

WELCOME FROM THE DEAN OF STUDENT LIFE

Dear Students,

Welcome to Westminster College! This handbook is designed to be a quick-reference to the many services, policies, and procedures you may need during your time here.

Everyone at Westminster – faculty, staff, and students – is committed to your success here. When you walk through the columns as a freshman, we fully expect you to walk back out the columns four years later as a Westminster graduate. The staff in Student Life is committed to the following mission:

“The mission of Student Life is to complement and enhance Westminster’s mission through a dynamic student developmental experience. This includes creating a safe, healthy, and comfortable living-learning community, involving students in meaningful activities and athletics, and providing opportunities that foster experiential learning, character, and career development, a sense of service, and spiritual growth.”

Working with you, we hope to make your years at Westminster the most educational, fun, and character-building of your life. Here’s the catch, though – you cannot have the Westminster experience by being passive. It is our expectation of you that you be an active and engaged member of our community – in the classroom, in the residence halls, in student activities, and even in the world. If you intend to sit back and have knowledge and wisdom spoon fed to you without any effort on your part, you will not make it at Westminster (or any other college for that matter).

We are here to help you along the way. We expect to get to know you and for you to get to know us. You’re part of the Westminster community now – and this handbook will walk you through some of the benefits and responsibilities of membership in our community.

Go Blue Jays!

John Comerford
Vice President & Dean of Student Life

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I. STUDENT SERVICES

STUDENT FACILITIES

Hunter Activity Center

The Hunter Activity Center (HAC) is the “central hang-out” for students, faculty and staff. Spouses of students, faculty and staff, as well as children aged 14-21 in their immediate families, are also welcome in the facility. Children under the age of 14 must be accompanied by an adult. Any person using the HAC or other college facility must have a current ID card and must show it upon request of campus security or other college officials. Outside guests wishing to use the HAC may purchase a membership from the Center for Leadership & Service, located in upper HAC. Guests of the college who will be with a member of the campus community may receive a complimentary pass from the Center for Leadership & Service. The Confer Game Room in JCI game room is not open to the public nor to HAC members. This area is for Westminster students, faculty and staff and their guests only.

HAC contains a number of areas for meetings, programs, and other activities. These may be reserved by sending a request to Reservations@westminster-mo.edu. HAC also has a variety of recreational space available to the campus community and Fulton community members, all of which can be reserved through Plant Operations. The Mabee Gymnasium inside HAC also has a variety of sports equipment available for check-out through the HAC Gym monitors. Locker space may also be reserved in the HAC locker rooms, with locks provided by the college.

Athletic & Recreation Facilities

Sports and exercise facilities at the College include the Westminster Gymnasium with a playing floor, swimming pool, locker rooms, and shower facilities. The Gymnasium is reserved primarily for intercollegiate athletics and physical education classes. The swimming pool hours will be posted. The Gymnasium also includes a Fitness Room and a Multipurpose Studio for activities such as Yoga and dance.

Priest Field, a ten-acre section of campus, includes the football field, soccer field, the Robert M. Elder Tennis Courts, the Frank Saucier Baseball Field, a softball field, and practice fields. The Wetterau Center for Field Sports includes home and visitor dressing rooms, a training room for varsity athletics, offices and a weight room. Scheduled hours for use of the weight room by students and faculty will be posted. Intercollegiate and intramural activities have priority over free play at Priest Field. The use of Priest Field, as well as Westminster Gymnasium, is coordinated and supervised by the Director of Athletics.

The Hunter Activity Center contains the multi-purpose Mabee Gymnasium, the SGA and Weidlich Racquetball Courts, the Confer Game Room (ping-pong and pool), the Daniels Indoor Track, the Pendleton Weight Room (Nautilus weights), locker rooms and shower facilities.

Residential Lounges & Dining Rooms

The College Residence Halls have a variety of social and study spaces open for residential students. These generally cannot be reserved. The Mueller Leadership Hall also has rooms that may be reserved for meetings or group meals. To make reservations for campus facilities, send requests to Reservations@westminster-mo.edu.

Kent & Judith Mueller Student Center

The Kent & Judith Mueller Student Center was opened for use in the spring of 2001. This student center was designed as a multi-purpose building in order to meet some of the social, recreational, and athletic needs of the students.

Student groups may use Mueller free of charge, as may College constituencies planning college-related functions. All groups are subject to charges after their event depending on cleanup needs.

The Mueller Event Registration Form, available online or through Plant Operations, will help outline potential charges.

The Office of Student Activities will insure that priority is given for all student functions when reserving Mueller. The facility will not be reserved for any outside parties or non-College functions unless Student Activities is assured that there will be no student need or unless the reservation is during a student vacation period. For this reason, requests for Mueller reservations made far in advance will be considered on a case-by-case basis.

All items (food, decorations, etc.) brought in by organization must be taken out of the building or placed in trashcans before leaving building. There will be a minimum \$50 removal fee added if trash is not removed. Fees for any damages will be assessed and will be charged to the sponsoring organization if in excess of the deposit. Sponsoring groups are responsible for set up and breakdown requirements of the bands. Early arrival for event decoration must be scheduled.

COLLEGE BOOKSTORE

Westminster College Bookstore is located in the lower level of Mueller Leadership Hall. Textbooks and supplies needed for classes can be purchased here. Other items available include "Westminster" imprinted sweatshirts, t-shirts, shorts, jackets and many other memorabilia items. There is also a large selection of fraternity and sorority merchandise for the respective chapters on campus. Mastercard, Visa and Discover debit or credit cards and personal checks are accepted for purchases. The Bookstore and Mail and Printing Services are open Monday through Friday from 8:00 a.m. to 4:30 p.m.

COUNSELING & HEALTH SERVICES

Westminster College is committed to the promotion of healthy lifestyles and a wellness model that includes six dimensions: social, emotional, physical, vocational, mental and spiritual. Educational and prevention-oriented programs are available on campus to encourage students to make good decisions regarding nutrition, exercise, smoking, alcohol and drug use, sexual behavior and other lifestyle issues. The Counseling and Health Services includes three different programmatic areas: Counseling Services, the Student Health Clinic and the Wellness Program

Counseling Services

The counseling staff works with individuals and groups who request help with a wide variety of problems, including: relationship/family problems, stress and anxiety, substance abuse, eating disorders, educational and career alternatives, communication skills, GLBT issues, depression and spiritual concerns. Consultative services are available to student groups concerned with issues that arise from the college environment. Also, staff members are available for consultation with any of the College personnel who deal with student concerns. Congruent with the Counseling and Health Services Center's philosophy and professional ethics, counseling relationships are voluntary and confidential.

Student Health Clinic

The Student Health Clinic is staffed by a nurse practitioner each school day and its services are provided for all full-time students. The Clinic offers students unlimited clinic visits for acute and minor illnesses, minor injuries, sports physicals, allergy injections, well-woman and man exams and the management of chronic illnesses. It also provides some in-office laboratory services. Should outside laboratory services be necessary the student will be charged a reduced at-cost fee. Likewise, should a student need care beyond the scope of the on-site clinic (e.g., x-rays and pharmaceuticals), the student will be responsible for those charges.

When referring students to other health care services, the clinic staff will make every effort to send students to a service covered by their health plan. Parents are encouraged to review insurance issues with their student before he or she arrives on campus and to give a copy of the insurance card to the student to be carried at all times. Students should also be given a list of health care providers in the Mid-Missouri area that accept their insurance coverage.

Medical emergencies are handled at the Callaway Community Hospital where a physician is always on duty. College officials will notify parents if a student is seriously ill or injured.

Wellness Program

Helping students make informed, responsible lifestyle decisions is the primary aim of our Wellness Program, including the issues of nutrition, exercise/fitness, sexual health, stress management, healthy relationships, and substance abuse. These programs take the form of workshops, information tables, promotional campaigns, formal presentations, and individual consultations. Peer Health Educators coordinate many of these programs, including Wellness Week, Alcohol Awareness Week, The Great American Smoke-Out, Stress-Down Week and Safe Spring Break Week. The Wellness Program also coordinates fitness programs throughout the year, including aerobics, Tai Chi, yoga, 50 days of fitness, and self-defense.

BASICS is a special wellness program that squarely faces the issues of alcohol and other drug use; it includes prevention/education activities, assessment and evaluation of substance abuse, and referral to specialized services. One major health education effort is Healthy Graffiti; a weekly health information bulletin that is placed in all campus restrooms.

Student Health Forms and Required Immunizations

All new full time students entering Westminster College must have documented proof of **measles, mumps and rubella** immunity, a **tetanus/diphtheria** booster within the past 10 years, and a questionnaire screening for tuberculosis. **This documentation is required prior to class attendance.** Documentation of immunity may be accomplished by a) written proof of vaccination or b) proof of immunity by titer (a blood test). Note: Exemptions from these requirements may be accepted by the institution for medical or religious reasons. These exemptions will be granted only after written evidence is submitted to the Dean of Student Life or his designated staff member. If a measles, mumps or rubella outbreak occurs, all students who do not have the appropriate immunity documented through the college may be required to leave campus. Westminster College does not require the hepatitis B, the meningococcal vaccine or the HPV vaccine, however we strongly encourage students to receive these vaccinations.

A student taking medication should indicate on the Student Health Form the drug and the reason for the medication. All medication in the student's possession must be clearly labeled with the name of the drug, dosage and number of pills, as well as the name of the doctor prescribing the drug.

The Student Health Clinic treats information contained on the Student Health Form as confidential and it is the first item placed in the student's health chart. These charts are kept in locked cabinets and are not to be opened by student workers.

Any significant change in a student's health should be brought to the attention of the Director of Counseling and Health Services or the Dean of Student Life.

FINANCIAL AID

Financial assistance for students is coordinated by the Financial Aid staff, located in the Office of Enrollment Services in Champ. Scholarships may be awarded on the basis of financial need, merit, or a combination thereof. In addition, other financial assistance is available, including loans, grants, and part-time jobs. Financial aid awards are made without regard to the race, sex, religion, color, physical handicap, or national or ethnic origin of the applicant. Whatever a student's demonstrated financial need may be, as determined by the completion of the Free Application for Federal Student Aid (FAFSA), Westminster College will strive to assist in meeting that need within reasonable budgetary constraints. Students are encouraged to meet the financial aid staff and to familiarize themselves with the various programs and procedures of the Financial Aid Office.

INSTITUTIONAL SCHOLARSHIPS FOR ROOM AND BOARD

Institutionally-funded scholarships for room and board are intended to cover students' on-campus living expenses. In order to ensure that these awards are used for this purpose only, the following regulations apply:

- The room portion of the award may be used in College-owned and managed housing only and is intended to cover the rental charges associated with living in a double room in a residential hall. Extra charges for single rooms in the residence halls, residential houses, or other on-campus arrangements will not be covered and are the responsibility of the student. The room award may not be used for housing that would require the College to make payment to a third party (i.e. the Westminster Apartments, which are operated by a developer).
- The board portion of the award will cover the cost of a 19-meal plan in the college dining hall. Students who live in an on-campus residential house, Westminster apartment, or other area where they are not required to have a meal plan may elect to continue on the 19-meal plan or receive a predetermined fixed amount for purchasing their own food. The fixed amount will be determined by the Business Office each year. Students who live off-campus will not receive the board portion of their award.
- The sole exception to this policy is that room and board awards may be applied to living and dining in a fraternity house, with any charges above that of a residence hall double and 19-meal plan being paid by the student. Students may not move from College-managed housing to a fraternity house at any time prior to the start of the academic year.
- Under no circumstances can institutionally-funded room and board awards be used off-campus, applied to non-room and board expenses, or converted into cash for other uses.

CAREER SERVICES

The Office of Career Services works closely with Westminster students throughout their undergraduate education. Professional staff members meet with students individually and in small group settings to provide to provide a comprehensive and individualized approach to career development. Career counseling by a licensed professional counselor, interpretation of career interest assessments, and assistance in locating internships are all services that are offered on a continual basis. Workshops on resume writing, interviewing skills and job-searching strategies are held regularly and are open to all students. For students with post-graduate education plans, information is available regarding standardized entrance exams, testing schedules, and the graduate school application process.

Between 40-50 employers and/or graduate schools visit campus every year for the purpose of recruiting students, with numerous organizations attending the annual Career EXPO, held on-campus in February. Other ways graduating seniors are assisted with securing employment include on-campus interviews, accessing jobs posted on eRecruiting (an on-line job data base system) and networking with alumni and friends of the College. Additional information regarding various career-related services may be obtained through contacting the Office of Career Services in the lower level of Newnham Hall.

Internship Program

Students are strongly encouraged to take advantage of experiential learning opportunities offered through the Westminster Internship Program. Internships are designed to extend student learning beyond the traditional classroom setting into professional work environments. Internships allow students to earn academic credit while undertaking planned, professionally supervised work experiences related to their on-campus academic programs and career interests.

The Internship Coordinator assists students in identifying internship opportunities and preparing application materials. An internship is arranged in advance to coincide with the fall or spring academic semester or during summer break. The program provides rewarding avenues for learning, which complement classroom instruction and are structured to benefit both students and sponsoring organizations.

An internship is a carefully monitored work experience in which an individual has intentional learning goals and reflects actively on what she or he is learning throughout the experience. The intern is the chief architect of his or her learning and must initiate his or her own learning contract, keep a learning journal, participate in regular discussions with the faculty sponsor and complete a final project. Internships may be arranged in a wide variety of organizations and institutions, including corporations and businesses, health care facilities, social service agencies, environmental organizations, historical societies, recreational programs, museums, political organizations, and branches of government.

LIBRARY RESOURCES

The mission of the Reeves Memorial Library is to enhance students' ability to learn, the faculty's ability to teach and engage in scholarly activities, and Westminster's ability to function as a community of learners by offering effective services to the students, faculty, and staff of the college--using both traditional resources and new technologies. Reeves Library has an excellent collection of books, periodicals, and electronic resources that support the liberal arts curriculum. The knowledgeable and experienced staff of Reeves Library enjoys assisting students with their academic research needs. The library staff is here to help students develop the skills to become life long learners.

The library collection exceeds 100,000 volumes, in-house, with access to over 700,000 volumes in the regional ARTHUR collection and over 18 million items in the MOBIUS system, a statewide academic library consortium. MOBIUS provides two-three day delivery of library resources across the state. Students can place their own requests for materials through the Arthur/MOBIUS catalog or may borrow materials not in the statewide system from out-of-state libraries through regular interlibrary loan. In addition to books, the collection also includes multimedia materials—informational and music CDs, videotapes, DVDs, and slides to support the curriculum. The library subscribes to over 300 periodicals for in-house use and provides access to over 16,000 full text journals through multiple online databases. A proxy server allows access to our online resources from any location at any time. (<http://www.westminster-mo.edu/library/index.asp>)

The Hazel Wing of Reeves Library houses the Information Technology Help Desk in Lab 302. The IT Help Desk will coordinate classroom media support as well as lab and computer support. You may contact the Help Desk at x 5169 or by emailing HELP. The Hazel Wing also includes three multimedia classrooms, one PC lab and one Mac lab along with a various of other media functions such as scanning, video editing etc.

The LIBRARY hours during the academic year are:

Monday-Thursday, 7:45 a.m. to 12:30 a.m.

Friday, 7:45 a.m. to 5:00 p.m.

Saturday, 1:00 p.m. to 5:00 p.m.

Sunday, 1:00 p.m. to 11:00 p.m.

Sunday-Thursday, the entire library and Hazel wing will be open until 12:30 a.m. Extended hours until 2 a.m. will be offered each semester during the last week of classes and finals week.

INFORMATION TECHNOLOGY

Westminster College provides computing resources to all students, faculty and staff. The campus is served by twenty Dell servers, network equipment from Hewlett-Packard and a variety of other vendor's hardware. Computing resources provide access to a wide variety of software products, including e-mail and the latest in word processing, database and spreadsheet applications. Specialized software for many departments is provided, along with access to an automated Library software package, an electronic encyclopedia and an on-line journals index – with many entries containing full text. The College provides high speed Internet access to its computer users and also supports an expansive presence on the World Wide Web (www.westminster-mo.edu).

Students have access to publicly located personal computers (Windows and Macintosh) in the Hazel Wing of Reeves Library and Coulter Science Center. Campus residential facilities (Greek Houses and Residence Halls) are wired for two computer connections per room, allowing students to bring their own personal computers to campus for connection to the College's campus-wide, fiber optic-based network (personal computers must meet minimum standards as established by the College and residential students pay a technology fee to help support the campus network). The College's wireless network reaches almost all in-building locations on campus and also serves a number of outdoor areas. Shared laser printers are located conveniently across the campus for use by students, faculty, and staff.

All students, faculty, and staff receive a computer account. This account provides access to all supported services and software on the campus network. Policies concerning use of the computers and the campus network system are found in the General Policies and Procedures Section of this Handbook.

STUDENT INSURANCE

Required Health Insurance for US Citizens

Effective with the start of the 2007-2008 academic year, Westminster College will be joining a growing number of the nation's institutions of higher education in requiring health insurance as a condition of enrollment for all full-time students. Students who are US citizens and have health insurance coverage through parents or elsewhere will not be required to buy the college-sponsored plan. However, the students must opt out each semester that they will not need coverage by completing the online form at <http://www.westminster-mo.edu/optout> before the deadline established each semester. Please note: Students will automatically be billed for the insurance premium unless they opt out.

The premium for year-round student insurance coverage will be billed each semester by Westminster College. Premium charges for insurance coverage for a student's spouse and/or child must be paid directly to the insurer.

International students

All international students are automatically enrolled in and covered by Westminster College's sponsored Student Injury and Sickness Plan. The cost of this plan is included in the student's first month's bill from the Business Office each semester. International students who can prove that they have equivalent coverage that meets the federal regulations' standards may waive this requirement. Proof of adequate insurance coverage must be in the form of a statement of coverage for the applicable period of enrollment and submitted to the Office of International Programs within two weeks from the start of the entering semester for each academic year.

SPIRITUAL LIFE PROGRAM

The mission of the Westminster Spiritual Life Program is to encourage and enable members of the Westminster community to grow and express themselves spiritually by providing meaningful opportunities for worship, service, fellowship, study, and personal spiritual development. In addition, the program is committed to fostering a sense of inclusive community on campus and an awareness of the needs of others. This ecumenical program is coordinated by the Chaplain and the Chapel Leadership Council—a student committee that assists the Chaplain. A worship service for Christians of all traditions and denominations is held at 11:15 a.m. every Thursday the College is in session in the Church of St. Mary the Virgin, Aldermanbury; special services are held for New Student Weekend, Family Weekend, and at other times. The entire community is invited, including students, faculty, and staff.

Through the Religion-in-Life program, the Chapel Leadership Council arranges on-campus and outside speakers to talk about issues faced by college students and to engage the entire college community on challenges facing our world today such as poverty, war, discrimination, and the destruction of the environment. In collaboration with the Center for Leadership & Service and various community organizations, the Chapel Leadership Council makes available service opportunities including an Alternative Spring Break Trip.

The Spiritual Life Program also offers Bible studies including groups for men and women, social activities, and individual pastoral counseling to augment and encourage spiritual growth.

DINING SERVICES

Mueller Leadership Hall

Meals for students in College housing or on a meal plan are provided in Mueller Leadership Hall. During the semester, a full breakfast is served along with a continental breakfast under extended hours, a lunch along with a soup and deli bar, and a full dinner. A brunch and dinner are served on Saturday and Sunday.

Sack lunches and sick trays may be ordered by students whose schedule conflicts with meal hours. Students need to call 592-5352 to make arrangements for a sack lunch. Students with special dietary needs can be accommodated by contacting the dining services director at 592-5352.

Ten, fifteen, and nineteen meal plans are available. There is no meal service during regular college holidays and vacations, such as fall holiday, Thanksgiving, and spring break. The Web page Campus Calendar can be consulted to determine when the dining hall is open and closed (http://www.wcmo.edu/current_students/student_life/dining/index.asp). Upperclass students living

in the men's social fraternities eat their meals at the chapter houses. All students living in the residence halls are required to participate in an approved meal plan. Students will automatically be placed on the 19 meal plan but may request the 10 or 15 meal plan up to the end of the first week of classes. Freshmen are required to stay on the 19 meal plan. After the first week of regular classes, students may not change meal plans until the next semester.

Johnson College Inn

The Johnson College Inn (JCI), located on the lower level of the Hunter Activity Center, serves sandwiches, specialties, soft drinks and other snacks. Students on a meal plan receive Blue Jay Bucks for use at the JCI. Students not on the meal plan can pay cash or set up a Blue Jay Bucks account with dining services. The JCI is open to the public.

EMERSON CENTER FOR LEADERSHIP & SERVICE

The Emerson Center for Leadership & Service is committed to providing developmental opportunities, programs, and services that will lead students to become "leaders of character who are committed to the values of integrity, fairness, respect and responsibility and prepared to live a life of success, significance and service." The four primary components of the Center for Leadership & Service include:

Leadership Studies

Students may elect to participate in an academic program leading to a Leadership Minor or participate in the Leadership Certification program. Through a combination of course work and experiential learning opportunities, students will learn leadership theory and apply it in "real-world" situations. Leadership training is also available to individuals and campus organizations.

Service Learning & Community Action

The Center also spearheads a variety of service learning and community service opportunities. Service is incorporated into academic courses throughout the College. Students may also participate in project-based service opportunities or join service organizations. CIVICUS is one such program. CIVICUS identifies community needs and then seeks out members of the Westminster campus to help meet those community needs. CIVICUS also develops social justice programs so that students can have a deeper understanding of the human needs of our communities.

Student Activities

Also a part of the Center is the Office of Student Activities. The office is charged with advising student organizations, developing individual leaders, and providing fun and engaging activities for the entire campus. Westminster currently offers over 90 student clubs and organizations. Every student should have the experience of participating in these groups.

Cultural Diversity Education

Learning to value the differences between people is an important lesson to learn during college. The Cultural Diversity program serves students from diverse cultures, including Westminster's many international students. It is also charged with providing opportunities for all students to learn about the broader world around them.

CAMPUS ADDRESS & MAIL

Every Westminster College student is assigned a mailbox (with a combination) in the Hunter Activity Center. Even though a student's college residence is likely to change several times, the mailing address will be permanent. While students should give their correspondents their residence, it is essential that a student's mail contain the exact address, as follows:

Your Name
501 Westminster Avenue
Campus Box _ _ _ _
Fulton, MO 65251-8000

All mail addressed to students must have this expanded ZIP code in order to assure timely and accurate delivery of mail. Mail sent without the proper ZIP code will likely be delayed in delivery. Mail is delivered to the college Monday through Friday and is usually distributed in the mailboxes by 2:00 p.m. Students receiving packages or other large items will receive a mail slip in their mailbox indicating these items must be picked up in the Mail & Printing Services Department in the lower level of Mueller Leadership Hall. Faculty and Staff mailboxes are also in Mail & Printing Services Department on the lower level of Mueller Leadership Hall. The Fulton Post Office is located at the corner of Fourth and Court Streets, within easy walking distance of the campus.

A student's mailbox number and combination should be confidential information. If a student loses or forgets the mailbox number or combination, contact the Director of the Student Activities.

Packages or other items sent to the College should be properly addressed with the student's name and complete mailing address. The U.S. Postal Service and other parcel delivery services will deliver packages and other items to the College Mail & Printing Services Department on the lower level of Mueller Leadership Hall.

CAMPUS SECURITY

The college will take reasonable action to secure college buildings and all property on the grounds and in the buildings against vandalism, theft, and fire. Students are responsible for protecting and securing their own property as well as their roommates'/suite mates' personal property and college property. The college is not responsible for the security of personal property or its loss due to a man-made or natural disaster and will not reimburse students for losses.

While Westminster College will take all reasonable precautions to prevent crime and protect property from loss due to fire or theft, students are encouraged to seek insurance coverage on their personal property and to exercise good judgment in securing that property. The cooperation, involvement, and personal support of students in a campus safety/security program are crucial to the success of the program.

Campus Security Service Officers conduct vehicle and foot patrols on campus and are charged with the enforcement of College policies and regulations. Additionally, Security maintains a close working relationship with all local law enforcement agencies. However, we do not want our campus community to be looked at as a security force that mimics the police. We want to be viewed as a service-oriented ally for the students.

In addition to the above duties, the Campus Security also offers a nightwalk escort service from 6:00 p.m. through 6:00 a.m. seven days a week and serves the entire campus and nearby fraternity houses. Students may call 642-1122, and an officer will be dispatched to the on-campus location and walk with the student to his/her destination.

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime and crime-related activity. These efforts will include the following:

Clery Act Report – This report of crime related information is compiled, published, and distributed each year.

Special Alerts - If circumstances warrant, special printed crime alerts will be prepared and distributed either selectively or throughout the campus.

To report a crime or fire or to summon police or an ambulance in an emergency, DIAL 911. This should be followed by a call to Campus Security (642-1122) and a report of incidence shall be filed immediately following its occurrence.

CHANGE OF ADDRESS

A student with a change of address for the student or their parents/guardian should report the change to the Office of Academics and Student Life in Westminster Hall as soon as possible. It is important that students who have two parents' mailing addresses make that known to the Registrar's Office.

LOST & FOUND

Items found in buildings or on campus should be turned in to the Center for Leadership & Service. Likewise, lost items may be claimed at the Center for Leadership & Service. A student who has had an item stolen should report the theft to Campus Security and to the Fulton Police Department. Any item unclaimed after thirty days may be disposed of.

TRANSPORTATION TO FULTON

Students taking public transportation to Fulton generally use St. Louis or Kansas City as their transfer points. Many students use MO-X Service/Doc and Norm Direct (877-669-4826, 800-333-3026, or www.moexpress.com) or Show-Me USA, Inc. (1-888-844-3701 or 573-642-6551) for transportation to Kingdom City from Kansas City and St. Louis. Kingdom City is located seven miles from Fulton. Students will usually call a friend or Ralph's Taxi Service (642-2222 from 6:00 a.m. to 6:00 p.m.) for transportation to the College. New students with transportation questions should contact the Enrollment Services Office.

WITHDRAWING FROM COLLEGE OR A CLASS

A student who plans to withdraw from college during the academic semester needs to obtain a Withdrawal Form from the Office of Student Life. The student must complete the form and return it to the Office of Student Life with all required/appropriate documentation. In addition, the student may be asked to complete an exit interview in person, by phone, or on paper. Refunds, deposits, and academic transcripts may be withheld until the student completes the requested exit interview process.

A student who plans to withdraw from a course needs to contact the Registrar, his or her faculty advisor, and the professor of the course. A student is not officially withdrawn from a class or all classes until the Withdrawal Form is returned to the Registrar's Office. It is the student's responsibility to make sure this process is completed. Please see the current Westminster College withdrawal policy in the College Catalog.

FINANCIAL DISCLOSURE

In compliance with federal statutes applicable to tax exempt institutions, students have the right to examine Form 990, Return of Organization Exempt from Income Tax. Students wanting to examine Form 990 should call the Vice President for Business and Finance to schedule an appointment. Copies of Form 990 may be made at the student's expense.

RESIDENTIAL & GREEK LIFE

An Office of Residential Life is available to assist students living on-campus with facility needs, roommate conflicts, or educational concerns. Resident Advisors are employed by this office to serve and educate residential students.

New students are generally assigned to Gage, Marquess, Rice and Scott Halls, which comprise the Churchill Quadrangle. Within each Quadrangle building are seven suites with four two-person rooms and a bathroom in each suite. Every residence hall room contains two beds, desks, bureaus and closets.

Westminster upperclass students live either in one of the four upperclass residence halls, college apartments, residential houses, or six national fraternity houses. Single rooms in College housing are on a space-available basis. There is no refund for students withdrawing from college housing or switching from a single room to a double room after the first five (5) days of classes each semester.

All students residing in College housing must participate in one of the approved meal plans. All students who live in College owned housing will be placed on the 19-meal plan, unless they are eligible for and request the 15- or 10-meal plan. Students may not change their meal plan after the first five (5) days of classes each semester.

All new students desiring to live in college residence halls must complete a housing questionnaire and a housing agreement form. Room reservations for students in college upperclass residence halls are made during the spring semester for the following academic year. New students are assigned to rooms in early summer and are notified of their assignment and roommate.

The college residence halls are closed during regular college holidays and vacations. Residents who wish an exception to this policy must contact the Director of Residential and Greek Life or Dean of Student Life for permission to remain in the residence hall. If the exception is granted, a charge may be assessed to the student. While Westminster College will take reasonable security measures, it does not accept responsibility for students' personal property stored on the campus during college holidays and vacations.

A housing option for upper class students is living in one of the college-owned residential houses. In each of these residential houses there will be one set of residence hall furniture provided for each person living in the house. Additional furniture and appliances may be provided as indicated in the descriptions of each of the houses. Maintenance and repairs on the houses will be performed by the college. Utilities are included in the room rate. Residents are responsible for keeping the house clean and the yard picked up. Snow removal from sidewalks is the responsibility of all the residents. Meal plans at Mueller Leadership Hall are optional.

An additional housing option for juniors and seniors are the two 32-bed Westminster Apartments on Fifth Street. Each apartment has 4 single bedrooms and 2 baths, a kitchen and living room, and all modern appliances. Each apartment also has its own washer and dryer. Cable TV, college LAN, and a campus phone are also provided. All routine and emergency maintenance will be covered in the rental agreement, as well as a small amount of custodial service in only common areas. Campus security patrols the complex.

RESIDENCY REQUIREMENT

A significant part of a student's education at Westminster College takes place in the living groups. Consequently, Westminster College requires all admitted degree-seeking students with Freshman, Sophomore, or Junior academic standing at the beginning of the academic year to live in one of the college residence halls, fraternity houses, college-owned residential houses, or college apartments. Fraternity members may be subject to additional residency requirements at the discretion of the chapter, which Westminster College supports.

Any student who wishes to be granted an exception to this policy must submit a written request for that exception to the Office of Residential and Greek Life. If an exception is granted, the exception is granted for no longer than that academic year; therefore, students must submit a request for an exception on an annual basis in those cases where the student wishes to renew the exception. Contact the Office of Residential and Greek Life for more information on how to request an exception. Research on Westminster students shows that it is especially important that new freshmen reside on-campus. For this reason, exceptions to the residency requirement will be limited to freshmen living with parents/guardians in Callaway County. Otherwise, exceptions to this policy may be requested by students who:

1. are living at home with their parents/guardians;
2. are 21 years or older as of the first day of classes of the semester;
3. are married.
4. would like to live off-campus for some other verifiable reason.

All students residing in a college-approved residence hall must participate in an college meal plan.

REFRIGERATORS, MICROWAVE OVENS & WATERBEDS

The College does not lease or sell refrigerators or microwave ovens to students. Small refrigerators and microwave ovens, which use 120 volts, are permitted in the college residence halls. Waterbeds are also prohibited.

RESIDENCE HALL FURNISHINGS

All furnishings and equipment provided in each resident's room and other areas of the residence halls are the property of the College and are provided for the convenience of the residents. Residents are not entitled to remove from the premises, or move to or from other parts of the building, any furnishings or equipment without the written permission of the Director of Residential and Greek Life.

Each resident will be provided with a Room Inventory Report Form, which shall be completed by the resident and the Resident Advisor at the beginning of occupancy. At the end of the academic year, the Resident Advisor and the Maintenance Department will re-check the room for inventory and damages. Resulting damages or missing inventory will be billed to the resident(s) involved or all occupants of the suite, if applicable. A student who fails to return his or her key or fails to checkout properly with the Resident Advisor may forfeit the room damage deposit. The charge for a lost key is \$50.00. Students are expected to leave their room in the same general condition, as it was when it was first occupied; failure to do so will result in the student being assessed an additional cleaning charge.

Residents are encouraged to keep their doors locked at all times. Residents of the Quadrangle should also keep their suite door locked. Residents of the suite will be billed for damages within the common suite areas, unless the person responsible for the damages can be identified.

Billings will be forwarded to the Business Office. A student wishing to appeal a billing should contact the Dean of Student Life or the Director of Plant Operations within thirty (30) days after notification of the billing. All payments are to be made at the Business Office and must be taken care of prior to registering for classes for the following academic semester.

ROOM CHANGES

Room changes are not permitted during the first two weeks or last two weeks of an academic semester. The Director of Residential Life and Greek Life and the Office of Student Life must approve all room changes. The College reserves the right to change the room assignment of a student at any time in the interests of the general welfare of the resident students or the College.

TACKS, ADHESIVES & DECORATIONS

Because of the damage caused to walls, woodwork and doors, care must be taken in hanging decorations in a student's room. The only approved product for hanging decorations is the 3M command product which is available at cost in the College Bookstore. Students will be assessed a charge for any damages or marks on the wall, floor or ceiling that result from tape, tacks or adhesives or other methods of attachment. Any damages beyond normal wear and tear will be the student's financial responsibility. Dartboards are prohibited.

WINDOWS, WINDOW BLINDS & SCREENS

Windows, window blinds and screens have been installed in each room for safety and health reasons and are not to be removed. Any damages done to windows, window blinds and screens will result in the resident being charged for repairs or replacement.

FRATERNITIES AND SORORITIES

Six national men's social fraternities have chapters at Westminster College. Each chapter is a private, self-managed and self-governed group with its own house. The six men's fraternities, the year the local chapter was founded and their addresses are as follows:

- Beta Theta Pi (1867), 502 Westminster Avenue
- Delta Tau Delta (1939), 604 Westminster Avenue
- Kappa Alpha Order (1890), 602 Westminster Avenue
- Phi Delta Theta (1880), 500 Westminster Avenue
- Sigma Alpha Epsilon (1949), 315 West Fifth Street
- Sigma Chi (1949), Fifth Street and Westminster Avenue

During 1981-82, two national women's fraternities, Kappa Alpha Theta and Kappa Kappa Gamma, established chapters at Westminster College. The women's fraternities have lounges and chapter rooms in the residence halls, but the members live in various residence halls.

WITHDRAWAL POLICY FOR MILITARY ACTIVATION

The refund for students withdrawing due to military activation, who do not receive Federal Title IV assistance, will be calculated using the Westminster College institutional refund policy.

- Withdrawal on the first day of class --- 100% refund of institutional charges
- Withdrawal after the first day of class through week 2 --- 90% refund of institutional charges
- Withdrawal during weeks 3-4 --- 50% refund of institutional charges
- Withdrawal during weeks 5-8 --- 25% refund of institutional charges
- Withdrawal after week 8 --- no refund of institutional charges, but Westminster College will provide a credit in the amount of personal payments and loans toward the following semester's charges

The refund for students withdrawing due to military activation, who do receive Federal Title IV assistance, will be calculated using the refund policy required by the Higher Education Amendments of 1998. A refund will be calculated for students whose withdrawal date is less than

or equal to 60% of the semester, based on the percentage of the semester that the student has completed.

- If the Federal refund calculation results in an outstanding balance on the student's account, the outstanding balance will be waived.
- If the Federal refund calculation results in a credit on the student's account, the credit will be released to the student, unless the student signs a waiver authorizing to leave the credit on their student billing account for future charges.
- No refund will be calculated for students who complete more than 60% of the semester; however, Westminster College will credit the student's account the following semester in the amount of their personal payments and loans.

A withdrawal date will be determined for students who take incomplete grades and are not able to complete the remaining courses before the sixth week of the next semester based on the last date of attendance during the semester they were called to active duty. For these students, the refund will be calculated based on the respective policy outlined above.

INSURANCE

The College is not responsible for loss or damage to students' personal property. Students are encouraged to determine if their property is covered by their family's homeowner's policy. If not, then they are encouraged to secure a renter's insurance policy. Information on renter's policies is available in the Office of Student Life.

FIRE SAFETY & ALARM PROCEDURES

All residence halls and other College buildings are equipped with fire alarms and safety equipment including detectors, extinguishers, and hand-activated alarms. If a student discovers a fire, he or she should:

- (1) activate an alarm;
- (2) call the Fulton Fire Department (911);
- (3) notify the Resident Assistant or other staff and other students; and
- (4) call Campus Security (642-1122)

When a fire alarm is sounded, each student must leave the building immediately. Residence hall rooms room windows and doors are closed and locked. Campus Security, College Officials or Emergency Personnel will direct students to safe shelter. All Residence Halls will conduct fire drills and RAs will indicate where each respective Residence Hall will meet. Students are required to abide by the instructions given during emergency situations.

II. STUDENT TRADITIONS & ACTIVITIES

COLUMNS CEREMONY

The Columns Ceremony is held for all new students during New Student Week and again, for those who complete their degree requirements, on Graduation Day. The two ceremonies, in which students pass through the original Columns in front of Westminster Hall, are the most revered Westminster College traditions. Except on these two occasions, Westminster students do not pass through the Columns. The Columns Ceremony is lead by the Skulls of Seven.

SKULLS OF SEVEN

The Skulls of Seven, founded in 1898, is a mystical society dedicated to upholding the traditions and ideals of Westminster College. The members are students in good academic standing who are respected leaders of the Westminster community and who strive to put the college ahead of personal or special interests. The Skulls of Seven is a self-perpetuating body, which encourages applications from all student leaders.

WINSTON CHURCHILL MEMORIAL & LIBRARY

The Winston Churchill Memorial and Library is a national historic site in the United States. The Memorial is composed of the Church of St. Mary, Aldermanbury, an English church designed by Sir Christopher Wren in 1667, and the undercroft museum with permanent exhibits dedicated to the life and works of Sir Winston Churchill, who made his famous "Iron Curtain" Speech on the Westminster Campus in 1946. The Memorial also houses the Clementine Spencer Churchill Reading Room, composed of works centered about the life of Sir Winston Churchill, many changing exhibits of interest, and a gift shop containing gifts relating to Churchill and the Wren Church. A modest admission charge is collected at the door. There is no admission charge for students at Westminster College, their families, alumni, and children twelve and under who are accompanied by a parent. Memorial hours are 10:00 a.m. to 4:30 p.m. daily. Closed Thanksgiving, Christmas and New Year's Day.

IBM LECTURE

The IBM Lectureship, established in 1980 by the International Business Machines Corporation, provides for at least one lecture each year by a leader in the world of business and finance and/or a professor of economics or business administration. The lecturer spends one to three days on the campus. IBM Lecturers have included business leaders and CEOs from many Fortune 500 companies.

KEMPER LECTURE

The Kemper Lectureship was created by a grant from the Crosby Kemper Foundations of Kansas City, MO. It provides for lectures by authorities on British history and Sir Winston Churchill at the Winston Churchill Memorial and Library at Westminster. Lecturers have included distinguished professors, Members of Parliament, and relatives of Sir Winston Churchill.

FALL FAMILY WEEKEND

A weekend usually in late September is designated Fall Family Weekend. Family members have an opportunity to meet with faculty and staff members. Early hotel reservations are encouraged. Most family members attend the events and find the weekend to be an informative, rewarding experience.

DONALD B. GORDON COLLEGE BOWL TROPHY

Patterned after the original College Bowl, the Donald B. Gordon College Bowl was originally held during the Spring Semester. Faculty and staff submitted questions that student teams had to answer. Later, in response to student suggestions, teams competed against one another during one night of trivia, questions, and activities. This event is no longer held.

HONORS & AWARDS CONVOCATION

The Honors and Awards Convocation is held near the end of the Spring Semester to recognize students who are recipients of various honors and awards earned during the academic year. In addition to the many individual honors and scholarship awards, the winners of the living group awards, such as the Drosten Cup, are also announced.

E. C. HENDERSON UNITED WAY AWARD

The E.C. "Slick" Henderson Annual United Way Award is awarded to the living group that contributes the most money to the Annual United Way Drive in Callaway County.

AMERICAN RED CROSS BLOOD DRIVE TRAVELING TROPHY

Beginning in 2002-2003, William Woods University and Westminster College began competing for the American Red Cross blood drive traveling trophy. Each year WWU and WC sponsor four blood drives for the American Red Cross. Blood drives are held simultaneously on both campuses and are sponsored by living organizations from each school. At the end of the academic year, a traveling trophy is awarded to the school with the highest percentage of members who donate blood.

ALUMNI OUTSTANDING SENIOR AWARD

The Alumni Outstanding Senior Award was established by the Westminster College Alumni Council in 1977 to honor a graduating senior for service to Westminster College, to the student's living group, and to Fulton and the surrounding community. The Selection Committee includes the Director of Alumni Relations (Chairperson and ex-officio), the President of the Alumni Council, the Vice President & Dean of Student Life, and the Presidents of the Student Government Association, the Panhellenic Association, the Interfraternity Council, and the Independents Association.

DROSTEN CUP

The Drosten Cup was originally awarded to the living group, which had the best overall program encompassing scholarship, campus activities, and community service. In 1981, the criteria for selecting the winner of the Drosten Cup (now a traveling plaque) was changed to community service to the College, community, state, national and international philanthropic projects.

INTERFRATERNITY SCHOLARSHIP AWARD

The Interfraternity Scholarship Award is presented to the men's fraternity, which achieves the highest overall grade point average among its actives and pledges for the fall and spring semesters.

PANHELLENIC SCHOLARSHIP AWARD

The Panhellenic Scholarship Award is presented to the women's fraternity, which achieves the highest overall grade point average among its actives and pledges for the fall and spring semesters.

PANHELLENIC PLEDGE CLASS SCHOLARSHIP AWARD

The Panhellenic Pledge Class Scholarship Award is awarded to the women's fraternity pledge class that achieves the highest overall grade point average among its new members for the fall semester.

ENGLISH PLAQUE

The English Plaque is awarded in the spring to the organization, which, among its members, achieves the highest overall grade point average during the previous two semesters.

ALUMNI WEEKEND

When Westminster's first graduate, James G. Smith, a minister and the only graduate in the class of 1855, returned to the campus after his graduation, a new tradition was started at Westminster College. In keeping with that tradition, Westminster College holds its annual Alumni Weekend in April.

Alumni Weekend provides Westminster College graduates, young and old, the opportunity to meet and reminisce with old friends, and to discuss "what's happened" since their departure. The

weekend's activities include a golf tournament, TGIF, a joint cocktail gathering with William Woods University, Westminster Spring Concert, Picnic Luncheon, Alumni Awards Convocation, Themed Saturday Dinner, Sunday Chapel Service and a Brunch at the President's Home.

BACCALAUREATE & COMMENCEMENT

Baccalaureate and Commencement exercises are held on the Westminster College campus on the Saturday following the completion of spring semester classes and exams. National speakers are invited to address the Westminster graduates at Baccalaureate and Commencement exercises. The Columns Ceremony and the bestowing of degrees by the College give Westminster's newest alumni recognition for their accomplishments.

JOHN FINDLEY GREEN LECTURES

The John Findley Green Foundation was established in 1936 as a memorial to John Findley Green, an attorney of St. Louis, Missouri, who graduated from Westminster in 1884. The deed of gift provides for annual lectures designed to promote understanding of economic and social problems of international concern. It further provides that, in order that there may be "the greatest benefit from this educational effort, it is desired that the speaker shall be a person of international reputation, whose topic shall be within the aim of these lectures, and who shall present it with regard for Christian tolerance and practical benevolence." Speakers have included Winston Churchill, J.C. Penny, George H.W. Bush, Ronald Reagan, Lech Walesa, and Mikhail Gorbachev.

CONCERTS & LECTURES SERIES

The Concerts and Lectures Series Committee is funded by SGA and is a branch of Westminster's Campus Activities Board (CAB). The Director of Student Activities, along with the Student Body Vice President, advises CLS, which sponsors a variety of concerts and lectures for Westminster College and the Student Government Association. The Committee is responsible for organizing each year's program and hosting the performer's visit to Westminster College. Previous programs have included: Jack Gordon (expert on JFK assassination), Ron Jeremy vs. Susan Cole (Debate on ethics of pornography), Ralph Nader (Green Party Representative), Annette Souder (Sierra Club Speaker), Dr. Khidhir Hanza (Iraq defector, author of *Saddam's Bombmaker*), and Gary Yourofsky (PETA). The other CAB committees (Community Relations Community Service, Intramurals, Social, Special Events, Publicity) work to bring additional forms of entertainment and activities to campus.

INDEPENDENTS ASSOCIATION

The Independents Association provides an organizational outlet for all unaffiliated students on the Westminster campus. The Association is open to any student at Westminster College student, but primarily caters to those who are not affiliated with a recognized fraternity.

INTERCOLLEGIATE ATHLETICS

Westminster College is a Division III member of the National Collegiate Athletic Association (NCAA) and the St. Louis Intercollegiate Athletic Conference. At Westminster, women may participate in basketball, cross country and track and field, golf, soccer, softball, tennis and volleyball. Teams for men include baseball, basketball, cross country and track and field, football, golf, soccer and tennis. The Blue Jay is the official mascot of Westminster College athletic teams.

INTRAMURAL PROGRAM

The goals of the Intramural Program are exercise, recreation, and the practice of good sportsmanship in an atmosphere of healthy, spirited competition. This program sponsors both men's and women's intramural sports programs through out the fall and spring semesters at Westminster.

AIR FORCE, ARMY & NAVY R.O.T.C.

Westminster College, through the University of Missouri-Columbia, participates in a voluntary Reserve Officers' Training Corps program, which leads to a commission as an officer in the United States Air Force, Army or Navy. Scholarship winners and non-scholarship students may enroll at

Westminster College but will take their ROTC classes and activities at the University of Missouri in Columbia, Missouri, 20 miles away.

The ROTC programs are distinguished by the manner in which leadership and management instruction is combined with practical application to create an interesting, challenging learning experience. ROTC students may participate in a wide variety of adventurous training such as rappelling, parachuting, small unit and helicopter tactics. The ultimate objective of the programs is to commission college graduates whose personal qualities, civilian education, and military training suit them for high levels of leadership and management in the military, professional and business world. For more information contact the ROTC Departments, Crowder Hall, Columbia, Missouri, 65211 or call 573-882-7621 (Air Force), 573-882-7721 (Army) or 573-882-6693 (Navy).

MUSIC GROUPS

Westminster students have many music performance opportunities to enhance the fine arts experience in various vocal ensembles including Westminster Chamber Singers, the large non-audition chorale, Forever Famous Singers Show Choir, Bel Canto Chorale, the select accapella ensemble, and Sublime Harmony, the male vocal ensemble. Students may also choose to participate in the instrumental ensemble, the Blue Jay Jazz Band. All music performance ensembles are offered for class credit along with many music classes including music history, music theory, and private instruction for voice, piano, guitar and instrumental. All vocal and instrumental ensembles perform for various on and off campus activities including two major concerts in the winter and spring. Auditions are held on the first Monday in December and the first Monday in May of each school year and students should audition in the spring before their freshman year. Students may sign-up for music performance classes or contact the Director of Music to schedule an audition.

RESIDENCE HALL ASSOCIATION

The role of the Residence Hall Association is to provide a forum for student leaders from each residence hall to come together and interact to make positive changes for the residence halls and food services. The organization is student-led and invites all interested students, faculty, and staff to attend meetings and make known their concerns. Members of RHA recall Westminster's key virtues of integrity, fairness, respect, and responsibility when making all decisions and come together with the goal of making the residence halls a safer and more enjoyable place for students to live and dining services the highest quality possible.

STUDENT GOVERNMENT ASSOCIATION

The Westminster College Student Government Association is composed of all students of the college. Its officers are elected by the student body. The Student Government Association serves the interests of the individual student and student groups, and sponsors and supports various activities and events on their behalf with a budget derived from a student activity fee. Almost this entire budget is administered by a Finance Committee comprised entirely of students.

STUDENT PUBLICATIONS

The student publications at Westminster College are *The Columns* newspaper, *The Blue Jay* yearbook, *The Alati* political magazine, and *Janus*, the college literary magazine. *The Columns* and *The Blue Jay* are under the jurisdiction of the Publications Board of the Student Government Association.

The Columns is published several times a semester. Students can earn salaries for their contributions to the newspaper as well as gain practical experience in journalism.

The Blue Jay has traditionally been published after commencement ceremonies, with each graduating senior being mailed a copy and returning students receiving a copy when they return to campus in the fall. The 2006-07 edition was the first-ever digital yearbook provided to Westminster students and will be available prior to the start of the new academic year. Students can also earn salaries and gain practical experience working on *The Blue Jay*.

The Alati is published several times per semester by students in the Political Science program.

Janus is completed in the spring and is generally available for distribution before spring semester ends.

HONORARY GREEK FRATERNITIES & SOCIETIES

Alpha Chi—National Scholarship Society (1974)
Alpha Mu Gamma—National Collegiate Foreign Language Society (1972)
Alpha Psi Omega—National Honorary Dramatic Fraternity (1929)
Beta Beta Beta—National Honorary Biological Fraternity (1969)
Chi Alpha Sigma—National College Athlete Honor Society (2002)
Kappa Delta Pi—National Honorary Society in Education (1976)
Omicron Delta Kappa—National Leadership Fraternity (1935)
Pi Mu Epsilon—National Honorary Mathematical Fraternity (1974)
Phi Alpha Delta—International Honorary Pre-Law Fraternity (2000)
Phi Beta Lambda: National Honor Society for Business Leaders
Phi Alpha Theta—National Honorary History Fraternity (1950)
Phi Sigma Alpha: National Honor Society in Political Science
Phi Sigma Tau—National Philosophy Honor Society (1980)
Psi Chi—National Honorary Psychology Fraternity (1978)
Sigma Tau Delta—National Honorary English Fraternity (1988)
Theta Alpha Kappa—Religion Honorary Society (1996)

PANHELLENIC ASSOCIATION

The Panhellenic Association was organized to develop and maintain sorority life for women; to promote activities, such as formal recruitment, pledge education, academic excellence, and social activities; and to adjudicate conflicts between the women's social sororities. The Panhellenic Association is composed of the following women's social sororities:

Kappa Alpha Theta

Chapter Name: Epsilon Iota
Local Founding: February 20, 1982
National Founding: 1870
Indiana Asbury University,
now DePauw University
Nickname: Theta

Kappa Kappa Gamma

Chapter Name: Zeta Zeta
Local Founding: February 20, 1982
National Founding: 1870
Monmouth College
Nickname: Kappa

The responsibility for the operation of the women's social sororities lies with the president and her officers. The president also works closely with the chapter advisor, the House Corporation Board, and Westminster College. Members of the women's social sororities live in college housing and take their meals at Mueller Leadership Hall. The cost for joining a women's social sorority at Westminster College during the student's first year is approximately \$700. Formal sorority recruitment for women is held in the fall.

INTERFRATERNITY COUNCIL

The Interfraternity Council is the governing body of the six men's national social fraternities at Westminster College. The Interfraternity Council has the authority to adopt and enforce rules to serve the best interests of its members and interfraternity relationships.

Fraternity members, actives and new members are expected to abide by Westminster College rules and regulations, the Interfraternity Council and Panhellenic Association Constitutions, the Standards for Fraternities document, and their national fraternity standards. Violation of these rules and regulations will result in disciplinary action against individual members, the social fraternity, or both. Fraternities will be held responsible for violations of campus policy that take place on the fraternity property or at a fraternity function, except in those cases where it can be clearly demonstrated that the campus violation was done by an individual who acted without the permission or knowledge of other member(s) of the fraternity.

Formal Recruitment & Membership

The Interfraternity Council conducts a formal recruitment early in the fall semester for all non-Greek students. An allocation system used during formal recruitment and throughout the academic year is designed to balance the number of new members in each fraternity.

Affiliate Program

In the fall of 1995, the IFC established an Affiliate Program which delays formal new member education until the spring semester. Formal recruitment continues to take place early in the fall semester; however, those who accept bids are considered "affiliates" until their new member education program officially begins in January. The IFC provides guidelines that allow individuals who did not go through formal recruitment to accept a bid later in the semester and for those wanting to change affiliations to do so. Affiliates are considered "social members" of their fraternity during this period and they cannot be required by their house to attend any more than two fraternity activities per week during their affiliate status. These activities are typically the fraternity's weekly formal dinner and an affiliate group meeting.

New Member Education Program

The purpose of the fraternity new member education program is to help students be successful academically and socially at Westminster College as well as to introduce them to the responsibilities of membership in a social fraternity. New member education meetings and formal dinner generally occur once each week. House jobs for pledges generally do not exceed thirty minutes per day during the school week. Closed weekends, when new members remain on campus, should be announced in advance. Each fraternity should sponsor seminars on study skills, substance abuse, health issues and personal and social responsibility. Completion of the formal new member education program as well as meeting the minimum academic standards of the Interfraternity Council are two of the prerequisites for initiation into membership. The actual initiation ceremony is scheduled by each individual fraternity in accordance with College policies.

Hazing

Westminster College and the Interfraternity Council actively oppose and prohibit hazing in any form and will take strong disciplinary action if hazing incidents occur. The College's and Interfraternity Council's position on hazing is included in Chapter IX and the Interfraternity Council Constitution.

Social Fraternity House Management

The fiscal responsibility for the operation of the men's social fraternity houses lies with the fraternity house corporation and current membership through the officers of each chapter. The fraternity officers, especially the president and treasurer, work closely with their fraternity house corporation, their fraternity chapter advisor, and Westminster College in managing their day-to-day activities. Westminster College requires each men's fraternity to employ a houseparent who plans and supervises the meals; serves as a fraternity host for special occasions such as Parents' Weekend, Alumni Weekend, holidays, and special banquets, and accepts other responsibilities as are mutually agreed upon by the houseparent and the men's fraternity.

Fraternity Costs

The costs of joining a men's social fraternity at Westminster College during the student's first year is approximately \$700. The cost of living in a fraternity house varies and is often comparable to living in college residence halls.

Men's National Social Fraternities

Beta Theta Pi

Chapter Name: Alpha Delta
Local Founding: 1867
National Founding: 1839, Miami University
Nickname: Betas
Address: 502 Westminster Avenue

Delta Tau Delta

Chapter Name: Delta Omicron
Local Founding: 1939
National Founding: 1858, Bethany College
Nickname: Delts
Address: 604 Westminster Avenue

Kappa Alpha Order

Chapter Name: Alpha Eta
Local Founding: 1890
National Founding: 1865, Washington College
Nickname: KA's
Address: 602 Westminster Avenue

Phi Delta Theta

Chapter Name: Missouri Beta
Local Founding: 1880
National Founding: 1848, Miami University
Nickname: Phi Delts
Address: 500 Westminster Avenue

Sigma Alpha Epsilon

Chapter Name: Missouri Gamma
Local Founding: 1949
National Founding: 1856, Univ. of Alabama
Nickname: SAE's
Address: 315 West 5th Street

Sigma Chi

Chapter Name: Delta Tau
Local Founding: 1949
National Founding: 1855, Miami University
Nickname: Sigs
Address 402 Westminster Avenue

RECOGNIZING STUDENT ORGANIZATIONS

In order to be considered for official recognition as a college-recognized organization, the organization must have a constitution stating its purpose (filed with Student Activities), a list of officers, and a faculty or staff member as a sponsor on file with the Director of Student Activities. College-recognized student organizations are eligible to reserve college facilities for meetings of its organization and have the right to apply to the Student Government Association for funding for its activities.

COLLEGE RECOGNIZED STUDENT ORGANIZATIONS

Alati
ACEI-Assoc. of Childhood Educators International
ACM-Assoc. for Computing Machinery
African Union
Amnesty International
Art Club
Bacchus/Gamma
Blue Blazers Investment Club
Blue Pirates
Campus Crusade
Campus Integration
Chapel Choir
Chapel Leadership Council
Cheerleading/Dance
Chemistry Club
Choir
Classics Club
College Democrats
College Republicans
Cultural Diversity
D.E.X.
EcO's
Education Association

FMA (Financial Management Association)
Habitat for Humanity
Health Advisory Club
Health & PE Club
Independents Association
International Club
Janus Literary Magazine
Judo Club
Le Cercle Francais
Little Brother/Sister
Mixed Martial Arts
MultiCultural Club
Outdoor Club
Pep Band
Philosophers Corner
Piece Makers Jewelry
Resident Hall Association
Skulls of Seven
Spanish Club
Spiritual Life Fellowship
Student Ambassadors
Student Foundation (Admissions)
Student Government Association
 Community Relations Committee
 Concert and Lectures Committee
 Elections and Constitutional Revisions Committee
 Executive Committee (SGA Officers)
 Finance Committee
 Homecoming Committee
 Intramural Committee
 Living Group Senators
 Publications Board
 Publicity Committee
 The Blue Jay—the college yearbook
 The Columns—the college newspaper
 Social Committee
 Social Judiciary Board
 Student Alumni Council
 Student Appeals Board
 Student Defense Board
 Student-Faculty Liaison
Ultimate Frisbee Club
UWC
Westminster Service Corp
Yoga Club
Young Life

RISK MANAGEMENT

The Westminster College academic and student life programs are inherently active and experiential. Students will be involved in science labs, recreational activities, group travel, and many other activities that are critical to the educational experience, but which also carry some inherent risk. Faculty, staff, and student leaders work to ensure that all activities are as safe as possible, but students should be aware of potential risks and do everything in their power to help mitigate them. For more information on how Westminster reduces risk, please see the web site.

III. COLLEGE VALUES

As mentioned previously, Westminster College is a community. We're a community that learns together, lives together, gives service together, and leads together. Any community has formal or informal standards it lives by, and Westminster is no different. You will find our formal standards in the College Catalog, the Faculty Handbook, and here in the Student Handbook.

The policies and standards we live by were not created in a vacuum. They are all directly linked to the Westminster College values – Integrity, Fairness, Respect, and Responsibility. It is in accordance to these values that all faculty, staff, and students are asked to conduct themselves. By enrolling as a student at Westminster, you are agreeing to live up to these values at all times – on campus or off. You are a Westminster student at all times until you graduate, and that means you have higher expectations placed upon you than others in society. Joining the Westminster community comes with many benefits, but also comes with many responsibilities. Our students are leaders in their communities and in the world.

Policies are divided into each of the four values in the following section. The mechanisms for policy enforcement are laid out at the end of the section.

FACULTY/STUDENT RELATIONSHIPS & RESPONSIBILITIES

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual, and adhere to their proper roles as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects their true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect students' academic freedom.

Members of the faculty will:

1. make adequate preparation for classes.
2. meet their classes when scheduled.
3. inform students of the general content and objectives of the course within the first three class periods.
4. discuss the methods and standards of evaluation, including the importance to be assigned to the various criteria of academic evaluation, within the first three class periods.
5. announce, in advance, whether students are permitted to use any materials or references during examinations.
6. not depart significantly from their areas of competence or divert significant time to material extraneous to the subject matter of the course.
7. permit critical examination of available knowledge and support the expression of conflicting viewpoints and student views.
8. perform their grading duties in a timely manner. Westminster faculty who do not return final exams and/or end-of-course written assignments to their students will retain such materials according to the following schedule:
 - a. Fall semester materials will be retained until the end of the spring semester.
 - b. Spring semester materials will be retained until the end of the fall semester.
 - c. Summer session materials will be retained until the end of the fall semester.A faculty member, either full-time or part-time, who is not returning to the college will leave these materials with his or her Department Chair or, if the faculty member is a Department Chair, with his or her Division Chair.
9. evaluate students on the basis of academic performance, professionally judged, and not on matters extraneous to that performance whether race, religion, sex, national origin, age, life-style, or any behavior outside the classroom unrelated to academic achievement.
10. make a conscientious effort to be available during posted office hours and be willing to make and keep appointments with students.

11. be conscientious and honest in advising students by (a) fairly and accurately representing the requirements for success in various programs of study; (b) keeping advisees informed of the academic requirements they must fulfill in order to complete a course of study on schedule; (c) giving the welfare of the student priority when there is a conflict between the student's needs and the non academic needs of the institution, and (d) referring students to professionally qualified staff for problems which lie outside the faculty member's area of competence.
12. refrain from any activity which involves risk to the health and safety of a student, except with the student's informed consent and, where applicable, in accordance with College policies regarding the use of human subjects in experimentation.
13. respect the confidentiality of information regarding a student contained in College records and refrain from releasing such information except for academic purposes within the College or with student consent.
14. protect the confidentiality of information about a student's academic performance, personal life, beliefs, and political associations which faculty acquire in the course of their work as instructors, advisors, and counselors.

APPEAL PROCEDURES

A student who has a complaint about the conduct of a class or the evaluation of his or her work in a course should first attempt to resolve the issue by discussing it with the course instructor. Having done this, if the student still believes that he or she is not being treated fairly, the matter should be brought to the attention of either the faculty member's department chairperson or the Dean of Faculty. If attempts to settle matters by personal contact or through ordinary administrative channels all fail, the student may appeal to the Professional Standards Committee of the faculty.

The Professional Standards Committee hears cases in which it is alleged that a faculty member has acted contrary to generally recognized standards of professional ethics or to established faculty policy. The committee also hears grade appeals, which allege improper academic evaluation. Improper academic evaluation includes the following: (1) an evaluation that does not conform to the individual faculty member's announced methods and standards of evaluation and/or (2) an evaluation that is arbitrary, capricious, or prejudiced by the consideration of factors unrelated to academic achievement, such as a student's race, color, religion, sex, age, national origin, political or cultural affiliation, life style, or behavior outside the classroom. Cases alleging violations of professional ethics involve conduct that is clearly detrimental to a faculty member's performance of academic or institutional responsibilities.

An individual who wishes to appeal a grade or take action regarding an alleged violation of professional ethics prepares a written statement noting the specific actions which might constitute improper academic evaluation or unethical professional conduct and indicating the nature of the evidence (testimony, witnesses, documents, admissions, etc.) that can be offered to substantiate the charges. The complainant must have evidence to substantiate his or her charges. The written complaint should be delivered to the chairperson of the committee or to another committee member. The committee member notifies the chairperson or the secretary immediately. (A list of the current members of the Professional Standards Committee can be obtained from any faculty member or from the Dean of Faculty's office.) By making a complaint to the committee, the complainant authorizes the committee to contact the respondent and to initiate a preliminary proceeding to determine whether the complainant appears to have, or to have access to, evidence relevant to the charges. If the committee finds that the complainant's evidence does not merit a detailed investigation or would not be adequate to substantiate his or her charges, the committee may dismiss the charges. The committee also determines whether the allegations, if proven in a formal hearing, would indicate an instance of improper academic evaluation, a violation of professional ethics, or a violation of established policies. The committee determines which of the complainant's charges presented orally or in writing may be investigated in a formal hearing and, if the evidence warrants, convenes a hearing panel.

INTEGRITY

Living with integrity involves adhering to generally accepted standards of morals and ethics, and holding those around you to the same standard. Westminster students are expected to conduct themselves with integrity.

HONOR CODE

All Students are required to live up to the Westminster Honor Code - *No Westminster student shall commit any act of academic dishonesty in order to advance her or his own academic performance, or to impede or advance the academic progress of others.*

COMPUTER USE POLICY

Westminster College requires all computer users to abide by local, state and national laws and regulations concerning acceptable use of computers and networks. For use policies, please visit: http://www.westminster-mo.edu/wc_info/offices_and_services/computer_services/ITPolicies.pdf

MOREnet ACCEPTABLE USE POLICY

The primary mission of MOREnet is to provide collaborative networked information services to its members/customer in support of education, research, public service and government. For policies, please visit:

http://www.westminster-mo.edu/wc_info/offices_and_serics/computer_services/ITPolicies.pdf

CONTACT INFORMATION

All students are expected to maintain a local phone number and to regularly check their College e-mail account. Phone number changes should be immediately reported to the Office of Student Life. Failure to do so may result in the student missing important messages.

COPYRIGHT LAW

Westminster's policy regarding the use of copyrighted materials is included in the "Guidelines for the Reproduction and Use of Copyrighted Materials by Faculty, Staff and Students," a document available in the library, the Academic Dean's Office, and on the college's computer network:

<http://www.westminster-mo.edu/offices/library/infosources.html>.

The guidelines essentially say that the college expects faculty, staff, and students to comply with the United States copyright laws. In addition to photocopying, copyright laws and guidelines also pertain to the showing of videos to campus groups, the copying of music and videos for personal use, the copying of materials from the web for use in publications and web pages, and the copying of computer software. The college guidelines also deal with showing videos in class and copying television programs for classroom use.

Students with questions about copyright laws should read the college guidelines and discuss their concerns with the Reeves Library professional staff or the Vice-President and Dean of Faculty.

DISHONESTY & FALSIFICATION OF RECORDS

Any student who furnishes false or misleading information on admission and registration forms and records, student health form, personal identification, residence hall agreements, or any other college form, or who alters any college record in any manner, or who is dishonest in any other form is subject to disciplinary action usually handled by the Dean of Student Life.

INSPECTION OF PROPERTY

Students are expected to have integrity with regard to College policies. Westminster College reserves the right to inspect and/or search college-owned buildings or property, including residence halls and those fraternities recognized by the College if there is reason to suspect that policies are being violated or the health/safety of students is at risk. College Officials (including Resident Advisors) may, at their discretion, inspect or search rooms for housekeeping purposes, safety or

security purposes, or to determine if the contents of the room, or the actions of the persons within the room, are in violation of college policy. A room search may be conducted by the Dean of Student Life or other appropriate college officials and must be done in the presence of a witness. An inspection is considered to have taken place when a College official looks in the room, observing only items in view without the need to move or open items. A search is considered to have taken place when a College official moves or opens items in the room to inspect parts of the room or its contents that are not in plain view.

Motor vehicles on college property are subject to visual inspection by full-time college employees at all times. A complete search of such vehicles may be conducted only when there is reason to believe they contain property or articles which are not permitted on college property or are in violation of College policy. Only an appropriate college official, in the presence of another college employee or law enforcement official, may conduct such a search.

If a student refuses to open a locked container or a motor vehicle, the locked container or motor vehicle may be impounded until a search warrant can be obtained or the matter turned over to the police.

ACADEMIC REVIEW BOARD

The Academic Review Board meets with students who have not acted with integrity for their academic responsibilities, such as failures in class attendance or follow-through on course assignments. The Academic Review Board is intended as a last resort effort to change behavior and improve the likelihood of academic success for a student brought before the Review Board. This is not a disciplinary hearing, but rather an important intervention that is intended to communicate deep concern for the student and his/her academic success.

The Review Board will gather input from faculty, academic advisors, and other campus constituencies regarding students who may be in serious trouble. The Review Board will initially investigate cases of apparent academic disengagement to determine the level of severity and ways to help the student. Action will be taken by the Review Board after traditional attempts to get the student back on track (i.e., contact with the student made by the academic advisor regarding one or more classes) have failed. For some students, it will be a “wake-up call,” for others it will be an opportunity to ask, “Do I really want to be academically engaged right now?” or “Is it possible for me to be academically successful right now?”

Once the Review Board determines what action is appropriate, the student will be notified of a required meeting with two members of the Review Board and the student’s academic advisor. This group will meet with the student to determine whether the student is prepared to make a commitment to academic work. A behavioral contract may be developed for the student, and he/she will be advised of the possibility that they may be suspended for the remainder of the semester if they fail to carry out the requirements of the behavioral contract. In some cases, the Academic Review Board may recommend immediate suspension to the Dean of Faculty.

The members of the Academic Review Board are:

- Director of Counseling and Health Services
- Dean of Student Life
- Associate Dean of Faculty
- The Student’s Academic Advisor

GAMBLING

Gambling is prohibited on the college campus.

FAIRNESS

Fairness requires us all to conduct ourselves in a just, equitable, and unprejudiced way. Fairness often involves putting aside self-interest for the interests of the wider community. Westminster students are expected to conduct themselves with fairness.

ATHLETIC CONFERENCE CONDUCT

Athletes and fans participating in competition with other institutions are representing Westminster College and should conduct themselves in a manner fair to all involved.

The St. Louis Intercollegiate Athletic Conference, of which Westminster College is a member, has approved sportslike conduct rules & regulations. As an active member of the eight-team conference of NCAA Division III schools, Westminster is committed to adhering to all conference rules, regulations, and policies.

It shall be the responsibility of each member college or university to ensure that all of its students and all individuals employed by or directly associated with it comport themselves in a sportslike manner when representing their college or university, especially at intercollegiate athletic contests.

Unsportslike conduct shall subject the individual to disciplinary action. The member college or university with which the offending individual is associated may also be subject to disciplinary action if it is found that the member college or university's policies, actions, or failure to act substantially contributed to the individual's misconduct. The primary and/or senior women's administrators will be responsible for the penalties associated with the situation. The administrators at both institutions' involved will discuss the situation with the President of the conference and seek counsel if needed from the President.

A. Acts of Unsportslike Conduct

1. Striking or attempting to strike or otherwise physically abuse an official, opposing coach, staff administrator, spectator, student, or athlete;
2. Intentionally, or with careless disregard for one's conduct, inciting participants or spectators to violent or abusive action;
3. Using obscene gestures or profane or unduly provocative language or action, whether or not directed, toward an official, staff administrator, student, coach, or spectator;
4. Publicly and unduly criticizing a game official, conference personnel, another member college or university, a student-athlete, or personnel from another member college or university.

B. Conduct of Contests

1. It is the responsibility of each home institution to make every effort to assure that:
 - (a) Both teams shall be allowed to prepare and to compete in a safe environment;
 - (b) The contest itself will be conducted in a manner that discourages spectators and any other unofficial persons from disrupting or interfering with the event; and
 - (c) Visiting spectators will be permitted to support the visiting team as a group, free from interference and intimidation from home team fans and, where possible, seated together.
2. It is within the spirit of St. Louis Intercollegiate Athletic Conference competition to encourage a positive attitude among spectators in support of their teams and strong competition between teams in a friendly and sportslike environment. The Administrative Council has noted that banners and signs that contain potentially offensive language or pictures (particularly displays that may be vulgar or obscene) will be discouraged without inappropriately limiting spectators' opportunities to express themselves.

SMOKING POLICY

The Westminster College Smoking Policy, effective July 1, 1993, and revised in 1999, complies with the Missouri State Clean Air Act. The policy is as follows:

1. Smoking shall be prohibited in all college buildings, college-owned residences, and fraternity houses.
2. Smoking is prohibited in college vehicles, which are available for multiple users.

The sanctions for violation of the smoking policy may include a fine and a requirement of campus service. A second offense may result in a larger fine, and/or other disciplinary sanctions. If a third offense occurs in college residences, the student may be dismissed/banned from College housing.

RESPECT

Respect involves showing deference to, or at least avoiding interference with, the wellbeing of others. A Community would not function if its members did not show respect for one another. Westminster students are expected to conduct themselves with respect.

ANIMALS

Animals of any kind are not permitted in college residence halls or other college buildings, out of respect for others' potential allergies, aversion to animals, and the continued good condition of college facilities. Licensed service animals are allowed. "Therapy pets" not trained to meet any specific needs or accommodate a disability defined by law are not classified as service animals.

ASSAULT

Striking a person or otherwise threatening violence against another is disrespectful to the community and shall be considered assault. When deemed necessary, cases of assault may be referred to local authorities for further adjudication. Exceptions to this rule may be granted where consent to physical contact has been granted in the context of a College approved athletic or theatrical event.

DISORDERLY CONDUCT

When, in the judgment of the Dean of Student Life or his designee, a member of a fraternity, sorority, or other student organization draws attention to the organization rather than to themselves as individuals, the organization may be found guilty of disorderly conduct.

DISRUPTIVE ACTIVITY

Unacceptable to the college is any manner of interference with classes, laboratories, or other activities. The hindrance of college personnel and students from entering and leaving offices or other campus buildings cannot be accepted, nor can the destruction of either private or public property. The acts of unauthorized entry, use or occupation of college facilities, including the unauthorized possession, duplication, or use of keys to any college facility is expressly forbidden and will be subject to disciplinary action. Students are not permitted on the roof of any college building including fraternity houses. Only bonded and authorized personnel are permitted on the roofs.

DISRUPTIVE STUDENT

When, in the judgment of the Dean of Student Life and the Director of Counseling and Health Services, a student, for whatever reason, has been deemed disruptive to the point of negatively affecting the college community, that student may be removed from college housing, suspended/dismissed from the college, or otherwise limited in their classes or activities. Likewise, when a student is physically or psychologically incapacitated to the degree that s/he is not able to make reasoned health care decisions, the College reserves the right to mandate immediate medical care and notify parents. Students who engage in or threaten self-injurious behavior may be subject to these same limitations or involuntarily given a medical withdrawal.

This may occur in varying instances even if the student has not directly violated any conduct policy of the college. The college will make every effort to provide support and counseling within the scope of its mission but may deem the student's needs are beyond the capabilities of the services we provide. In the case of an involuntary withdrawal, decisions made by the Dean of Student Life and Director of Counseling & Health Services may be appealed to the Dean of Faculty.

DISTURBING THE PEACE

There shall be no undue or excessive disturbances of the normal peace and quiet at any time on the Westminster College campus. Bands, stereos, or other sources of loud music or noises are prohibited until 5:00 p.m. on school days and after 9:00 p.m. Sunday through Thursday nights, and are prohibited until 3:00 p.m. and after 12:00 midnight on Friday and Saturday nights. During the times when bands, stereos, and other sources of loud music are allowed, the noise level must be kept low enough as to not disturb neighbors or other members of the Westminster and/or Fulton communities. This includes roommates and hall mates. Littering, vandalism, physical and/or verbal threats, or intimidation of any person by another person are expressly forbidden.

Students and student organizations are reminded that the Fulton City ordinances may be stricter on noise than the Westminster College policy set forth above. Students and student leaders, such as fraternity presidents, may be subject to arrest and prosecution should a formal complaint by a Fulton resident be made, even if the violation is not an infraction of college policy.

MOTOR VEHICLE REGULATIONS

The College must regulate vehicle parking in order to ensure respect for all members of the community. *All Westminster students must register their motor vehicles with the Business Office within seventy-two (72) hours from the time the vehicle arrives in Fulton regardless of if they park on Westminster owned parking lots or not.* Decals, to be affixed to the lower right hand (passenger) side of the windshield (taping to the windshield is not acceptable), and the motor vehicle regulations will be issued to students via email at the beginning of school. There is a \$50.00 annual registration and parking fee, which will be charged to your student account receivable at the rate of \$25.00 per semester. Students are responsible for their decals and motor vehicles regardless of who uses the vehicle. New decals and temporary parking permits also may be obtained at the Business Office. Westminster College students are responsible for knowing and observing the motor vehicle regulations for both campuses.

Between 8:00 a.m. and 5:00 p.m., Monday through Friday, students are prohibited from parking on the circle drive, in the parking lots on the main campus (the "hill"), in the designated reserved spaces on campus, and in marked "no parking" areas.

The schedule of fines for infractions is:

Parking in an unauthorized area	\$20.00 or more
Parking in Visitor section	\$20.00
Parking in Visitor section (Enrollment Services)	\$50.00
Parking in a Handicapped area	\$50.00
No parking permit on vehicle	\$50.00
Careless and imprudent driving	\$20.00 or more

The college reserves the right to suspend a student's privileges to operate a motor vehicle while at Westminster College for excessive infractions of the motor vehicle regulations or for academic or personal reasons. Vehicles illegally parked may be towed or impounded at the owner's expense.

A student desiring to contest a motor vehicle infraction must submit an online appeal found at http://www.westminster-mo.edu/wc_info/offices_and_services/business_office/operations/parking/ within ten (10) school days of the infraction. Appeals made later than 10 days after the infraction will not be considered.

The city of Fulton requires motor vehicles parked on public streets to be moved at least every 72 hours. While this is usually not a problem during the semester, students should not leave their vehicles on public streets during vacation periods. Students needing to park vehicles during a vacation period should contact the Plant Operations Office.

SEXUAL MISCONDUCT

Westminster College does not tolerate sexual misconduct in any form. It is the policy of Westminster College that acts of sexual misconduct constitute unacceptable behavior, and are a violation of the College's core values of fairness, integrity, respect and responsibility. Violations of the College's

sexual misconduct policy are damaging not only to the living and learning environment, but compromise the safety, security and comfort of all community members. Westminster College is dedicated to creating an environment that condemns violence, abuse, intimidation, fear, and discrimination.

Westminster College is committed to educating its community members on all forms of sexual misconduct, and empowering students, faculty and staff to speak out against these acts. All members of the College community have an obligation to take all violations of our sexual misconduct policy seriously and to report any violations to the appropriate college officials.

Westminster College commits to working with the victim by outlining options and reasonable courses of action, and pursuing recourse if the victim so desires. All incidents will be thoroughly investigated. Keeping in mind the varying forms of sexual misconduct, each case may be decided differently. The College reserves the right to impose differing sanctions based upon the given evidence of each case. The College may refer cases to the campus judicial system, if appropriate. The College also commits to following due diligence and will not rush to conclusions in any alleged case.

DEFINITION OF CONSENT

Informed consent is the core of Westminster's sexual misconduct policy. It is derived from the notion that humans are rational beings with the right to say what will and will not happen to them.

Sexual misconduct occurs when any form of sexual activity takes place without informed consent.

Informed consent is defined as a decisionally capacitated individual (a person who is capable of making a decision) freely and knowledgeably agreeing to take part in any sexual activity.

Informed consent includes the following:

- (1) All parties involved understand the nature of the sexual activity that is about to take place:** This is best understood as "how far we are going to go." Consent (or the lack thereof) can be either verbal or non-verbal, but the absence of clear signals means that you cannot go any further. A person who is passive, unresponsive, or actively resists is demonstrating defective or withdrawn consent.

Examples and Guidelines:

- A person who consents to kissing does not automatically consent to further sexual activity, including intercourse.
- Receive consent about a specific sexual activity prior to becoming increasingly more intimate.
- When in doubt, ask, "Is this okay?" prior to advancing sexual activity.

- (2) Involved parties understand all of the potential risks:** These risks include, but are not limited to, sexually transmitted infections (STIs) and unwanted pregnancy. Failure to inform a partner of a STI, or actively lying about one, constitutes a breach of informed consent, as does deception about the presence/nature of birth control.

Examples and Guidelines:

- Discuss potential risks with your partner prior to engaging in sexual activity.
- If you choose to become sexually active with another through sexual intercourse, select a mutually agreeable source of birth control.

- (3) Involved parties are able to freely express a choice:** A person is capable of freely expressing a choice if and only if he or she is able to rationally analyze the situation according to a relatively stable set of personal values. Significant quantities of drugs and alcohol place a person in an altered state of consciousness in which he or she is incapable of making rational decisions.

Examples and Guidelines:

- Intoxicated individuals or those under the influence of other drugs/narcotics cannot give informed consent.

PERMISSION AND RESPONSIBILITIES:

- Consent must be given for any and all sexual activities immediately prior to or at the time of the particular activity in question. This includes any physical contact with the other person (e.g., intentionally touching another person's intimate parts without permission constitutes sexual assault).
- If sexual activities are not mutually and simultaneously initiated, it is the responsibility of the initiator to obtain consent from the other person(s) involved.
- The obtaining of consent is an ongoing process: it is the responsibility of the initiator of each new level of sexual contact to obtain consent to that contact.
- Consent may be withdrawn at any time during the activity, provided this withdrawal is communicated verbally or non-verbally to the other person.
- Just because a person consented to sexual activity sometime in the past does not mean that he or she gives consent to sexual activity in the present or future.

WHEN INFORMED CONSENT CANNOT BE GIVEN:

There are a few very specific situations where consent can never be given. They are:

- Consent cannot be given by a person who has been forced, threatened, or coerced.
- Forcible compulsion includes the use of a substance administered without the knowledge or consent of the victim that produces physical or mental impairment, rendering the victim incapable of giving informed consent. This includes taking advantage of a person who is already physically or mentally incapacitated (e.g., a person who has passed out after drinking too much).
- Statutory rape takes place when a person aged twenty-one years or older engages in sexual intercourse with a person under the age of seventeen. No child aged thirteen or younger may give consent to sexual activity of any kind.
- Some mentally disabled persons cannot give effective consent if they are incapable of understanding the nature of the sexual situation in which they are placed.

SEXUAL MISCONDUCT

Westminster College defines sexual misconduct as any nonconsensual sexual act which occurs between two or more individuals. Sexual misconduct includes a wide array of incidents, the most extreme of which is sexual assault. Further examples of sexual misconduct include, but are not limited to, the following:

- (1) Taking non-consensual advantage of another person for one's own or another's benefit. Examples include, but are not limited to:
 - a. Secret video or audio taping of sexual activity;
 - b. Reproduction of a recorded consensual sexual act without consent for distribution (e.g. online posting of videos, photographs, or audios depicting a consensual sexual act);
 - c. Going beyond the boundaries of consent such as allowing others to secretly watch you engage in consensual sex or sexual activity;
 - d. Engaging in voyeurism (e.g. peeping Tom);
 - e. Knowingly transmitting an STI (Sexually Transmitted Infection) or HIV to another person;

- f. Engaging in exhibitionism and intentionally exposing oneself in an unwelcomed manner;
- g. Inducing physical incapacitation with the intent of engaging in sexual activity with another person.*

*Physically incapacitated persons include those who are unconscious, unaware or otherwise physically helpless and incapable of giving effective consent. Incapacitation may result from the voluntary or involuntary consumption of alcohol, or the use of other drugs, including date-rape drugs.

- (2) Non-consensual physical contact of an indecent and/or unwelcomed type, including brushing, touching, grabbing, pinching, patting, hugging and kissing.
- (3) Actual or implied threats of contact of a sexual nature that result in another person's reasonable apprehension of a sexual assault and/or harm.
- (4) Sexual behavior that takes place as a result of pressure, threats, and/or intimidation, and/or that occurs without another person's effective consent. In the most severe instances, this involves any form of sexual penetration.

PREVENTION

Westminster College will take all reasonable steps necessary to prevent incidents of sexual misconduct from occurring, and will address those which do occur in a timely, professional and confidential manner.

SEXUAL ABUSE & HARASSMENT

(Note: This policy is also reflected in the Faculty Handbook. The numbering system in this handbook is made to match the numbering in the Faculty Handbook for easier reference.)

3.3.1 Policy on Harassment

3.3.1 Policy on Harassment and Discrimination

Westminster College expects all members of its community to treat each other with respect and dignity. Westminster College seeks to create and maintain an academic, social and work environment in which all members of the community—students, staff, administrators, and faculty—are free from harassment and discrimination. Westminster College prohibits harassment and discrimination on its campus, as well as at, or on, any college sponsored activities and trips, of any of its community members or guests and visitors based on an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other proscribed category set forth in federal or state regulations.

Harassment and/or discrimination subvert the mission of the college and threaten the careers, educational experiences and well being of its students, staff, administrators and faculty. Each member of the Westminster community has the right to work, study and/or socialize in an environment that is free from harassment or discrimination. Each member of the Westminster community, therefore, has the corresponding responsibility and obligation to conduct himself or herself so as to create an environment that is free of harassment or discrimination. This includes the acts of supervisors, managers, faculty, employee subordinates and peers, fellow students, guests, visitors, vendors, consultants, and customers. In addition to being responsible for their own conduct, supervisors and managers must ensure that their employees contribute to a work environment that is free of harassment and discrimination.

By issuing a clear policy to members of the Westminster community and by alerting, as well, those non-community members, such as vendors, consultants, and customers, with whom it has a relationship, Westminster College reaffirms its commitment not to tolerate any form of harassment or discrimination on its campus, at campus sponsored events, activities, or trips.

3.3.1.1 Definition – Harassment

Harassment comes in many forms. Speech and conduct that are protected by academic freedom as described in 3.3.1.1.C do not constitute harassment. Yet the following forms of speech and conduct not protected by academic freedom are prohibited forms of harassment.

- A. Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct of a sexual nature:
 - 1. when submission to that conduct or communication is made either explicitly or implicitly a term or condition of employment, advancement or education; or
 - 2. when submission to or rejection of such conduct has the purpose or effect of interfering unreasonably with an individual's academic, professional or employment performance; or
 - 3. that creates an intimidating, hostile, or offensive academic, social or work environment.

- B. Other prohibited harassment may include, but is not limited to:
 - 1. epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with a Westminster community member's normal work or movement because of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other proscribed category set forth in federal or state regulations.
 - 2. written or graphic material placed on walls, bulletin boards or elsewhere on the campus or circulated by other means, including electronic media, that denigrates, shows hostility to, or aversion towards an individual or group because of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other proscribed category set forth in federal or state regulations.

- C. Westminster College is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the College. All ideas, including those that may be offensive to some, may be discussed in the classroom provided that the discussion is a reasoned one with a clear academic purpose. Harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of the College, its tradition of intellectual freedom and the trust placed in its members.

3.3.1.1 Definition – Discrimination

Discrimination also comes in many forms. Title VII of the Civil Rights Act of 1964 prohibits employers from discriminating against employees or applicants on the basis of race, color, national origin, religion or sex. The Equal Employment Opportunity Commission (EEOC) was created to enforce these provisions. Other laws support Title VII in specific areas, to include:

- A. Americans with Disabilities Act (ADA). The ADA protects qualified individuals with a disability from discrimination in regard to job application procedures, hiring, promotion, termination, compensation, job training, and other terms and conditions of employment. To ensure this, the ADA requires equal opportunity and reasonable accommodation (see the college's policy on Equal Access for details).

- B. Age Discrimination in Employment Act (ADEA). The ADEA prohibits employers from discriminating against workers who are 40 years or older. The purpose of the act is to promote the employment of older workers based on their ability rather than their age, to prohibit arbitrary age discrimination in employment, and to help employers and workers find ways of resolving problems arising from the impact of age on employment.

- C. Civil Rights Act of 1991 (CRA). The Civil Rights Act of 1991 amends Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1866, the ADA, and the ADEA. The CRA of 1991 provides increased damages and jury trials in cases of intentional race, religious, sex, national origin, age, and disability discrimination.
- D. Equal Pay Act of 1963 (EPA). The EPA and Title VII prohibit gender-based differences in pay. The EPA prohibits differentials in pay that are based primarily on gender. Employers covered by the EPA must ensure that male and female employees are paid equal wages for performing substantially equal jobs.
- E. Immigration Reform and Control Act (IRCA). IRCA prohibits employers from knowingly hiring, recruiting, referring, or continuing the employment of aliens who are not authorized to work in the United States because they have entered the country illegally or their immigration status does not permit employment. At the same time, IRCA prohibits discrimination based on national origin and citizenship status.
- F. Pregnancy Discrimination Act (PDA). The PDA amends Title VII to prohibit an employer from treating pregnancy, childbirth, or related medical conditions any differently than it treats other temporary disabilities for purposes of employment, including hiring, firing, promotion, leaves of absence, benefits, pay increases, and other terms and conditions of employment. The PDA does not require employers to treat pregnant employees in any special manner with respect to employment-related matters, to establish any new programs where none currently exists, or to provide pregnancy-related disability leave to any employee.
- G. Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). USERRA was signed into law on Oct. 13, 1994, to replace and strengthen the Veterans' Reemployment Rights Act (VRRRA). Under USERRA, employers are prohibited from discriminating against employees in regards to firing, promotion, training, or any other employment benefits or advantages for the employees' past, present, or future participation in uniformed services.

Investigation

It is the college's policy to investigate all complaints in a fair, thorough, and prompt manner. It is important to remember that many instances of harassment or discrimination can be resolved through informal discussions, which do not require extensive procedures. Every effort will be made to eliminate harassment and discrimination from the college campus through these informal means.

However, if informal efforts are not successful, a complete formal investigation will be conducted. To the fullest extent possible, the college will keep complaints, any information obtained during the course of the investigation and the terms of the resolution confidential from individuals who do not have a "need to know." However, the demands of an investigation and the enforcement of the policy preclude any guarantee of confidentiality. The Westminster College member making the claim, as well as the individual accused of the harassment or discrimination, will be given a copy of the Westminster harassment and discrimination policy and procedures.

Resolution

Any Westminster community member found in violation of the harassment and discrimination policy on campus or at campus sponsored events, activities, or trips will be subject to disciplinary procedures, up to and including termination of employment or dismissal from the college. Disciplinary action is not limited to the individual committing the harassment or discrimination. It could also apply to that person's supervisor and/or manager if he or she supported the harassment or discrimination, knew of the harassment or discrimination, or reasonably should have known of the harassment or discrimination and failed to take corrective action.

Disciplinary action will also be taken against any individual threatening or making reprisals against another person because that person rejected sexual harassment or reported any form of harassment or discrimination, or participated in an investigation. Upon completion of the investigation, the Director of Human Resources will present the findings and a recommendation to the appropriate cabinet member(s), i.e., VP of Business and Finance for staff, Dean of Faculty/VP of the College for faculty, and Dean of Student Life for students. If the results of the investigation confirm the offense took place, immediate disciplinary action, up to and including termination of employment or expulsion, will be taken. If the results do not confirm the offense, this information will be shared with the person initially bringing the complaint and the alleged offender. Either party can appeal to the President.

3.3.1.4 Posting of Harassment and Discrimination Policy

This policy will be inserted into the Faculty Handbook, the Staff Handbook, and the Student Life Handbook. The Dean of Student Life will also distribute copies each year to the president/head of each campus living unit. It will also be posted on the electronic bulletin board and college web site.

3.3.2 Procedures for Addressing Harassment and Discrimination Complaints

Prevention is the first and best tool to eliminate harassment and discrimination. However, any person who believes he is being harassed or discriminated against, or any member of the Westminster community who witnesses an incident of harassment or discrimination, should make a report to the Director of Human Resources, located in the Business Office of Westminster Hall, room 106, or at ext. 5226, the Dean of Faculty, in the Academic Office located on the main floor of Westminster Hall, room 127, or at ext. 5212, or other college personnel who have been trained to handle such complaints, to include the:

- Associate Dean of Faculty
- Dean of Student Life
- Chair of the Professional Standards Committee.

If there are fewer than two members of one gender represented in this group, the President will appoint members from the staff and/or faculty to ensure that at least two members of each gender are represented by this group and available to handle harassment or discrimination complaints. The Director of Counseling and Chaplain may also be a good source to discuss concerns, although neither is considered a first point-of-contact for the purposes of this policy because of their inherent role and client privilege.

There are several informal avenues, as well as a formal investigation, available to reach a satisfactory resolution of harassment or discrimination. Informal procedures are recommended as the first option for reaching a resolution but these informal procedures are *not* a prerequisite to a formal complaint and investigation. Every effort will be made to insure confidentiality, but because of the demands of an investigation and the enforcement of the policy, confidentiality cannot be guaranteed.

Immediate reporting of harassment or discrimination is important in reaching a prompt and equitable resolution. The college encourages all members of the Westminster College community to report any complaint in a timely manner and exhaust all internal remedies first before seeking assistance outside of the college. We can only help if we know there is a problem.

Individuals may always pursue complaints directly with the government agencies that deal with unlawful harassment and discrimination claims, e.g., the US Equal Employment Opportunity Commission (EEOC), the Office for Civil Rights (OCR) of the U.S. Department of Education, and the

State of Missouri Department of Fair Employment and Housing (DFEH). These agencies are listed in the Government section of the telephone book.

While the College encourages individuals who believe they are being harassed or discriminated against to firmly and promptly notify the offender that his or her behavior is unwelcome, the College also recognizes that power and status disparities between an alleged harasser and a target may make such a confrontation difficult. In the event that such informal, direct communication between individuals is either ineffective or undesirable, the following steps should be followed in reporting a harassment or discrimination complaint.

A. *Informal Reporting of the Incident.* All members of the Westminster College community, its employees, students, guests, visitors, vendors, consultants, and customers are urged to report any suspected harassment or discrimination to the following college personnel who have been trained to handle such complaints, to include the:

- Director of Human Resources,
- Dean of Faculty
- Associate Dean of Faculty
- Dean of Student Life
- Chair of the Professional Standards Committee

The report may initially be made orally or in writing. However, reports made orally will be submitted in writing before a formal investigation can be initiated. The college has a “Harassment/Discrimination Incident Form” that will be used to insure that all vital information is reported.

Once an allegation of harassment or discrimination has been made to one of the contact persons, that individual will discuss with the complainant the three informal options discussed below.

1. *Direct Communication.* An individual may act on concerns about harassment or discrimination directly, by addressing the other party in person or by letter, describing the unwelcome behavior or action and its effect, and stating that the behavior or action must stop.
2. *Consultation or Advising.* Consultation or advising about harassment or discrimination is available from the Director of Human Resources, the Dean of Faculty, or others as named above, dependent on suitability to the complainant and availability. The initial contact person need not necessarily be the consultant or advisor. Since consultation or advising is intended to provide a forum for free and open discussion between the complainant and one of the contact persons, no record will be kept of the advising conversation other than an incident report. This report, used only to keep a yearly record of the number of different types of reported incidents, will be transmitted by the contact person to the Director of Human Resources. Every attempt will be made to protect the privacy of the individuals involved in these consultations about harassment or discrimination.
3. *Mediation Option.* The goal of this option is to provide a forum where the complainant and the accused can, with the aid of a mediator, come to a mutually agreed upon resolution. Mediation will occur only if both the complainant and the accused are willing to participate in the process and can agree upon the selection of a trained mediator. One of the college contact persons noted earlier may assist in completing these arrangements.

The mediator, once selected, will meet separately and privately with only the complainant and the accused, will try to clarify their perceptions and attempt to

develop a mutually acceptable understanding that can insure the parties are comfortable with their future interactions. Possible outcomes of mediation include explicit agreements about future conduct, changes in workplace assignments, substitution of one class for another, or other relief the mediator and the parties agree is appropriate. Both the complainant and the accused have the right to reject any proposed solution under the mediation option.

Should mediation lead to a mutually acceptable resolution by the complainant and the accused, the mediator will prepare a summary report, agreed to by both parties, that outlines the charges and the resolution. That report will be placed in the accused closed personnel file, kept separately from the accused's official personnel file. (Applies only to faculty.)

The college reserves the right to conduct an investigation as needed.

- B. *Formal Investigation of the Complaint.* If the complainant does not pursue the informal options, or if the informal procedures result in no mutually acceptable resolution, the aggrieved party(ies) may submit a written request for a formal investigation to the Director of Human Resources or the Dean of Faculty. Complaints of harassment and/or discrimination must be brought in a timely manner. Both college officials have available a "Harassment/Discrimination Incident Report" form. The Dean of Faculty will forward any reports to the Director of Human Resources in order to begin the formal investigation.

The Director of Human Resources, upon receipt of a formal harassment or discrimination complaint, will within a reasonable period present the accused a written copy of the complaint and will provide both the accused and the complainant a copy of relevant campus policies and procedures relevant to allegations of harassment or discrimination.

While the complainant and the accused have the right to consult legal counsel, they may be accompanied during the process by only one individual from within the Westminster College Community. The purpose of the investigation is to ascertain the truth behind the allegations of harassment or discrimination.

The Director of Human Resources will perform a prompt investigation of the formal complaint. The investigation will be conducted in a way that respects, to the extent possible, the privacy of all of the persons involved. Upon the recommendation of the Director of Human Resources, the President of the College may retain professional investigators to assist in the investigation.

The task of the investigation is to determine the facts. The designated investigator will interview all persons, including the complainant and the accused, who can provide relevant information about the alleged conduct. The need for confidentiality must be expressed to each interviewee. The objective of each interview is to gather and document detailed facts about what was said, what was done, when and where the conduct occurred, and what each believes was the inappropriate behavior or activity. The investigator will also search thoroughly for corroborative evidence of any nature. All members of the Westminster community are obligated to cooperate fully with the investigator(s). This includes testimony by relevant witnesses and the production of records or other forms of evidence that might lead to a fair resolution of the issues involved.

Depending on the circumstances surrounding the complaint, the parties involved, and the parties' request(s) regarding confidentiality, the parties may be given access to evidence collected in the investigation. Confidentiality of the complaint will be maintained to the extent the college finds it practicable. In no case will the investigator(s) consider statements against the accused

unless the accused has heard or been given a copy of the statements, and unless the accused has been given an opportunity to refute any unfavorable inferences which might otherwise be drawn. As in the mediation phase, the College will keep complaints, any information obtained during the course of the investigation and the terms of resolution confidential from individuals who do not have a “need to know.”

Members of the Westminster College community must cooperate during both informal reporting and formal investigations of harassment and discrimination complaints. Failure to cooperate will be grounds for disciplinary action.

False statements made by a member of the Westminster College community during either the informal reporting or the formal investigation of a harassment or discrimination complaint will be grounds for disciplinary action.

Federal law and college policy prohibit retaliation against any member of the college community for bringing complaints of harassment or discrimination of any kind to the attention of college officials. Disciplinary action will be taken against any individual threatening or making reprisals against another person because that person rejected sexual harassment or reported any form of harassment or discrimination, or participated in an investigation.

- C. *Resolution Procedure.* Based on the factual information gathered, the investigator determines whether the conduct or activity complained of constitutes any of the categories of harassment or discrimination based on an individual’s race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other proscribed category set forth in federal or state regulations. The investigator will make a recommendation to the appropriate cabinet member(s) who will determine corrective action. The investigator may also recommend that the complaint should be rejected as clearly unfounded.

Whatever the outcome, both parties will be given a summary report advising them of the disposition of the matter. A report of a justified complaint will be placed in the accused’s official personnel file. No records will be retained in individual personnel files in cases where the individual accused was not informed that there was a complaint or was exonerated.

The Director of Human Resources will track reports of harassment and discrimination for statistical purposes and report at least annually to the Cabinet concerning their number, nature, and disposition.

- D. *Appeal or Grievance and Disciplinary Procedures.* If either the complainant or the accused believe that the initial investigation failed to follow the above procedures, was biased, or if new evidence is found, an appeal, or grievance, may be made to the President of the College. (Note: Faculty, see Section E below.) An appeal can be made by submitting a written request to the President within thirty (30) calendar days of notification of the final investigative report. If the President is involved, the appeal can be made to the Chairman of the Westminster Board of Trustees.

If, after an initial review of the appeal, the President judges that the procedures described in subsection 3.3.2 above were not followed, or that the investigation and/or decisions based on the investigation were biased, discriminatory, capricious, or arbitrary, or that new evidence has been brought forward which might alter the final decision, the President may decide to review the case. The President may interview the complainant and the accused, as well as any witnesses.

If the reason for reconsideration is new evidence, the President may refer the case to the investigator and appropriate cabinet member(s) for consideration.

While the accused has the right to consult legal counsel, he/she may be accompanied during the appeal process by only one individual from within the Westminster College Community. Upon a determination that the appeal is justified, the President will recommend that appropriate corrective action be taken. After reviewing the appeal, the President may also decide that the appeal should be rejected as clearly unfounded.

Results and findings of the appeals process will be clearly stated and substantiated by evidence. After the appeal process is complete, the Director of Human Resources or the Dean of Faculty and VP of the College, with the assistance of President, will send a written report of the appeal findings to both parties. A report of a justified appeal will be placed in the accused's official personnel file. The results and findings may form the basis for disciplinary action.

Any Westminster community member found in violation of the college's harassment and discrimination policy will be subject to disciplinary procedures, up to and including termination of employment or expulsion from the college. Disciplinary action is not limited to the individual committing the harassment or discrimination. It could also apply to that person's supervisor and/or manager if he or she supported the harassment or discrimination, knew of the harassment or discrimination, or reasonably should have known of the harassment or discrimination and failed to take corrective action.

E. Process for Faculty. If the accused party is a faculty member the procedures outlined in section 2.8.5 of the Faculty Handbook will be followed.

If, in accordance with 2.8.5.2.1, the faculty member does contest the allegations but does not provide information sufficiently compelling for the Dean of Faculty to conclude that no violation occurred, or if the faculty member does not correct the problem(s) within a time period stated, or if the faculty member contests the degree of punishment, the Professional Standards Committee will investigate following the procedures described in Appendix G. The Director of Human Resources will provide a copy of the complete file to the Professional Standards Committee. The committee, in executive session (members only), will meet with each witness named in that file solely to determine whether they are willing at this stage to reveal their identity during a formal PSC hearing. Testimony, obtained during the Director of Human Resources' investigation phase, of witnesses who do not wish to reveal their identity to the accused during a formal PSC hearing will not be considered by the PSC in its deliberations.

3.3.3 Consensual Relationships

Westminster College strongly discourages faculty members from engaging in a sexual or romantic relationship with a Westminster College student, or staff members in supervisory positions from engaging in sexual or romantic relationships with subordinates in a *direct reporting relationship*, unless married to the student or subordinate. Because of the potential for abuse of power, harassment, bias, and favoritism, the college considers that a conflict could exist when any faculty member or supervisor, as described above, engages in a relationship with a student or subordinate that goes beyond friendship to the romantic or sexual.

However, the school understands the impracticability of enforcing a "no dating" policy and is sensitive to issues of privacy. Therefore, although discouraged, if a relationship does exist, we encourage voluntary compliance with reporting and disclosure of relationships, to include voluntary reporting and disclosure when the relationship ends, to the Dean of Faculty or the Director of Human Resources. A voluntary reporting policy allows the college to work with employees to establish guidelines for appropriate conduct, and avoids the embarrassment of prying into employee's intimate affairs that a "no dating" policy can require.

While consensual relationships are not prohibited, we expect employees involved in a workplace relationship to conduct themselves professionally at work, and to leave their private affairs at home. We encourage employees to think ahead as to how they will handle their jobs if the relationship terminates. Dating and consensual dating relationships can lead to sexual harassment, even though the relationship began as consensual.

SOLICITORS

Peddlers and solicitors are not permitted in college buildings or on campus without written permission from the Vice President & Dean of Student Life. They must also have any necessary permits required by the City of Fulton.

SKATEBOARDING & ROLLERBLADING

Persons who engage in rollerblading or skateboarding activities on the Westminster campus do so at their own risk. The College will assume no liability for injuries or damages resulting from these activities. The College prohibits any activity that can damage buildings and grounds, personal property, or can cause injury to any person. Persons engaging in an unacceptable activity will be asked to discontinue the activity immediately. Persons who continue to disregard College policy or common sense safety will be asked to leave the campus or may have disciplinary action taken against them.

Rollerblading and skateboarding activities are permitted on the sidewalks and flat concrete areas provided that such activities do not interfere with pedestrian safety or traffic on the sidewalks. Rollerblading and skateboarding activities are permitted in parking lots and roadways during times of non-use. Rollerblading and skateboarding are not allowed inside any of the buildings. Due to the fragile nature of the concrete squares that surround the Churchill Memorial, rollerblading and skateboarding are prohibited at this location, as well as other areas which might be designated.

NOISE

The use of radios, stereos, sound systems, televisions, etc. is permitted in the college residence halls. Their use is a privilege and may be denied if they are an annoyance to other residents. Stereo speakers may be confiscated from those students whose stereos create unacceptable levels of noise. The use of musical instruments, such as trumpets, drums, and guitars, is prohibited at all times. Students may practice their musical instruments in Champ Auditorium and piano and choral activities in the Hunter Activity Center. Noise in other college residences (fraternities, houses, etc.) or in off-campus residences must be within Fulton City allowances and not be disruptive to neighbors, businesses, or the College.

All persons living in the residence halls are expected to be courteous toward their fellow residents at all times. Courtesy hours are in effect 24 hours a day, regardless of whether it is designated "quiet hours". In order to provide an atmosphere conducive to study, relaxation and sleep while classes are in session, "quiet hours" begin at 9:00 p.m. Sunday-Thursday evenings and 12:00 midnight on Friday and Saturday evenings. "Quiet hours" are in effect until 8:00 a.m. on Monday-Friday mornings and until 10:00 a.m. on Saturday and Sunday mornings. "Quiet hours" are in effect 24 hours/day during final exam periods.

While there are no curfews for students, it is recommended that students confine themselves to their rooms after 12:00 a.m. (midnight) on school nights and 2:00 a.m. on weekends— especially for freshmen making the transition from home to independent living.

GUESTS, VISITATION, & COHABITATION

Any person in a college residence hall who is not assigned to live in the room they are located is considered a guest. All guests must be sponsored by a resident of the room. The sponsor is responsible for the conduct of his/her guest and will be held responsible for any damages, theft or disturbance caused by his/her guest. Guests are expected to abide by all campus policies, regulations and conduct standards.

Guests not registered to stay overnight are permitted in residence halls from 11:00 a.m. to 12:00 a.m. (midnight) Sunday through Thursday and from 11:00 a.m. to 2:00 a.m. on Friday and Saturday. Students with guests in their room need to adhere to common standards of decency and be sensitive to their roommate's rights to privacy and use of the room.

A guest who stays overnight in the residence hall must be sponsored by one of the residents of the room and must be registered at least 24 hours in advance with the Office of Residential & Greek Life. Guests staying longer than three (3) consecutive nights must have permission from the Office of Residential & Greek Life.

No guest will be allowed to stay more than five (5) consecutive nights or fifteen (15) nights in a thirty (30) day period.

RESPONSIBILITY

Responsibility is living up to the duties that come with being a member of a community and a leader within it. Community members have an obligation to care for one another and to conduct themselves in keeping with community values. Westminster students are expected to conduct themselves with responsibility.

ALCOHOL & DRUGS

The use of alcohol can be an appropriate, but can quickly create a dangerous situation if not handled responsibly. Out of care and a sense of responsibility for fellow students, students and student organizations are subject to the following regulations.

The Drug-Free Schools and Communities Act Amendments (Federal Public Law 101-226) signed by former President George Bush on December 12, 1989 mandated that all schools adopt and implement a program to prevent the illegal use of drugs and the abuse of alcohol by students and employees. The Westminster College Board of Trustees has directed the college administration to comply fully with federal, state and local laws.

The Board of Trustees authorized the President to establish an Alcohol and Drug Use and Abuse Task Force consisting of board members, faculty, students, parents and staff to monitor and conduct a biennial review of the college's alcohol and drug program. The Task Force's responsibility is:

- 1) to review the program's effectiveness;
- 2) to implement changes that are needed; and,
- 3) to ensure that the sanctions of the program are consistently enforced.

Westminster College believes that the use of illegal drugs and the abuse of alcohol impede the intellectual and social growth of students and has a negative impact on the Westminster community. Information on health risks associated with the use of illegal drugs and the abuse of alcohol as well as counseling, treatment, and rehabilitation programs available to students are contained herein. Westminster College will assist those students who seek help with alcohol or drug problems by suggesting treatment options. The current Westminster Alcohol and Drug policies as well as federal, state and local laws are listed below.

ALCOHOL POLICY

Students are reminded that the present laws of the State of Missouri make liable to arrest and prosecution any person under twenty-one (21) years of age who consumes or possesses alcoholic beverages as well as anyone who supplies such beverages to a person under the age of twenty-one (21). The consumption or possession of alcoholic beverages by all students or their guests, under the age of 21, is prohibited. Students who are under the influence of alcohol and/or behaving in an irresponsible manner are subject to the individual alcohol sanctions. Students who are in college residence hall rooms when alcohol or alcoholic containers (whether empty or not) are present are subject to the individual alcohol sanctions. In the upper class residence halls, alcohol is permitted within the student room, provided all residents of the room, and guests at the time of consumption, (a roommate resident of the room who is not 21 years of age may be present when alcohol is in the room provided they do not consume or handle the alcohol) are of legal age (21). Alcohol or alcoholic containers (whether empty or not) are not permitted in the Freshman Quadrangle or rooms occupied

by students under the legal age (21). In the men's social fraternities (including their yards and parking lots), alcohol is permitted to those of legal age (21). Alcohol is not permitted in any college building or other college property without the permission of the Dean of Student Life.

College approved organizations are prohibited from purchasing or serving alcoholic beverages, unless the Dean of Student Life has granted permission. Any event that is determined to be "high risk" (all events with alcohol are considered as such) must be pre-registered with the Office of Student Activities using their event registration form or an acceptable living group approved form, no later than 48 hours prior to the event's start. Failure to do so subjects all groups to sanctions outlined for alcohol-type offenses. Events are determined to be of high risk if they present heightened potential for injury or liability reflected on the College, sponsoring group, or individuals therein. Organizations that have questions regarding the classification of an event should contact the Office of Student Activities or Student Life well in advance of the event.

Kegs, alcohol-based punches or other common sources that allow opportunity for spiking or tainting, cash bars (other than Third-Party vendors), drink-a-room parties, pure grain alcohol parties and other events in which alcohol is served for free are specifically prohibited. Cash bars will be allowed only when a third-party vendor is contracted and when the Dean of Student Life grants permission. A form to request a third-party vendor is available at the Office of Student Activities and must be submitted at least one week prior to the event. Requests for a third party vendor made less than one week before the event will not be granted. No currently enrolled student of Westminster College may serve alcohol, check identification, or serve as security on behalf of the third party vendor while that vendor is operating on the Westminster campus or at a Westminster organization event.

Money collected by Westminster College or any of its organizations, living groups or individual students may not be used to provide alcohol for illegal purposes, such as purchasing or serving alcohol to minors. It is a violation of College policy to collect funds or otherwise pool funds for the purpose of purchasing or providing alcohol. Students who wish to consume alcohol must purchase their own alcohol. All national social fraternities with chapters at Westminster College have adopted similar alcohol policies.

Infractions of the Westminster College Alcohol Policy by individual students and student organizations will result in disciplinary action. The number of infractions is cumulative over the student's tenure at Westminster College. The sanctions for infractions of the alcohol policy by individual students are typically as follows, but the Dean of Student Life has wide latitude in assessing punishments and developmental actions to fit the seriousness of the offense:

First Offense - Student will normally be placed on Conduct Warning, assigned two (2) hours of campus service and assessed a \$50 fine, which must be paid within ten (10) days. If not paid on time, the fine will increase by \$1 per day until the fine is paid. Parents may be notified of the infraction at the discretion of the Dean of Student Life. Conduct Warning is a formal written notice to the student that they have violated the rules of the college. Normally the Conduct Warning will extend to the end of the semester in which punishment was assessed. If punishment is assessed near the end of a semester, the Warning can extend into the following semester and across academic years. If a student commits another offense while on Conduct Warning he/she risks, as a minimum, a proportionally larger punishment than the one normally associated with the offense, or suspension/dismissal from the college.

Second Offense - Student will normally be fined \$75 and placed on Disciplinary Probation and will meet with Dean of Student of Life. Parents will likely be notified that it is a second offense and the student will be considered for immediate dismissal from the Residence Halls. The student must complete an alcohol and drug assessment and possibly a substance abuse education program at the student's expense within a time frame determined by the Dean of Student Life. If the student does not complete the program, he/she can be immediately suspended or dismissed from the college. Disciplinary Probation is a more serious formal warning that the student has violated college rules and subjects the student to immediate dismissal/suspension from athletic teams, student organizations, leadership positions, and any position of honor or trust within the college. If a student commits an offense while on Disciplinary Probation, he/she will be considered for extreme sanctions

including immediate suspension or dismissal. The same rules on length and additional offenses while on Conduct Warning apply to Disciplinary Probation.

Third Offense - Suspension or dismissal from the College.

If any campus service assigned is not completed within the time allotted, the student faces additional hours of service, a disciplinary “hold” on registration/grades/transcripts until the hours are completed, or in serious cases, suspension from the college.

The following policies and minimum sanctions apply, without regard to the number of prior offenses.

As a general guideline, Disciplinary Probation and a minimum fine of one thousand (\$1000) dollars may be imposed on an individual, living group, fraternity, or organization who provides, possesses, sponsors, has in its presence or on its property, or hosts: kegs, cash bars without a third-party vendor, drink-a-room parties, games involving drinking, pure grain alcohol parties, a common source of alcohol, or other similar events. Possession of a keg or party ball (whether empty or not) may result in the minimum \$1,000 fine. A second offense within one year may result in an additional \$1000 fine and possible suspension or dismissal from the college for an individual and immediate involvement of Inter/National Organizations in the sanctioning process for a living group. Any student present at these or similar events is subject to the individual alcohol sanctions. A third offense within two years, may result in suspension or dismissal of a student or student organization from the college. Disciplinary Probation for a living group can include, but is not limited to: sanctions such as no social events or parties on or off campus and/or other restrictions as may be decided by the Dean of Student Life.

While each individual student is required to take responsibility for his or her individual behavior regarding alcohol, it is also the responsibility of each individual and each social group to see that those present at their social functions, meetings or gatherings, conduct themselves in accordance with Westminster College rules and regulations as well as city, state and federal laws.

PARENTAL NOTIFICATION POLICY

It is not the intent of Westminster College to institute a policy of parental notification for every incident involving student use of alcohol or other student discipline. Rather, Student Life personnel will use these guidelines to intercede in situations where alcohol abuse has led to situations which threaten the health or safety of individual students, has contributed to a significant deterioration of the living-learning community, or has interfered with a college sponsored activity or event.

Examples of incidences in which parents could be notified include: intoxication or impairment which is deemed to be health threatening, fighting, assault, harassment, or property damage which can be linked to excessive drinking. Evidence of recurring pattern of alcohol related violations, residence hall violations, and/or violations of the college’s conduct code may also result in parental notification.

The notification of parents will be the responsibility of the Dean of Student Life who will consult with appropriate personnel prior to notification. Follow up discussions with parents should be directed to the Dean of Student Life in order to ensure that communication is based upon the facts surrounding the incident(s).

Questions about this policy may be directed to the Dean of Student Life (573) 592-5240.

STUDENT EVENTS WITH ALCOHOL

Staffing. A full-time College approved Security Officer(s) will be hired to work events where appropriate, handle any difficulties that may arise and report those to the appropriate college officials. The Student Activities Office will take reservations.

Security/Proper identification is required at all events where alcohol is present.

Students attending an event at which alcohol is being served must have a photo driver's license or state issued ID card if they wish to consume alcohol. Each student with a Westminster College ID may have three guests. Each guest must have a state issued ID card or drivers license, and the Westminster student is responsible for the behavior of his guests.

Social event staffing. Two designated members of the organization at an event where alcohol is present must meet with the supervisor and or security guard 15 minutes prior to the doors being opened for the event to discuss their role in supervision of the event. Members working the event will not consume any alcoholic beverages and must make regular inspections of all designated areas and rest rooms. It is the responsibility of the designated members, working with hired College security, to intervene when problems arise. The sponsoring organization will be responsible for the control and supervision of their members and guests.

Alcohol use policies

- ◆ Anyone who is considered under the influence of alcohol or drugs will be denied admission to the event and may be subject to disciplinary sanctions.
- ◆ Anyone who becomes intoxicated during an event will be required to leave. Any alcohol checked in at the door will not be returned to an intoxicated individual who is asked to leave.
- ◆ ID's will be checked at the door and those 21 or older will be given wristbands.
- ◆ Students can be refused alcohol if they are intoxicated or show signs of potential intoxication; they may also be turned away at the door for intoxication prior to arrival.
- ◆ Non-alcoholic drinks and snack food will always be served and will be free or available for minimum cost.
- ◆ No drinks are allowed in the bathrooms to prevent mixing.
- ◆ Drinks may be taken out to the outside foyer but may not go beyond the outside foyer or other outside doors. Drinks may not be taken into the parking lot.
- ◆ If admission is charged for any event, the Dean of Students must approve the event.
- ◆ Third party vendors or other requests to have alcohol present must be approved by the Director of Student Activities.

Third Party Vending

The use of a Third Party Vendor must be pre-approved by the Director of Student Activities. The Post Office Bar and Grill or Sir Winston's will provide all third party vending for Westminster functions requiring it.

Before the services of a Third Party Vendor may be secured, the individual or campus organization must secure permission to use the services of a Third Party Vendor from the Director of Student Activities. Subsequently, the sponsoring organization must obtain a letter of solicitation from the Director of Student Activities, who will advise the group as to the terms of the vendor and their responsibilities on its behalf.

No currently enrolled student of Westminster College or William Woods University may serve alcohol on behalf of the third party vendor while that vendor is operating on the Westminster campus or at a Westminster organization event.

For closed parties, guest lists must be in writing and supplied to Student Activities prior to doors opening for event. All guests must have positive state issued identification card or drivers license. NOTE: Last call for beer or wine will be 30 minutes prior to closing which is 1:00 a.m. according to Missouri law. Music will stop 15 minutes prior to closing. All bands must end by 12:45 a.m.

DRUG POLICY

Students are reminded that the present laws of the State of Missouri as well as federal law make liable to arrest and prosecution any person who uses, possesses, sells or distributes illegal drugs. Westminster College forbids the use, possession or distribution of illegal drugs including, but not limited to, amphetamines, barbiturates, cocaine, hallucinogenic drugs, marijuana, inhalants, PCP, designer drugs, fantasy drugs, and lysergic acid diethylamide (LSD). The medical use of drugs is permitted only when prescribed by a licensed practicing health care provider.

Westminster College regards possession, use, or distribution of illegal drugs a violation of college regulations and of the law. Representatives of the College will cooperate with outside authorities in their efforts to enforce existing laws regarding illegal drugs. The presence or possession of drug paraphernalia, the aroma of marijuana together with other evidence of marijuana use, and misuse of legal (prescription) drugs will also be regarded as violations of the Westminster College Drug Policy.

The first infraction of the Westminster College Drug Policy will likely result in a minimum fine of \$100, in conjunction with one or more of the following sanctions: legal action, restitution, counseling, individual drug assessment, attendance at drug awareness seminars, eviction from college-owned or approved housing, conduct warning, disciplinary probation, suspension, dismissal, and/or additional fines. Parental notification will almost always occur. A second infraction will nearly always result in suspension or dismissal from the college as well as possible other penalties. The number of infractions is cumulative over the student's tenure at Westminster College.

CITY OF FULTON ORDINANCES

Possession of Alcoholic Beverage in Open Container in Public Places

Definition: Open container. Any alcoholic beverage except in the original container, which shall not have been opened, and the seal upon which shall not have been broken and from which the original cap or cork shall not have been removed.

(a) Prohibited in public places. It shall be unlawful for any person to be in possession of an alcoholic beverage in an open container when upon any public street, sidewalk, alley or public thoroughfare, or on or in any public building or parking lot.

(b) Exemptions. This section shall not apply to the consumption of any intoxicating liquor, malt liquor or non-intoxicating beer opened and consumed inside an establishment licensed to sell intoxicating liquor by the drink.

(c) Permits for parks and recreational areas. It shall be unlawful, for any person to be in possession of an alcoholic beverage in an open container on any property maintained as a park or recreational area by the city without first obtaining a permit. No permit shall be issued for any area within one hundred fifty (150) feet of a recreational area on which an individual eighteen (18) years of age or younger will be involved in an organized recreational activity. When organized recreational activities involve individuals nineteen (19) years of age or older, permits may be issued for area outside the actual participating field. Permits may not be issued for a period of time more than eighteen (18) hours during any calendar day. Those hours must be between 8:00 a.m. and 2:00 a.m. Permits may not be issued for more than four (4) consecutive days.

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS & ALCOHOL

Specific serious health risks are associated with the use of illicit drugs and alcohol. Some of the major risks are listed below.

- *Alcohol and other depressants (barbiturates, sedatives, and tranquilizers):* Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.
- *Marijuana:* Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema, particularly in cigarette smokers, impairment of driving ability.
- *Cocaine:* Addiction, heart attack, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as speed and uppers.
- *Hallucinogens (acid, LSD, PCP, MDMA, etc.):* Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, coma.
- *Narcotics (heroin, Demerol, morphine, codeine, etc.):* Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.
- *Inhalants (gas, aerosols, glue, nitrites, etc.):* Loss of consciousness, suffocation, damage to brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

GETTING HELP

On Campus—Counseling and Health Services, Westminster Hall #12, 592-5361. The Counseling and Health Services staff can help you determine if alcohol and other drugs are becoming a problem in your life. Depending on the severity of the problem, individual counseling through this service may be effective in identifying causes and developing coping strategies. Counseling is free and confidential for all students, faculty, and staff.

Community Resources—Support groups, off-campus counseling, and treatment programs are available in the Mid-Missouri area.

Support Groups Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) support groups are available in Fulton, Columbia, and Jefferson City. Times and locations of these groups are available through Westminster Counseling and Health Services or through their listings in the phone books. During some semesters, campus AA/NA groups are also available - see Counseling and Health Services for more information.

Off Campus Counseling—Westminster Counseling and Health Services will have a complete listing of public and private counseling programs located in the Mid-Missouri area.

Treatment Programs—For the student seeking an in-patient alcohol/drug treatment program, a number of quality programs are available in the Mid-Missouri area. Westminster Counseling and Health Services staff can help you contact these programs or others located around the country.

Adult Children of Alcoholics—Children of Alcoholics face special risks, including:

- four times more likely than other children to become alcoholics themselves
- more likely to marry an alcoholic
- more likely to experience emotional, psychological or physical problems resulting from childhood traumas

ACOA groups are available in the Mid-Missouri area and sometimes on campus. Contact Counseling and Health Services for more information.

AL-ANON—This is a self-help organization for adult relatives and friends of people with drinking problems. AL-ANON groups are also available in our area. Counseling and Health Services can help you find a local or Mid-Missouri group.

COLLEGE WARNING SIGNS OF ALCOHOL/DRUG USE PROBLEMS*

- Do you drink or do drugs to overcome shyness and build up self-confidence?
- Do you usually take a drink or do drugs before going out on a date?
- Do you drink or do drugs to avoid academic or personal problems?
- Have you ever had memory loss from drinking or drugs?
- Have you driven while intoxicated (DWI)?
- Do you miss classes or lose time from studies because of drinking or doing drugs?
- Do you often borrow money in order to purchase liquor or drugs?
- Do you deliberately hang out with friends where your style of liquor or drugs is easy to get?
- Have you dropped certain friends since you've started drinking or doing drugs?
- Do you drink more or do drugs more than your friends?
- Is drinking or doing drugs affecting your reputation?
- Do you hide the amount you are using from others?
- Do you sometimes drink or do drugs alone?
- Do you drink until the bottle is empty or the drugs are all gone?
- Does it bother you if somebody says maybe you drink too much or do too many drugs?
- Do you get annoyed with classes or lectures on drinking or drugs?
- Do you think your use has caused difficulties with (or helped) your social life, family life, or friendships?

If you answered more than a few questions affirmatively, you may be taking serious chances with your alcohol and drug use.

*Taken from The College Student's Health Guide, by Sandra Smith and Christopher Smith, Westchester Publishing, Los Altos, CA 1988.

HOW TO HELP A FRIEND

How do you talk to someone who you suspect has a problem?

- Plan your strategy before you talk to the person. When possible, involve others who are concerned about the person. (Feel free to contact the Counseling and Health Services for assistance.)
- Talk to the person away from friends and peers at a time when you and the person do not need to dash off.
- Talk about the **behavior** that worries you and how you see it affecting the individual, yourself, and others.
- Let the person know you are concerned about his/her welfare; tell how you feel about what is happening.
- Outline any consequences that may happen if the behavior does not change.
- Inform the person of resources where he/she can get assistance.
- Be willing to follow up with the person, often it takes more than one confrontation to help him/her see what is happening.
- Do not argue with the person when he/she is drunk/high.
- Do not drink/use with the person.
- Do not hide or dump bottles or drugs; do not shelter the drinker/user from situations where drugs are present.
- Do not allow yourself to cover-up or make excuses for the person or shield him/her from the realistic consequences of his/her behavior.
- Above all, do not accept guilt or responsibility for another's behavior.

CLASS ATTENDANCE

Although there is no College-wide policy regarding absences, regular attendance is expected and part of student responsibility, and instructors are free to establish absence policies for their classes. It is the student's responsibility to arrange to complete work missed due to an absence and to ascertain what assignments, if any, were given to the class during his or her absence.

Absences incurred while representing the College in approved activities are classified as College duty absences. The Senior Vice President & Dean of Faculty must approve such absences at the request of the sponsor of the activity in question. No student shall be penalized for absence on approved College duty, but instructors may require that work missed because of a College duty absence be made up. A maximum of two such absences is allowed per semester, and the students are to submit requests to the Dean of Faculty at least two weeks in advance of an absence. Under exceptional circumstances, the Dean of Faculty may grant waivers to this policy on a case-by-case basis. Detailed information on the College Duty policy can be obtained from the Office of Academic Affairs and the Office of Student Life.

Failure to attend class does not constitute an official withdrawal. All requests for withdrawal from Westminster College must be initiated by the student and made through the Dean of Student Life.

If a student receiving Federal Title IV assistance fails to attend class, the college may be required to perform an unofficial withdrawal. In this case, the midpoint of the semester or the last date of attendance that can be documented will be the withdrawal date. According to Federal regulations, withdrawal from or failure to attend classes may trigger a mandatory refund of federal financial aid to the federal agency granting the aid and may result in a balance due to the college that must be paid by the student.

IDENTIFICATION CARD

Each Westminster College student is responsible for having a current identification card. This card must be presented on request of a college staff member, including Resident Assistants and

campus security officers. In the event that the student is not in possession of an identification card, the student must cooperate with the College official by identifying who they are. It is a violation of campus policy for a student to misrepresent themselves to be any other person or fail to identify themselves. The student may be required to accompany the College official to an appropriate office, where identification can be verified.

Identification cards are non-transferable. Possession of another student's identification card is grounds for disciplinary action against either or both parties involved. The identification card is issued through the Office of Residential and Greek Life. A lost identification card should be reported to the Office of Residential and Greek Life, 573-592-5242. A \$30 fee is charged for a replacement.

PAYMENT OF FEES

Students are responsible for payment of their college bill. The cost of tuition, activity fee, room, board, and other fees must be paid, or payment arrangements made through our tuition management company, no later than the day classes commence each academic semester. Failure to pay any fee, charge, fine, bill, or loan or to meet any other financial obligation to the College may result in cancellation of current registration and prohibition of any future registration until the student's good standing is restored. Moreover, transcripts and diplomas will not be released until financial obligations to the college have been satisfied. The Business Office is located in Westminster Hall.

FIREARMS, WEAPONS, FIREWORKS, & EXPLOSIVES

Unauthorized use or possession of any dangerous items or weapons, including but not limited to, hand guns, BB guns, paintball guns, air soft guns, fireworks, explosives, knives with blades longer than four inches, or any other incendiary devices is not in keeping with community responsibility and are prohibited. Moreover, these items are not permitted on Westminster property at any time. Students desiring to bring firearms to Fulton must store them off campus or with Campus Security. Campus Security provides safe storage of firearms, which may be accessed 24 hours a day. Violation of this policy may result in a fine of up to \$1000, immediate dismissal, and/or suspension from campus housing and/or the College.

SNOWBALLS & WATER BALLOONS

Throwing snowballs or water balloons (or any other item) at other persons, buildings, or motor vehicles is prohibited. As with all Westminster Campus Policies, these policies apply to fraternity property as well as other areas of the campus.

FIRE SAFETY EQUIPMENT & HAZARDS

Fire safety is a critical concern and all members of the community are responsible for the safety of others. The unauthorized use of or tampering with fire-fighting equipment, including fire extinguishers and fire alarms, is a violation of city and state laws and Westminster College policies. Violations will result in disciplinary action. The recommended fine for tampering with fire safety equipment is \$250 plus the cost of repair/fire response. Students who set off fire alarms as a result of burnt food, smoking, horseplay, irresponsible/reckless behavior, or other negligent acts are subject to a recommended fine of \$250 plus the cost of repair/fire response.

Westminster College has determined that a number of items are fire hazards and their possession and/or use in all college-owned residences is strictly prohibited. Recognized fire hazards include but are not limited to halogen lamps, incense or candles (lit or unlit), any open flame, fireworks and other explosives, space heaters, and petroleum distillates including lighter fluid (for cigarette lighters or charcoal), gasoline, diesel, kerosene, etc. Strictly prohibited in residence halls are possession and/or use of toasters and toaster ovens, resistance coil cooking and heating units (including hot plates). Permitted are coffee pot units or water kettles with self-contained coils (no open coil heating element) with a timed or thermostatically-controlled automatic shutoff switch.

Hallways in the residence halls must be kept clear of debris or other items that restrict the ability of residents to exit the building. Bikes, furniture and other items may not be stored in the

hallways or stairways. In the Quadrangle, the residents of the suite are responsible for keeping their hallway clear and unobstructed. All members of the suite are subject to disciplinary action unless it can be determined who is responsible for the obstruction.

The recommended fine for possession or use of prohibited items or otherwise creating a fire hazard is \$250.

GRILLS & BARBEQUING

Students may be allowed to cook using charcoal grills in the area of the Residence Halls if the following safety conditions are met.

1. Only small grills burning charcoal may be used. Gas grills, smoker grills, etc. are prohibited. Grills larger than two feet in diameter or equivalent (450 square inches surface area) are prohibited.
2. Use or possession of lighter fluid or other flammable accelerants is prohibited. Use match-light charcoal.
3. A Resident Advisor or Security must approve the location for grilling prior to use.
 - a. Grills must be used on a level surface, at least twenty (20) feet from any vehicle or campus structure, including buildings, trees, shrubbery, etc.
 - b. Grills must not block any egress from any campus building.
 - c. Grills must not impede pedestrian or motor vehicle traffic.
 - d. Attention should be paid to wind speed and direction so that other students are not bothered by blowing smoke.
4. Never leave a lit or hot grill unattended.
5. When finished grilling, coals must be doused with water until cold.
6. Cold coals must be discarded in the approved container located in the Churchill Quadrangle.
7. All grills and charcoal must be stored outside campus buildings.

If these conditions are not met, the student may be documented for creation of a fire hazard, the Fire Department may be notified, and the grill will be seized. Students will be held strictly liable for any damages resulting from grilling.

HOUSEKEEPING & MAINTENANCE

Students are responsible for maintaining their rooms and common areas in a clean, tidy, and sanitary manner. Rooms are subject to inspection by the College for reasons of health and safety. The bathrooms, hallways, and other public areas are maintained by the College, however, residents will be held responsible for cleaning areas that have trash/dirt that exceeds normal usage. Problems should be brought to the attention of the Resident Advisor.

Requests for maintenance, such as broken locks, electrical problems, plumbing, and carpentry needs, should be directed to the Plant Operations e-mail (work orders) or by phone (extension 5282). Repairs, replacements, and alterations will be made by the College. Any repair, replacement, alteration, or painting by a student in the residence halls must have the prior approval of the Plant Operations Office.

LOCKS, KEYS, & DOOR CODES

The campus uses door locks, keys and electronic access codes to improve the safety and security of buildings and residence halls. Students are prohibited from loaning or giving their key or door code to another individual. Students who give their key or door code to another person are subject to disciplinary sanctions. Students who use a key or door code that was not issued to that student by the appropriate College official are subject to disciplinary sanctions.

The Residence Halls are equipped with a push-button lock on the suite doors. These doors are typically unlocked during the day and automatically lock during the evening. During the evening the student must use their Personal Identification Code to unlock the suite door. At the request of any resident of the suite, the suite door can be programmed to be locked 24 hours a day, therefore requiring residents to use their Personal Identification Code to enter. This can be requested in order

to increase personal security or the security of the suite. Contact the Office of Student Life to make this request.

STUDENT DISCIPLINARY PROCEDURES

HONOR COMMISSION

The Honor Commission upholds and promotes the traditions of the Westminster College Academic Honor system, endeavors to secure the cooperation of the faculty and student body to this end, and investigates and acts upon all violations of the Honor Code.

The students of Westminster College believe that a major purpose of higher education is to develop habits of honesty and independence of thought. The integrity of the degrees granted by the College must in large measure depend upon individual honor. Any student whose actions do not comply with these principles is not adhering to the ideals of this student body.

Realizing that this sense of personal honor is necessary in an environment dedicated to personal thought, the Academic Honor Commission has been established to promote habits of personal integrity. Each student is bound by his or her honor not to lie, cheat, or steal in any form. Any student who has reason to believe such an act of dishonesty has been committed and who is of the opinion that such action warrants investigation shall report such an act to the Academic Honor Commission.

The Westminster Honor Code is as follows: ***No Westminster student shall commit any act of academic dishonesty in order to advance her or his own academic performance, or to impede or advance the academic progress of others.*** The Honor Commission procedures follow:

HONOR COMMISSION CONSTITUTION

Article I: Purpose

Every student at Westminster College is bound by the Westminster College Academic Honor Code, and both faculty and students are subject to the provisions of the Honor Commission Constitution.

The students of Westminster College believe that a major purpose of higher education is to develop habits of honesty and independence of thought. They also recognize that the integrity of the degrees granted by Westminster College depends in large measure upon each and every student's sense of personal honor. The Academic Honor Commission has been established to promote habits of academic honesty and to uphold the Academic Honor Code embodied in this Constitution. To these ends the Honor Commission shall endeavor to educate the student body, secure the cooperation of the faculty, and when necessary, conduct hearings for those persons charged with acts of academic dishonesty.

The Westminster Honor Code is as follows: No Westminster student shall commit any act of academic dishonesty in order to advance her or his own academic performance, or to impede or advance the academic progress of others.

Every Westminster student is bound by his or her honor to abide by the Westminster Honor Code. Any student, faculty or staff member who has reason to believe that an act of academic dishonesty has been committed is obligated to report the act as indicated in Article V, Section 2.

Article II: Membership

Section 1: General Membership

The Honor Commission shall be composed of five seniors, four juniors, three sophomores (as determined by semesters of full-time attendance at college for the period in which they will serve), and three faculty members serving as advisors. At no time shall the membership of the Honor Commission include more than three people from any one living unit.

Section 2: Requirements for Membership

Students applying for a position on the Honor Commission must meet the following requirements:

- a. Be in good academic standing and currently not on academic probation.
- b. Have no past record of conduct resulting in disciplinary action by the Honor Commission.
- c. Have completed one semester enrolled as a full-time Westminster student.

Section 3: Faculty Selection

The faculty shall nominate and elect three faculty members by the end of the Spring Semester to serve for the following academic year. One faculty member shall represent each of the three academic divisions of the college.

Section 4: Student Selection

- a. The Chairperson shall publicize all Honor Commission openings. Any student desiring to serve as an Honor Commission member must submit a summary of qualifications to the Office of the Dean of Faculty.
- b. Within two academic weeks of the application deadline the new members will be selected.
 1. The Selection Committee shall interview all applicants.
 2. Each Honor Commission Selection Committee member shall rank the nominees for each available position in order of preference (1 for first, 2 for second, etc.).
 3. The nominee with the lowest total shall be selected for that position.
- c. Each selected member shall be subject to approval by majority vote of the Student Senate.
- d. New Honor Commission members shall take office on March 31 and shall serve only during their first eight consecutive semesters of full-time college attendance.

Section 5: Selection Committee

The Selection Committee shall consist of:

- a. Those members of the Honor Commission who have served at least six complete academic months, based on a nine-month academic year;
- b. The President of the Student Government Association and the Chief Justice of the Social Judiciary Board, except that no SGA President or SJB Chief Justice who has been convicted of an Honor Code violation may sit on the Selection Committee; and
- c. One faculty advisor acting in an advisory capacity.

Section 6: Vacancies

- a. All seniors shall be replaced in March in accordance with Section 4 of this Article.
- b. Any Honor Commission member absent from campus for the Fall or Spring Semester shall be immediately replaced in accordance with Section 4 of this Article.
- c. Vacancies occurring within a semester shall be immediately filled in accordance with Section 4 of this Article.

Section 7: Review of Members

The Honor Commission reserves the right to review its members for failure to perform the duties outlined in this Constitution. A minimum of eight affirmative votes shall be required to remove any member. The member under review shall not be eligible to vote in this procedure.

ARTICLE III: Officers

The officers of the Honor Commission shall be a Chairperson, a Vice-Chairperson, and a Secretary. These officers shall be annually elected by the Honor Commission at a meeting within the first two weeks of March.

ARTICLE IV: Qualifications and Duties of the Officers and General Members

Section 1: Chairperson

- a. Qualifications: The Chairperson shall be a senior and shall have served at least six complete academic months on the Honor Commission.
- b. Duties: The Chairperson shall be charged with administering the Academic Honor Code. He or she shall be responsible for publicizing the Academic Honor Code to new students. He or she shall preside at all hearings and conduct them in an unbiased manner.

Section 2: Vice-Chairperson

- a. Qualifications: The Vice-Chairperson shall have served at least six complete academic months on the Honor Commission.
- b. Duties: The Vice-Chairperson shall preside over the Honor Commission when the Chairperson is unable to do so.

Section 3: Secretary

- a. Qualifications: The Secretary shall have served at least six complete academic months on the Honor Commission.
- b. Duties:
The Secretary shall:
 - 1. Keep an accurate and complete account of all Honor Commission proceedings.
 - 2. Be responsible for the maintenance of the Honor Commission files.
 - 3. Submit to the Dean of Faculty all guilty verdicts and the penalties recommended by the Honor Commission.
 - 4. Notify all Honor Commission members of all pending hearings and meetings.

Section 4: General Members

It is the duty of all Honor Commission members to be present at all meetings and hearings and to cooperate with Honor Commission officers.

ARTICLE V: Conduct of Hearing

Section 1: General Considerations

The strictest secrecy regarding all hearings shall be preserved by the Honor Commission. However, the accused may specifically request that any other member of the college community be present at the hearing, and the Honor Commission, at its discretion, may grant or deny such a request.

Section 2: Initiation of Movement for a Hearing

- a. If the accuser is a faculty member, he or she shall meet with the student to discuss the incident and attempt to reach an agreement of verdict and penalty. If the student admits guilt and a mutually satisfactory penalty is reached, the Honor Commission shall be duly notified. If the faculty member decides that the student is not guilty, the secretary of the Honor Commission will be notified and the case will be closed.
If the accuser is a student, it is his or her responsibility to notify the instructor of the class involved who will then arrange to meet with the accused and the accuser. If the accused student admits guilt and a mutually satisfactory penalty is reached, the Honor Commission shall be duly notified. If the faculty member and the accuser agree that the accused student is not guilty, the Secretary of the Honor Commission will be notified and the case will be closed.
If the accused student admits guilt and a mutually satisfactory penalty is reached with the faculty member, then both parties will sign a statement of agreement of guilt and penalty. The faculty member will then forward the signed statement to the Secretary of the Honor Commission.

An admission of guilt, duly reported to the Honor Commission, constitutes a conviction of an Honor Code violation and will be recorded in the Honor Commission files.

If the parties directly involved cannot reach agreement regarding the guilt of the accused or, if the accused admits guilt, regarding the choice of the penalty, then any of the parties may request that the Honor Commission enter the case. This must be done in writing, within seventy-two (72) hours of the time the parties have met. This request shall be submitted to the Office of the Dean of Faculty where it be recorded as received and a copy forwarded to the Secretary of the Honor Commission. Upon receipt of a complaint the Secretary shall meet with the accuser (faculty member or student) and explain the procedures to be followed before a trial is called. The Secretary shall convene a meeting of the officers of the Honor Commission, and they shall review the evidence and deliberations of the parties and determine whether a hearing is warranted or a hearing is necessary to arrive at a penalty.

- b. If the evidence warrants a hearing, the Vice-Chairperson shall present, in person or by registered mail, formal written notification to the accused of the nature and circumstances of the accusation and the time and date of the hearing.

- c. Hearings shall be held no sooner than forty-eight hours and no later than one academic week (subject to extension by the approval of the Honor Commission officers) after the accused has been notified of the formal accusation.

Section 3: Presentation of Petitions

The accused and accuser shall submit to the Secretary, within forty-eight hours of the formal accusation, a petition of all evidence, witnesses, and testimonies to be presented at the hearing. The Secretary shall then send a copy of each petition to the accuser and to the accused. The Secretary shall also subpoena all evidence and witnesses' necessary for the hearing. Failure to comply with a subpoena shall be considered contempt of the Honor Commission and will result in the withholding of a student's transcript.

Section 4: Right to Counsel

The accused and accuser shall each have the right to choose a member of the college faculty, staff, or student community as his or her counsel.

Section 5: Trial Board

A quorum of seven student members and one non-voting faculty advisor is required. Any member will exclude himself or herself from the hearing due to potential prejudice.

Section 6: Perjury

Any person lying while testifying at any stage of an Honor Commission investigation or trial is subject to Honor Commission action for perjury. Conviction is punishable by suspension from school.

Section 7: Verdict of the Trial Board

A two-thirds vote of student members present shall be necessary for conviction. All voting shall be done by secret ballot. The Chairperson shall vote only in the instance of a tie.

Section 8: Recommendation of Penalty

A two-thirds vote of student members present shall be necessary to recommend any of the penalties set forth in this paragraph. There shall be three possible penalties for the first violation:

- a. Failure of the work in question.
- b. Lowering of the final grade for the course by one or more grades or their equivalent.
- c. Failure in the course.

A second violation carries a mandatory penalty of suspension or expulsion from school with notation of the offense on the student's official transcript. The Honor Commission may recommend a penalty other than those specified in the preceding paragraph by a three-fourths vote of the student members present. Within three days of the conclusion of the hearing, the Secretary shall inform the Dean of Faculty, in writing, of the nature of the violation and the penalty recommended.

Section 9: Files

A locked file of the trial records of the Honor Commission shall be maintained by the Office of the Dean of Faculty. These files are open only to the Dean of Faculty, and the Chairperson, Vice-Chairperson, and Secretary of the Honor Commission. Records shall be held for eight years after the trial date and then destroyed.

ARTICLE VI: Administration of Penalties

If an appeal is not initiated within the time prescribed in Article VII below, the Dean of Faculty shall review the Honor Commission's recommended penalty, inform the Honor Commission, the student, and the faculty member what penalty is to be imposed, and oversee the implementation of the penalty.

ARTICLE VII: Appeals

A student who has been tried and convicted by the Honor Commission of a violation may appeal his or her conviction to the Dean of Faculty. The right to appeal must be exercised within seven calendar days of the conclusion of the hearing. The Dean may review the petitions presented to the Honor Commission or meet with any witness. The Dean of Faculty shall render a decision and, if

need be, effect a penalty. The student has the right to appeal to the President of the College, whose decision shall be the final judgment of the case.

ARTICLE VIII: Ratification and Amendment

Section 1: Ratification

Ratification by two-thirds of the Student Senate, a majority of those voting at a SGA election, and two-thirds of the faculty shall be sufficient for the establishment of the Constitution. It shall become operative at the beginning of the semester following its adoption.

Section 2: Amendment

This constitution may be amended by a two-thirds vote of the Student Senate and a two-thirds vote of the faculty. Any amendment shall become operative immediately after approval by both parties.

Section 3: Referendum

One-third of the student body may petition the Student Government Association to call for a referendum vote on the Honor Commission Constitution at any time. Failure of the Constitution to be sustained by a majority vote of the student body shall automatically void it.

This Constitution may also be voided by a majority vote of the faculty. The faculty may take no final action without giving two weeks prior notice in writing to the Honor Commission.

ARTICLE IX: Definition of Violations

Violations of the Honor Code include, but are not limited to the following:

Section 1: Plagiarism

Plagiarism is a form of stealing in which another person's ideas or very words are borrowed without credit being given. Plagiarism may run all the way from lifting a whole paper from a single source to a merging together of quotations from many sources; it exists when these sources are not properly identified and when quoted material is not put in quotation marks or indented. Even when the student writer paraphrases the ideas of another writer, the student is obligated to credit that writer. A recent pamphlet by Walter Pauk, *How to Study in College*, puts the obligation to give credit in the clearest possible terms:

There are two kinds of borrowing: The use of the actual words of the source (quoting) and the use of the substance or ideas restated in your own words (paraphrasing). Both require footnote acknowledgment. When you quote, you enclose the material in quotation marks or set it apart from the text by spacing and indentation....when you paraphrase that is, restate, boil down, or in any other way borrow substance or ideas you are just as much obligated to cite your source as though you were directly quoting for restatement in your own words does not make another person's material yours.

Section 2: Cheating

Cheating shall be construed as including, but not limited to, removing or deceitfully acquiring knowledge of a copy of or answers to an examination to be administered later, copying any portion of the answers during the testing period from any unauthorized source, or attempting to commit any one of the aforementioned acts.

It shall be considered an act of dishonesty for a student to turn in to a teacher any paper which has been borrowed from a friend, lifted from a fraternity or sorority file, or purchased from any source whatsoever. Such a paper is not the true work of the student who turns in the paper, and such action is as reprehensible as copying from another paper during a test.

It shall also be considered an act of dishonesty for a student to receive excessive help from another student with the preparation or writing of any paper which is to be turned in to an instructor. Such excessive help shall be held to exist when such help goes beyond suggestions on thought and organization and assistance on matters of mechanics and correctness. In short, excessive help is that in which the helper rewrites all or a portion of the paper.

Section 3: Academic Sabotage

Academic sabotage shall be defined as willfully removing or altering any academic material, belonging either to another student, to an instructor, or to the college, in circumstances where doing so might reasonably be expected to adversely affect the academic work of another student.

Section 4: Bribery

Any attempt by a student to bribe a faculty member shall in and of itself constitute a violation of the Honor Code.

Section 5: Miscellaneous

Assisting or knowingly allowing another student to violate the Honor Code is itself a violation of the Honor Code.

ARTICLE X: EDUCATION

Section 1: Honor Commission Responsibility

The Chairperson and other members of the Honor Commission shall make efforts to educate the Westminster Community about the Honor Code and the Honor Commission.

Section 2: Student Responsibility

All Westminster students are responsible for knowing about and abiding by the Westminster Honor Code.

Section 3: Faculty Responsibility

Each faculty member is encouraged to remind the students in his or her classes that they are obligated to adhere to the Honor Code and that they are subject to the provisions of the Honor Commission Constitution.

ARTICLE XI: INTERPRETATION

Interpretation of this Constitution shall be decided by a two-thirds majority vote of the Honor Commission members present.

DISCIPLINARY PROCEDURES

PREAMBLE

The following rules of procedure in student disciplinary matters are hereby adopted in order to insure insofar as possible and practicable that the requirements of procedural due process in student disciplinary proceedings will be fulfilled at Westminster College; that an immediate effectiveness of the statement on student responsibilities relating to student conduct may be uniformly secured for all students at Westminster College; and so that procedures shall be definite and determinable within Westminster College.

PROCEDURES

The following rules of procedure shall be followed in any disciplinary proceedings commenced after the adoption hereof, subject to the inherent right of the Board of Trustees and the delegated right of the President of the College to exercise supervision over all or any disciplinary matters of the College.

I. Dean of Student Life: The Dean of Student Life and/or designee is designated the officer for administration of discipline for unacceptable conduct or infraction of College values, rules and regulations and will initiate disciplinary action in accordance with those regulations. Any future reference in this document to the Dean of Student Life refers to the Dean or any designated representative.

The Dean of Student Life may discuss, consult and advise with any student, hereinafter to include, when appropriate, student organizations, whose conduct is called into question before or after initiating formal disciplinary procedures and give the student the opportunity to present his/her personal version of the incident or occurrence. Students shall attend such consultations as requested by the Dean of Student Life. The Dean of Student Life has the right to discuss, consult, or

question any student who may be a witness to the alleged misconduct, have information about or know of evidence in reference to the alleged misconduct. Students shall attend such consultations as requested by the Dean of Student Life. Students may be required by the Dean of Student Life to testify at a hearing and are obligated to do so.

II. Temporary Suspension: Either the President, the Academic Dean, or the Dean of Student Life may at any time suspend a student from the College, from housing, or any other element of the College, pending formal procedures when he/she finds and believes that the presence of a student on campus, because of allegations or facts coming to his/her attention, would seriously disrupt the College or constitute a danger to the health, safety, or welfare of the College community. The suspending officer shall promptly notify the Dean of Student Life to initiate the appropriate formal disciplinary action. Note that action under the Disruptive Student Policy does not require disciplinary action.

III. Initial Hearing: The disciplinary matter will have an initial hearing before the Dean of Student Life, his/her designee, or the Social Judiciary Board. The Dean of Student Life will choose between hearing officer and Board. The hearing will include presentation of relevant evidence and testimony, and an opportunity for the accused to defend his or her self. The hearing officer or Board will then make a determination as to whether the student(s) is in violation of college policies or values and assign sanctions if the determine is that there was a violation.

IV. Disciplinary Sanctions: The Dean of Student Life may impose any of the following disciplinary sanctions or any combination thereof:

- A. that an apology be made;
- B. that restitution be made;
- C. that a reasonable fine be paid to Westminster College, the Westminster College Student Government Association, the Interfraternity Council, Panhellenic Association or to other organizations approved by the Dean of Student Life;
- D. that automobile privileges be suspended;
- E. that a student be required to vacate their living unit;
- F. that a Conduct Warning be issued – See explanation in Section IX, page 55;
- G. that a student be placed on Disciplinary Probation –See explanation in Section IX, page 55;
- H. that a student be placed in a status of Suspension, exclusion of a Westminster College student from classes, exclusion from other privileges or activities, or exclusion from the Westminster College campus, as may be set forth in the written notice of suspension, for a definite period of time and reinstatement thereafter shall be dependent upon observance by the offending student of such terms as may be set forth in the notice of suspension;
- I. that a student be Dismissed from his or her status as a Westminster College student, permanent termination of student status of a Westminster College student without possibility of readmission to Westminster College, also known as expulsion;
- J. that a student's scholarship(s) be reduced or rescinded;
- K. that a Westminster College student organization be given a Conduct Warning, Disciplinary Probation or be Suspended or Dismissed from status as a Westminster College authorized living group or other recognized group of students; or
- L. other reasonable sanctions or penalties.

V. Procedures: Social Judiciary Board

- A. Social Judiciary Board: The Social Judiciary Board elected by the Student Government Association shall have the responsibility to recommend or not recommend disciplinary sanctions including suspension or dismissal against any student appearing before it. The Board shall consist of nine (9) Westminster College students selected by the Student Government Association. The Board will elect a Chairperson, Vice-Chairperson, and Secretary, and a quorum of five (5) student members shall be required for a formal hearing.

The election of the Social Judiciary Board members, termed "justices" and other internal procedures are stated in the Student Government Association Constitution. Also serving on the Board is a faculty advisor, selected from a pool of advisors elected by the faculty. The faculty advisor shall be a part of all hearings and deliberations and hold the same rights as Board members during such. The faculty advisor shall not vote on the outcome of the hearing and is there to provide advice, counsel, and direction to the students on the Board.

- B. Before their first hearing of the academic year, the Social Judiciary Board will participate in training. Training will include disciplinary procedures, educational philosophy, victim sensitivity, and other topics presented by the Dean of Student Life and/or his/her designees. Student members must attend the training to participate in hearings.
- C. General Statement of Procedures: A student charged with unacceptable conduct or breach of College rules or regulations is entitled to a written notice and a fair hearing unless the matter be disposed of by agreement under the rules for informal disposition. The procedures set forth hereinafter shall be interpreted and administered to accomplish this objective and provide for prompt consideration and disposition of student conduct cases. Disciplinary proceedings are not to be construed as adversary proceedings or judicial trials, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein.
- D. Notice: The Dean of Student Life, or designee, shall initiate disciplinary actions before the Social Judiciary Board by arranging with the chairperson to call a meeting of the Board. The chairperson or Dean shall give written notice to the student charged with the misconduct, which shall set forth the alleged violation and the date, time and place of hearing before the Board. The notice shall be given at least three (3) days prior to the date set for the hearing.
- E. Student Rights Upon Hearing: A student appearing before the Social Judiciary Board pursuant to formal notice of charges and disciplinary hearing shall have the right: (1) to be present at the hearing, to speak for himself or herself and present his or her defense; (2) to have an advisor or counselor from within the Westminster community, of his or her choice appear with him or her and to consult with such advisor or counselor at any time for the purpose of securing advice and counsel during the hearing; No attorneys are allowed. (3) to be made aware of evidence presented to the Board against the student charged; (4) to present evidence by witness or affidavit of any defense the student desires relevant to the alleged violation; (5) to be informed in writing of the findings of the Social Judiciary Board and any disciplinary action it recommends; and (6) to petition for review or appeal as herein provided.
- F. Conduct of Hearing: The chairperson of the Social Judiciary Board shall preside at the hearing, call the meeting to order, call the roll of the Board in attendance, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and charges and verify the receipt of notice of charges by the student, and establish the presence of any advisor or counselor of the student, if any.
 - 1. Opening Statement and Presentation of College Evidence: The Dean of Student Life, or designee, may make an opening statement outlining the general nature of the case, or may present a written statement outlining the general nature of the case, and may then present evidence in the matter under consideration by witnesses or reports or statements. Such evidence may be presented by the Dean of Student Life and/or designee. Witnesses will only be present for their specific testimony.
 - 2. Student's Opening Statement and Evidence: The student charged shall have an opportunity to make a statement to the Board about the charge and may present the evidence he or she desires through witnesses or in the form of written or other memoranda that he or she desires the Board to consider in reaching a determination in the case.
 - 3. Rebuttal Evidence: The Board may permit the Dean or the student to offer any matter in rebuttal of the other's presentation.
 - 4. Determination by Board: The Social Judiciary Board shall then make its findings and recommendations in executive session. No discipline shall be recommended by the

Board unless a majority of a quorum of the Board is reasonably convinced by the evidence that the student has committed the violation charged.

- G. **Official Report of Findings and Determination:** The Board shall promptly consider the case on the merits and make its findings and recommendations and transmit them to the Dean of Student Life and the student charged forthwith. Board findings are considered a recommendation to the Dean, who will enact what he or she deems appropriate.
- H. **Rights of the Social Judiciary Board:** The Social Judiciary Board shall have the right to permit the incorporation in the record by a reference of any document, affidavit or other thing produced and desired to be incorporated in the record by the College or the student charged; to question witnesses or other evidence introduced by either the College or the student at any time; to call additional witnesses or recommend additional investigation; to dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the chairperson or the Board on request, and to recommend suspension of students from the College who, during the hearing, obstruct or interfere with the course of the hearing or fail to abide by the ruling of the Chairperson or Board on any procedural question.
- I. **Other Procedural Questions:** Procedural questions which arise during the hearing not covered by these general rules shall be determined by the chairperson, whose ruling shall be final unless the Chairperson shall present the question to the Board at the request of a member of the Board, in which event the ruling of the Board by majority vote shall be final.
- J. **General Rules of Decorum:** The following general rules of decorum shall be adhered to:
 - 1. All requests to address the Board shall be addressed to the chairperson.
 - 2. The chairperson will rule on all requests and points of order.
 - 3. Rules of common courtesy and decency shall be respected at all times.
 - 4. Advisors and counselors shall not be permitted to address the Board except by permission of the chairperson, except that advisors or counselors may request clarification of a procedural matter or object on the basis of procedure at any time by addressing the chairperson after recognition.
 - 5. All persons in attendance at the Board hearing shall come to order on the request of the chairperson.

VI. Student Defense Advisors: Students accused of policy violations may select a student, faculty, or staff member to advise them through the disciplinary process. If a student wants such an advisor, but cannot find one on his/her own, he/she may request that one be found by the Dean of Student Life. Student Defense Advisors may not be members of the Board hearing the case or any potential appeals of the case. Advisors may not be external to the college community (i.e. parents or attorneys).

VII. Record of Hearing: The hearing officer or Board shall keep records of proceedings, but verbatim transcripts of hearings shall not be required. These records must be preserved in the Office of the Dean of Student Life until the student discipline records are purged.

VIII. Failure of Student to Attend Hearing: The hearing office or Board shall have the authority to act on the charges presented to it concerning a student whether or not the student appears at the hearing.

IX. Right to Appeal: If a student wishes to appeal the outcome of a hearing, he/she may appeal the decision. Appeal may be heard by the Social Judiciary Board, the Dean of Student Life, or the Dean's designee. In all cases, the Dean shall determine the appropriate appellate authority given the nature of the case. Students are allowed only one appeal. The decision of the appeal officer or Board is final. The sole exception is in matters of college suspension or expulsion, a final appeal may be made to the President of Westminster College, who shall make the final determination of the matter.

X. Status during Appeal: In cases of suspension or dismissal, where a notice of appeal is filed within the required time, a student may petition the Dean of Student Life in writing for permission to attend classes pending final determination of the appeal. The Dean of Student Life may permit, upon such conditions as he may impose, a student to continue in school pending completion of appellate procedures provided such continuance will not seriously disrupt the College or constitute a danger to the health, safety or welfare of the College community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Social Judiciary Board, Dean of Student Life, or the President. The campus is off-limits to students who have been Suspended or Dismissed.

Alma Mater

*On the hills of old Missouri
Tapestried in green.
Rise the walls of grey Westminster.
Hail, O Mother Queen!*

Chorus:

*Hail! Westminster, Alma Mater,
On thy hilltop throne
Sons and daughters pledge devotion;
Thine we are, Thine own.*

*Honored Mother, at your portal
You our hearts have won,
All your children meek and mortal
Share the task well done. . .Refrain*