT**

Hail, hail the Odds are here,  
We have come to conquer,  
We have come to conquer,  
Hail, hail the Odds are here,  
With a brand new day for the Evens.

## **ODDS SONG**

We are the great Odds,  
Great Odds are we,  
We never lose our pep-ability, Rah!  
You do your best, girl  
We'll do the rest, girl  
We are distinctive Oddities!!!