



2016 - 2017  
STUDENT HANDBOOK



WESTMINSTER  
COLLEGE

## WELCOME FROM THE VICE-PRESIDENT&DEAN OF STUDENT LIFE

Dear Westminster Student,

It is with great pleasure that I welcome you to Westminster College. I am excited you have chosen Westminster College and look forward to getting to know you and supporting your success!

As the Vice-President/Dean of Student Life it is my privilege to serve students and enhance your educational experiences outside of the classroom. We are excited for you to learn about all the programs and services we have to offer you. The Student Handbook is a valuable reference to campus resources, policies, and procedures. We encourage you to familiarize yourself with this essential information.

As a member of a wonderfully diverse Westminster College community, you will gain a transformational experience which will prepare you well to become a leader in a global community. Our value in leadership is reflected in the College's mission:

*It shall be the mission of Westminster College to educate and inspire all its students through a distinctive liberal arts curriculum and a dynamic developmental experience; to challenge them to be critically aware, life-long learners and leaders of character, committed to the values of integrity, fairness, respect and responsibility; and to prepare them for lives of success, significance and service.*

I encourage you to remain focused on achieving academic success, be actively engaged inside and outside of the classroom, be open to new and challenging experiences, conduct yourself in accordance with our core values, seek help when needed, and don't forget to make time for fun!

It's going to be a great year and we look forward to supporting your academic and personal success at Westminster College!

Dan Haslag  
Interim Vice-President/Dean of Student Life

Revised 7/2/16

*"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, comfortable, and global living-learning community; involving students in meaningful activities in a variety of environments; and providing opportunities that foster experiential learning, character development, career development, a sense of service, and spiritual growth."*

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## I. STUDENT SERVICES

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### ADA/EQUAL ACCESS POLICY

Westminster College is ADA accessible. Requests for information as to the location of services, activities, and facilities that are accessible (or for assistive listening devices, enlarged written materials or other items to access a facility, program, or service) should be directed to the College's ADA Coordinator (573-592-5226). Providing at least 72 hours advance notice will help to ensure availability.

Under the Americans with Disabilities Act, the College must provide a reasonable accommodation requested by a student to ensure access to instructional programs, unless it would present an undue hardship to the College. A student who feels he or she may need an accommodation based on the impact of a disability should contact the Director of the Learning Opportunities Center located in Room 34 of Westminster Hall (573-592-5304). At that time, the Director will discuss possible curricular and co-curricular accommodations and may make appointments with all of the student's professors to discuss course formats and to anticipate the student's needs. For a full statement of the College's ADA policies, see the *Westminster College – ADA/Equal Access Policy* [http://www.westminster-mo.edu/explore/offices/business/hr/Documents/ADA\\_index.pdf](http://www.westminster-mo.edu/explore/offices/business/hr/Documents/ADA_index.pdf).

### ATHLETIC & RECREATION FACILITIES

Sports and exercise facilities at the College include the Westminster Gymnasium with a playing floor, fitness room, locker rooms, and shower facilities. The Gymnasium is reserved primarily for intercollegiate athletics and physical education classes. 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 cardio room, and the 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.

### 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, Discover, and American Express credit cards are accepted. Students may cash checks up to \$30. The Bookstore and Mail & Printing Services are open Monday through Friday from 8:00 a.m. to 5:00 p.m.

## **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:

Student's Name  
Westminster College  
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 Campus.

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 night-walk 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 592-5555, 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 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 (592-5555) and a report of incidence shall be filed immediately following its occurrence.

### **CENTER FOR CAREER DEVELOPMENT**

The Center for Career Development offers students a wide range of programs that are designed to prepare them for satisfying lives after graduating from Westminster, whether it is in a career of their choice or gaining acceptance into graduate or professional school.

Professional career counseling, one-on-one resume assistance, an on-line and print resource library, job searching assistance, and a centralized internship program are career-related services available to all students. Every year, workshops are presented on Job Searching, Resume Writing, Interviewing, and the Application Process to Graduate School, among others. Additionally, the Center also hosts an annual Professional Etiquette Dinner and includes business and community leaders as table hosts.

Every year, a career fair is held - an event that typically attracts around 50-60 employers, study abroad programs, and graduate schools. Throughout the year additional employers and graduate programs recruit on campus; these local, regional, and national employment opportunities are open to all qualified students.

#### 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 professionally-supervised work experiences related to their academic programs and career interests. The Internship Program provides a rewarding avenue for 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 experience with guidance from an approved faculty sponsor. Working through the centralized internship office, internships may be arranged with a wide variety of organizations locally, nationally, and internationally.

### **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 Affairs/Registrar 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.

## 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, and a full dinner. A brunch and dinner are served on Saturday and Sunday. There is no meal service during regular college holidays and vacations, such as fall holiday, Thanksgiving, and spring break. Dining hall hours are posted online at <http://www.freshideasfood.com/westminsterdining>.

### Johnson College Inn

The Johnson College Inn (JCI), located on the lower level of the Hunter Activity Center, serves deli favorites, soups, and salads with soft drinks and Starbucks coffee drinks. 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 and hours of operation can also be found at <http://www.freshideasfood.com/westminsterdining>.

### Campus Meal Plans

All students who reside in a college-owned residence hall (all of the Quadrangle and Triangle, including Emerson Hall) must participate in a campus meal plan. The meal plans offered include:

- 19 meals/week\*, plus \$100 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- 15 meals/week\*, plus \$75 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- 10 meals/week\*, plus \$50 Blue Jay Bucks each semester (for use in JCI or other meal needs)

*\*Unused meals do not carryover or cannot be “banked” from one week to the next.*

First year, full time students (i.e. freshmen) are required to participate in the College’s largest meal plan. All other students are permitted to select from one of three approved college meal plans. Any non-freshman living in a residence hall will default to the 19-meal plan each semester. If they wish to select the 15- or 10-meal plan, they must fill out a “Request to Change Meal Plan” form in the Office of Residential & Greek Life prior to census date (seven days after the start of classes each semester). Requests to lower one’s meal plan after census date will not be approved. However, a student may raise their meal plan at any time during the semester, and their semester charges will be prorated based on the week their request is granted.

Requests to change meal plans will not be received by phone or e-mail. The student is required to fill out the appropriate form to make this request in writing.

Students living in other campus housing (with full kitchen service) are not required to be on a meal plan. They will default to “no meal plan” on their College bill unless otherwise requested via their housing contract, or the “Request to Change Meal Plan” form. Students in these areas may opt into meal blocks instead of a regular meal plan, which allows a student to eat a set number of meals at any time throughout the academic semester. Meal blocks are offered in the following bundles:

- 10 meals
- 50 meals
- 80 meals

The two largest blocks may be purchased through the Office of Residential & Greek Life and can be charged to a student’s account. The smallest meal block may only be purchased directly through Fresh Ideas.



Sack lunches are coordinated through the team coach or faculty/staff that is requesting for the students and requires at least 24 hour notice. Sick trays should be requested in advance with the dining services director at 573-592-5352. Students may need to contact the Wellness Center if sick trays run longer than 24 hours. Students with special dietary needs can be accommodated by contacting the dining services director at 573-592-5352.

## **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 and Leader Development

Students may elect to participate in an academic program leading to an Organizational Leadership Minor, or they may enroll in a variety of leadership classes or labs. A major in Organizational Leadership Studies can be obtained through the self-designed major option. 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.

### Community Engagement and Service-Learning

The Office of Community Engagement and Service Learning seeks to foster community connectedness while engaging students in community service and social justice work. The office is directed by the Coordinator of Community Engagement/Chaplain Resident. It spearheads a variety of service-learning and community service opportunities throughout the entire campus and across all three academic divisions. With over 40 active community service partnerships in Fulton and the surrounding area, community service opportunities are plentiful. Students may participate in one-day service projects, Alternative Spring Break service trips, and ongoing, long term options. Students are also able to develop and lead their own group service projects with the support of student service organizations like Westminster Service Corps, CIVICUS, Habitat for Humanity, and Blue Jay Buddies.

### Intercultural Engagement Program

Learning to value the similarities and differences between people is an important lesson to learn during college. The Office of Intercultural Engagement is charged with providing opportunities for members of the Westminster College community to learn about the variety of people who make up the world around them.

### Spiritual Life

The Office of Spiritual Life seeks to nurture faithful practice, create community and journey with students in vocational discernment. Students, faculty and staff are encouraged to explore their own faiths, values and beliefs within our global context through service, study, worship, dialogue and other experiential learning opportunities. Weekly Spiritual Life programming provides opportunities for conversation about core values, self-reflection and purposeful practices. The Spiritual Life office engages the existing campus culture of service and diversity and asks members of the community to reflect on their own beliefs and engage those of others. The Director of Spiritual Life and the Coordinator of Community Engagement/Chaplain Resident serve as campus chaplains for a diverse, interfaith community and works in collaboration with the Emerson Center for Leadership and Service. The Church of St. Mary the Virgin, Aldermanbury Chapel is an important component of campus life and reflects the religious heritage of Westminster College. The Interfaith Advisory Board

works to offer diverse programming relevant to our entire study body while the Praise and Worship Team, Prayer Team, Micah House, and the Interfaith House strive to offer fellowship, study, and worship services to students on campus. The R & R space, offered in partnership with Reeves Library, serves as an interfaith space for meditation, prayer, rest, and reflection.

### Student Involvement

This office is charged with training and developing student organization leaders, and providing fun and engaging activities for the entire campus. Westminster currently offers over 60 student clubs and organizations. Campus Activities Board and the Student Government Association is also based out of the Student Involvement Office. Every student should have the experience of participating in student organizations and student activities.

### International Student Services

International students represent over fifteen percent of the student body at Westminster College. This office encourages the internationalization of the College, and works in collaboration with other campus offices to promote and foster the diverse community that makes our college so unique. The office provides support to prospective and incoming international students, international students currently attending Westminster, as well as those who have graduated. The Office of International Student Services is also an advocate for the international students to make sure all issues and needs are heard and addressed.

## **STUDENT FINANCIAL PLANNING**

Financial assistance for students is coordinated by the Student Financial Planning staff, located in the Office of Admissions & Student Financial Planning in the lower level of Champ Auditorium. 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 student financial planning staff and to familiarize themselves with the various programs and procedures of the Student Financial Planning Office.

## **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.

## **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 and over 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 HAC or other college facilities must show their Westminster ID to gain access to the HAC gym. Outside guests wishing to use HAC may purchase a membership from the Emerson Center for Leadership & Service, located on the upper level of HAC. Guests of the College who will be with a member of the campus community may receive a complimentary pass from the Emerson Center for Leadership & Service. All visitors must be accompanied by a Westminster student, faculty, or staff member with a limit of three guests per faculty, staff, or student. The Confer Game

Room in JCI is not open to the public nor to those with HAC memberships. 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](mailto:Reservations@westminster-mo.edu). HAC also has a variety of recreational spaces available to the campus and Callaway communities. These spaces can be reserved through Plant Operations. The Mabee Gymnasium, located inside HAC, has a variety of sports equipment available for check-out through the HAC Gym monitors. Locker space may be reserved in the HAC locker rooms, with locks provided by the college. To reserve a locker, please see a staff member in the Emerson Center for Leadership & Service main office across from the Mabee Gymnasium.

### **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](http://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.

The Information Technology Help Desk is located in the main level of Hunter Activity Center. 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 be emailing HELP.

### **KENT & JUDITH MUELLER STUDENT CENTER**

The Kent & Judith Mueller 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. To make reservations, send requests to [Reservations@westminster-mo.edu](mailto:Reservations@westminster-mo.edu).

The Office of Student Involvement will ensure 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 Involvement 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. Rental of the Backer Wing of the Mueller Leadership Hall by an outside group/persons which would displace Westminster student mealtime, will only be approved under the following criteria:

1. The rental does not conflict with any Westminster College events.
2. The Mueller Student Center must be available to accommodate student eating.
3. The only meal in which students will be displaced will be the dinner meal, thus it will be no sooner than 3:00 p.m. in which an outside group/persons may have access to the Backer Wing.
4. In addition to the standard rental rate and food costs, there will be an additional \$2000 fee. This fee is intended to cover the costs for providing a programmed/themed meal upgrade for our Westminster students due to their mealtime displacement and to cover associated set-up/clean-up costs in the Mueller Student Center.

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. Early arrival for event decoration must be scheduled.

## LIBRARY RESOURCES

Reeves Library offers numerous services and resources. Through the library website, Westminster students, faculty, and staff have access to the Arthur and MOBIUS online library catalog, research tutorials, electronic reserves, and many key academic databases. Your Westminster student/faculty/staff ID number is required to gain access to some resources on the website, if you are off campus.

The library offers a diverse collection of full-text journals, print and electronic books to meet the research needs of the Westminster community. As part of the statewide library consortium, MOBIS, over 27 million items are also available to support your research needs. The library has copiers, scanners, printers, as well as classrooms, computer labs, meeting rooms and more.

When classes are in session [the library is open](#) over 100 hours per week. The Hazel Wing is open for extended study over 130 hours per week. The staff is eager to assist with your information and research needs. Please let us know how we can be of assistance.

[Click here to visit the library's website](#) or contact us through [Email](#) | [Twitter](#) | [Facebook](#)

## LOST & FOUND

Items found in buildings or on campus should be turned in to the Emerson Center for Leadership & Service. Likewise, lost items may be claimed at the Emerson 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.

## **STUDENT PERSONAL PROPERTY LOSS**

The College will take reasonable action to secure College buildings and all property against vandalism, theft, and fire. Students are responsible for protecting and securing their own property as well as their roommates'/suitemates' personal property and College property. However, the College is not responsible for the security of personal property or its loss due to man-made or natural disaster, and will not reimburse students for losses. This also applies to personal items stored illegally on campus, or in unapproved areas.

We recommend that all students determine if their personal property is covered by their family's homeowner's insurance policy. If not, then they are encouraged to secure a renter's insurance policy through a local insurance agency.

## **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](http://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 for transportation to the College. New students with transportation questions should contact the Office of Enrollment Services.

## **THE WELLNESS CENTER**

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. The Wellness Center provides services and activities to the Westminster College community which promotes the development of healthy lifestyles and the acquisition of problem-solving and decision-making skills. The Wellness Center is staffed by a variety of health care professionals who provide individual consultations for personal, social, family, and health concerns. The Wellness Center includes three different programmatic areas: Counseling Services, the Student Health Clinic, and the Wellness Programs.

### Counseling Services

The counseling staff works with individuals, couples, and groups who request help with a wide variety of concerns, including relationship and family concerns, stress and anxiety, substance abuse, eating disorders, educational and career alternatives, communication skills, GLBT issues, depression, and spiritual concerns. Consultation 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 Wellness Center's philosophy and professional ethics, counseling relationships are voluntary and confidential. Our counseling staff makes confidentiality both within and outside the college a primary concern.

### Student Health Clinic

The Student Health Clinic is staffed by a nurse practitioner and/or physician assistant, contracted through Fulton Medical Clinic. The Student Health Clinic offers student's unlimited clinic visits for acute and minor illnesses, minor injuries, 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 or processed through their insurance. 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 these charges.

Parents are encouraged to review insurance issues with their students before they arrive 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.

Emergencies are handled at the Callaway Community Hospital where a physician is always on duty.

#### Student Health Forms and Required Immunizations

All new full-time students entering Westminster College must have documented proof of measles, mumps and rubella, meningococcal vaccine, and Tdap immunity 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 Vice President/Dean of Student Life or his/her designated staff member. If a meningitis, 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 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 medication and the reason for the medication. All medications in the student's possession must be clearly labeled with the name, dosage and number of pills, as well as the name of the doctor prescribing the medication.

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. The Health Form is required and must be completed before enrollment.

Any significant change in a student's health should be brought to the attention of the Executive Director of the Wellness Center or the Vice President/Dean of Student Life.

#### Required Health Insurance for US Citizens

Effective with the start of the 2007-2008 academic year, Westminster College joined 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 year that they will not need coverage by completing the online form at <http://www.westminster-mo.edu/optout> before the deadline established each year. Please note: Students will automatically be billed for the insurance premium unless they opt out.

#### Health Insurance for 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.

#### Wellness Program

Helping students make informed, responsible lifestyle decisions is the primary aim of our **Wellness Program**, which is comprised of the **Nutrition Services; BASICS alcohol reduction program; Peer Health Educators; and Healthy Graffiti**. All of these services are offered at no charge to Westminster's full-time students.

### Peer Health Educators

Peer Health Educators (PHE) is a group of student leaders that actively promotes healthy, safe and responsible living on Westminster's campus and in our community. PHE addresses topics such as healthy relationships; tobacco, alcohol and other drug use; sexual responsibility; fitness and nutrition. PHE coordinates events such as Wellness Week, Alcohol Awareness Week, and Safe Spring Break Week. One very popular and major health education effort of PHE is **Healthy Graffiti**, a weekly health information bulletin that is placed in all campus restrooms.

### Alcohol and Drug Support Programs

On Campus – The Wellness Center 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 or the BASICS (Brief Alcohol Screening and Intervention for College Students) may be effective in identifying causes and developing coping strategies. Counseling is free and confidential for all students.

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 The Wellness Center or through their websites at [www.aa.org](http://www.aa.org) or [www.na.org](http://www.na.org). During some semesters, campus AA/NA groups are also available - see The Wellness Center for more information. Off Campus Counseling—The Wellness Center has 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. The Wellness Center staff can help you contact these programs or others located around the country.

### Warning Signs You May have an Alcohol/Drug Use Problem

- 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.

### How to Help a Friend with an Alcohol/Drug Use Problem

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.



## II. GENERAL ACADEMIC POLICIES

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### ACADEMIC ADVISING

#### What is Academic Advising?

Academic advising, based in the teaching and learning mission of higher education, is a series of intentional interactions with a curriculum, a pedagogy, and a set of student learning outcomes. Academic advising synthesizes and contextualizes students' educational experiences within the frameworks of their aspirations, abilities and lives to extend learning beyond campus boundaries and timeframes.

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*<http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Concept-of-Academic-Advising.aspx#sthash.zPF6J2U8.dpuf>*

#### Westminster College Advising Philosophy

Academic Advisors at Westminster College are committed to the academic and professional development of our students. Our objective is to not only make sure course requirements are met but to guide students down a path most suited for their intended career outcomes and that will allow them to achieve intellectually, social, ethically, professionally, and in terms of their personal wellness. We commit ourselves to assisting to make successful and enriching experiences for all of our students.

#### Advisee Responsibilities

1. Initiate contact with your advisor in-person, by phone, or by email.
2. Arrive at appointments on time (with your cell phone off) and cancel appointments if you cannot attend.
3. Talk to your advisor if you are concerned about any aspect of your college experience.
4. Discuss important decisions or questions about your college education (e.g. choice of major, choice of career, change of colleges) well before the registration period.
5. Come prepared for appointments. Review your degree requirements and your progress toward degree requirements in advance. Bring a list of courses you may want to take, course sections, and alternative courses and times.
6. Make sure any holds (e.g. business office holds) are lifted by contacting the appropriate office before registration conferences.
7. Ask questions regarding internships and career plans by contacting the appropriate offices well before the registration period.
8. Follow through on any referrals made by your advisor (e.g. to Career Development). Complete all assignments given to you by your advisor, especially regarding strategies for student success.
9. Register for classes only after talking with your advisor. If you change plans following discussion with your advisor, you must talk with him/her first before registering.
10. Drop or withdraw from courses only after conferring with your advisor.
11. Accept responsibility for the decisions you make. Be knowledgeable about college policies and degree requirements detailed in the catalog and in the Student Handbook.
12. Assume progressively the leadership role in academic program planning and recognize that the advisor's role is one of mentor and facilitator.

#### Advisor Responsibilities: What are the responsibilities of advisors to you?

Westminster College adheres to the NACADA core values for academic advising. NACADA is the National Academic Advising Association. The core values are as follows:

1. Advisors are responsible to the individuals they advise.  
Academic advisors work to strengthen the importance, dignity, potential, and unique nature of each individual within the academic setting. Advisors' work is guided by their beliefs that students:
  - have diverse backgrounds that can include different ethnic, racial, domestic, and international communities; sexual orientations; ages; gender and gender identities; physical, emotional, and psychological abilities; political, religious, and educational beliefs
  - hold their own beliefs and opinions
  - responsible for their own behaviors and the outcomes for those behaviors
  - can be successful based on their individual goals and efforts
  - have a desire to learn
  - have learning needs that vary based upon individual skills, goals, responsibilities, and experiences
  - use a variety of techniques and technologies to navigate their world.
2. In support of these beliefs, the cooperative efforts of all who advise include, but are not limited to, providing accurate and timely information, communicating in useful and efficient ways, maintaining regular office hours, and offering varied contact modes.  
Advising, as part of the educational process, involves helping students develop a realistic self-perception and successfully transition to the postsecondary institution. Advisors encourage, respect, and assist students in establishing their goals and objectives. Advisors seek to gain the trust of their students and strive to honor students' expectations of academic advising and its importance in their lives.
3. Advisors are responsible for involving others, when appropriate, in the advising process. Effective advising requires a holistic approach. At many institutions, a network of people and resources is available to students. Advisors serve as mediators and facilitators who effectively use their specialized knowledge and experience for student benefit. Advisors recognize their limitations and make referrals to qualified persons when appropriate. To connect academic advising to students' lives, advisors actively seek resources and inform students of specialists who can further assess student needs and provide access to appropriate programs and services. Advisors help students integrate information so they can make well-informed academic decisions.
4. Advisors are responsible to their institutions.  
Advisors nurture collegial relationships. They uphold the specific policies, procedures, and values of their departments and institutions. Advisors maintain clear lines of communication with those not directly involved in the advising process but who have responsibility and authority for decisions regarding academic advising at the institution. Advisors recognize their individual roles in the success of their institutions.
5. Advisors are responsible to higher education.  
Academic advisors honor academic freedom. They realize that academic advising is not limited to any one theoretical perspective and that practice is informed by a variety of theories from the fields of social sciences, the humanities, and education. They are free to base their work with students on the most relevant theories and on optimal models for the delivery of academic advising programs. Advisors advocate for student educational achievement to the highest attainable standard, support student goals, and uphold the educational mission of the institution.
6. Advisors are responsible to their educational community.

Academic advisors interpret their institution's mission as well as its goals and values. They convey institutional information and characteristics of student success to the local, state, regional, national, and global communities that support the student body. Advisors are sensitive to the values and mores of the surrounding community. They are familiar with community programs and services that may provide students with additional educational opportunities and resources. Advisors may become models for students by participating in community activities.

7. Advisors are responsible for their professional practices and for themselves personally. Advisors participate in professional development opportunities, establish appropriate relationships and boundaries with advisees, and create environments that promote physical, emotional, and spiritual health. Advisors maintain a healthy balance in their lives and articulate personal and professional needs when appropriate. They consider continued professional growth and development to be the responsibility of both themselves and their institutions.

### **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 may include but are not limited to the following:

- Executive Director of the Wellness Center
- Vice President/Dean of Student Life, or designee
- Associate Dean of Faculty
- The Student’s Academic Advisor
- The Student’s Athletic Coach

### **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.

### **CLASS ATTENDANCE AND VERIFICATION OF CARE**

Although there is no College-wide policy regarding absences, regular attendance is expected and part of student responsibility; 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 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.

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 Office of the Vice President/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.

The Westminster College Student Health Clinic will only provide a “verification of care” form directly to the student. This form will provide the date of the student’s appointment with the clinic. (Verification of care notes cannot be written after the absence has occurred.) These verification notes do not include (a) description of illness/injury or (b) any judgment by the medical provider regarding the student’s need to miss classes or assignments. We encourage students to discuss those details directly with their professors.

If a student anticipates being away from classes for an extended period of time (i.e., a week or longer) and/or is unable to notify all his/her professors, he/she should notify the Vice President/Dean of Student Life as soon as possible. If there is a disagreement between the student and professor relative to the validity of a student’s excuse for missing class, the student may request a concise statement regarding the student’s inability to attend class from the medical provider of care. This statement will be given to the student to share with the professor. Any further disagreements will be referred to the Departmental Chair.

### **COLLEGE DUTY POLICY**

While the classroom learning experience is central to student development, Westminster College realizes that college duty activities also serve the mission of the college “to educate and inspire Westminster students, contribute to their development as leaders of character, and prepare them for lives of success, significance and service.”

All College Duty absences are approved by the Registrar in consultation with the Dean of Faculty. The success of the college duty experience to positively shape the student’s learning experience is the result of shared responsibility by students, college duty sponsors, faculty, and academic advisors. The student’s role is to choose classes for the semester that minimize potential absences as much as possible, anticipate and plan for college duty absences in the upcoming semester, and make arrangements with the instructor about these absences. Sponsors must notify the registrar and college community of student absences for the event and serve as the point of contact regarding questions about specific college duty absences and potential conflicts of interest. Students and sponsors should have a clear understanding of the College Duty policy and sponsors should exercise wisdom and oversight in advising the student in making college duty requests. Faculty instructors emphasize course requirements at the beginning of the semester, identify key attendance dates, and describe specific absence policies of the class. Advisors make course selection suggestions, considering alternatives to scheduling classes at times or in semesters in which frequent college duty class absences may occur. The intent of the College Duty policy is to enhance the educational experience of our students. In the interest of students’ academic progress, all parties involved should work together to assure that off-campus experiences do not impair regular classroom learning.

## **A. Classification of College Duty**

### **Level I College Duty**

College-contracted athletic events. - Automatically accepted as college duty as outlined in Part B.

### **Level II College Duty**

Class-related travel, including field trips - The Registrar (the Dean's designate) will approve these on a case-by-case basis as outlined in Part B.

### **Level III College Duty–**

- 1) college-sponsored events, such as those attended by student organizations
- 2) activities approved by the college and listed in the student handbook
- 3) events not sponsored by the College, such as Greek conferences and external leadership conferences

The Registrar, in consultation with the Dean of Faculty, will approve these on a case-by-case basis as outlined in Part B.

## **B. Approval Timetable & Process:**

In all cases (Levels I, II, and III) the participating group shall submit the following to the Registrar's Office a minimum of two (2) weeks in advance of travel. Under exceptional circumstances, the Dean may grant waivers to this policy on a case-by-case basis.

- A list of students planning to participate. Coaches shall distribute to all faculty via e-mail or otherwise the names of athletes and dates of games at the start of each semester and provide changes to the roster and schedule to faculty as the semester progresses. Within two weeks before each event they shall continue to provide faculty the names of students attending and when and where the games will be played. After each event, should any student-athlete not have attended the athletic event, the coaches will notify the relevant faculty of the names of these absent students within two class days after their return to campus.

Note: On-campus events also require notification of faculty for students to miss class.

Field trips led by faculty are subject to the same approval requirements of three weeks' notice to the Registrar's Office. Upon approval, the faculty member shall notify the remaining faculty of date, time and list of students attending. Within two weeks before each event he/she shall provide faculty the names of students attending and when and where the field trip will be taken. After each field trip, should any student not have attended, the faculty member will notify all faculty within two class days after return to campus.

- A description of the conference, workshop or event. In the cases of Level II and III the participating group shall submit the following to the Registrar's Office a minimum of two (2) weeks in advance of travel. Submissions with less than two weeks' notice may result in rejection solely for this reason.
- A description of the educational value and/or how the activity benefits the College.
- How participation constitutes "representing the College," as defined in the College Catalog.

## C. General Rules

1. All Levels: Upon their return to campus, students shall follow-up with relevant faculty at the next scheduled class period or before to complete missed work.
2. Levels II and III:
  - a) No student shall be allowed more than **two (2) days** College duty per semester.
  - b) If students attending the event are not accompanied by a faculty/staff advisor, then the participating students should secure a faculty or staff sponsor for the event and provide a report substantiating the educational value. The completed report must be delivered to the sponsor within one week of return. If an acceptable report is not submitted, the absence will not count as College Duty. For campus organizations, the lack of or incomplete submission of a report may result in denial of college duty designation for future events sponsored by that organization.
  - c) Students are responsible for providing at least one week's notification to the instructors of the missed classes.
  - d) For Level II College duty only: In the case of field trips beyond the hours of the scheduled course time slot, which may conflict with other courses, it is the student's responsibility to seek permission from the faculty member whose class is being missed. At least one week's notice, shall be given. The faculty member has no obligation to grant permission to miss class, tests or assignments that are due.
3. Under exceptional circumstances, the Dean of Faculty may grant waivers to this policy on a case by-case basis.

### COLLEGE WIDE POLICIES AND PROCEDURES FOR COURSE SYLLABI

Faculty and students need to be aware of several college-wide policies and procedures that, in the past, have been included as part of course syllabi. In order to save space and allow the syllabi to focus on academic issues, these policies and procedures have been collected on the Westminster website. All faculty should refer students to these policies in their syllabi; in addition, faculty should feel free to print copies for their classes or post on Moodle the pdf version of this document. The pdf version can be found on the CTE website and in Public Folders ([outlook:Public Folders>All Public Folders\Offices and Services\Academic Affairs\College Policies](mailto:outlook:Public Folders>All Public Folders\Offices and Services\Academic Affairs\College Policies)). This information is available in the *Advisor's Handbook* and as an Appendix of the *Faculty Handbook*.

### COMPLAINT RESOLUTION

The U.S. Department of Education requires institutions to provide its students or prospective students with contact information for filing complaints with its accreditor and with the appropriate state officials.

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at <http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf>. This webpage contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

The Higher Learning Commission, the accrediting agency for Westminster College, may be contacted at: The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413; Phone: 800.621.7440 / 312.263.0456; Fax: 312.263.7462; [info@hlcommission.org](mailto:info@hlcommission.org)

## **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. Faculty will maintain all grade records for at least two years. 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.

### **STUDENT RESPECT TOWARD FACULTY**

Since respect is one of the four cited core values of Westminster College, students are held to a high standard of respecting their professors in all forms of classroom behavior and in communication outside of class. Neither the professor nor the College will tolerate disrespect from any student.

Students should show deference and respect for their professors for three basic reasons: (1) Respect for individuals is one of the cornerstone values of ethical conduct; (2) Professors have worked diligently to earn advanced degrees and distinguish themselves as scholars and teachers in their fields, and are, therefore, entitled to students' respect; (3) since a liberal arts education is meant to cultivate the moral and intellectual virtues that one needs to be a good member of society, students should strive to develop respect for superiors, peers, and subordinates as a habit that will help them thrive in their professional and personal lives.

Professors have the authority to establish and enforce their own standards of respectful classroom behavior along with communication boundaries in and out of class. Professors are institutionally authorized and obligated to cite violations of any of those established standards. In addition, professors are also entitled to impose their own consequences for disrespectful behaviors. Since providing students with evaluative feedback is part of the teaching job, students are always encouraged to discuss specifics of their grades with their professors for the purpose of future improvement. Negative evaluations (academic or behavioral), however, do not in any way entitle students to communicate with a professor in a disrespectful or inappropriate tone (as deemed by the individual professor) in person, over the telephone, or other written or electronic means. If any such violation occurs, the professor, at his/her discretion, may simply choose to alert the Dean of Student Life for official College sanctions against the student, which can include a suspension/expulsion from that professor's class.

### **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.*

### **WITHDRAWAL POLICY FOR MILITARY DEPLOYMENT**

Students who begin a semester and must withdraw due to military deployment will receive a credit on the student account for all fees that exceed the amount of federal financial aid earned excluding federal loans. Federal Title IV assistance must be returned according to federal guidelines as outlined in the College Catalog "Withdrawals and Refunds" section. If there is a credit balance remaining on the student account after all calculations are complete, a refund will be issued to the student.

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 policy outlined above.

## WITHDRAWING FROM THE COLLEGE OR A CLASS

### **Withdrawals**

The deadline to drop classes without transcript notation is the seventh day of classes in the fall and spring semesters. In the fall and spring semesters, a student may withdraw from a course (with transcript notation) beginning the eighth day of classes and ending on the 50<sup>th</sup> day of classes (see the academic calendar for dates). For the six week summer online session, a student can drop a course within the first three class days and withdraw within the first 21 class days. During the winter or May terms, students have two days to drop or 11 days to withdraw from a course. During the three week winter or summer terms, students have two days to drop or 11 days to withdraw from a course. No change of schedule is effective until the Academic Advisor has approved the schedule change.

The instructor for the course must submit a grade for the student's work in the course to the date of withdrawal. On the basis of this grade, either a WP (Withdrew Passing) or a WF (Withdrew Failing) is recorded on the student's transcript. Neither a WP nor a WF enters into the computation of the student's grade point average. Students who do not complete the procedure for withdrawing from a course by the end of the prescribed period will receive a regular passing or failing grade at the end of the semester.

If a student withdraws from the College, he or she must apply and be accepted by admissions to re-enroll. It is not possible to withdraw from a course after the end of the withdrawal period except for military activation or medical reasons (see Medical Withdrawal Policy below). A student may withdraw for medical reasons up to two weeks before the beginning of finals week. After this point a student may be eligible to receive incomplete grades, which is up to the individual discretion of each faculty member for each class enrolled. Withdrawal for medical reasons does not relieve a student of any financial obligations at the College.

### **Official Withdrawal Date**

The official date of withdrawal for academic purposes and for federal financial aid purposes will be the last date of academic attendance or participation in an academically-related activity; however, the institutional refund policy will be calculated based on the date the student notifies the Office of Student Life of withdrawal (by written statement).

### **Medical Withdrawal**

The college understands that certain health circumstances can significantly interfere with the ability to be engaged in academic work; when this happens, a method for modifying one's course load should be available that minimizes negative consequences. The Medical Withdrawal policy allows students to withdraw from one, a few, or all of their courses without an academic penalty, i.e., the grade of "W" will be placed on the transcript and the student's grade point average will not be affected. Should you want to request a medical withdrawal – whether it be from all or just some courses – you should involve your academic advisor, the Vice-President/Dean of Student Life, and the Executive Director of the Wellness Center.

### **Who Qualifies?**

A student must be significantly affected by a health-related problem to the degree that s/he is unable to successfully engage in academic work. The types of problems that qualify for a medical withdrawal range from situations affecting one's physical capabilities (i.e. significant and/or chronic physical ailments/illnesses) to severe mental health concerns. It is important to note that each medical withdrawal is determined on a case-by-case situation and having one of these challenges may not, alone, qualify individuals for this policy since many students are able to manage these health problems and succeed in their courses. However, a medical withdrawal is appropriate when the level of challenge exceeds one's ability to continue with the present course load.

### **Verification by a Health Care Provider**

A health care professional (i.e. medical doctor, nurse practitioner, licensed psychologist, licensed clinical social worker, etc. ) must provide a statement that verifies that a significant physical or mental health concern exists and specifically how this is affecting the student's level of academic engagement. This letter should be sent directly to the Vice-President/Dean of Student Life; however, if the nature of the health concern is such that the student does not want to share this with the Dean, the letter can be sent to the Executive Director of the Wellness Center. The Wellness Executive Director will then give a recommendation to the Vice-President/Dean of Student Life. This verification letter must include the following information: a) a medical rationale/diagnosis and date initially seen; b) the extent and timing of contact with the student (e.g., family physician, one-time visit, inpatient treatment, six-weeks of counseling) which must be more than 1 session or appointment to document progress; c) the extent to which the physical and/or mental health concern is directly impacting the student's academic engagement; and d) a short prognosis/treatment recommendation and an estimate of future/potential missed class days due to treatment/rehabilitation etc.

### **Extent of Withdrawal**

The student may request a withdrawal from all courses, some of the courses, or just one course. When a slight reduction in the number of courses provides enough relief for the student to succeed in the remainder of his/her courses, the student may withdraw from only a course or two; however, in many cases the health concern is so serious that a withdrawal from all courses is appropriate. A partial withdrawal, if feasible, is encouraged in order to preserve any earned credit. The decision to request a partial or full withdrawal should be made with the consultation of the academic advisor, the health care provider, and a member of The Wellness Center staff. \* Note: It is important for international students to consider their financial/scholarship status and how their financial eligibility may be impacted by a medical withdrawal from course credits. Additionally, only the Executive Director of the Wellness Center (licensed psychologist) and/or other medical doctor or clinical psychologist can provide documentation to grant a withdrawal that will change an international student's status to part-time to comply with federal regulations and visa status compliance.

### **The Notification of Separation and Medical Withdrawal Forms**

These forms are available in the Office of Student Life. If you are certain that you will be withdrawing from all courses, use the *Notification of Separation* form that requires you to collect five signatures (Advisor, Financial Aid Officer, Business Office representative, Residential Life Office representative, and Vice-President/Dean of Student Life), to state your reason for withdrawing, and to indicate if your withdrawal will be for medical reasons. If you are choosing to withdraw from one or more courses, but not all of your courses, you should submit a *Medical Withdrawal* form for **each** class you are leaving. This form requires three signatures: advisor, the course instructor and the Vice-President/Dean of Student Life. These forms, along with the verification of your health care provider, provide enough information on which the Vice-President/Dean of Student Life and the Dean of Faculty can decide on whether to grant your withdrawal request. These completed forms should be returned to the Office of Student Life. When a student is physically unable to initiate the process and gain the necessary signatures, they may designate a parent or other representative to do so.

### **Transcript Notations**

If a student withdraws from all or some classes during the first seven days of the semester (regular drop period), s/he will be dropped from the class(es) without a transcript notation. If a student withdraws after the seventh class day, s/he will receive withdrawal grades (WP or WF) unless s/he is granted a Medical Withdrawal. Students who receive a medical withdrawal after the drop period and before the last two weeks of classes will receive the grade of "W" on their transcript.

### **Financial Implications/Refunds**

It is very important that students consult with the Financial Aid office regarding the financial implications of medically withdrawing from course credits as future eligibility may be impacted. No refund will be made after the 7<sup>th</sup> class day of the semester. If the student withdraws prior to this date, s/he may receive a refund based on the refund schedule in the Westminster College Catalog. Questions regarding the refund should be directed to the Business Office and Financial Aid Office.

### **Re-Admission**

Regardless of the length of their absence, students receiving a medical withdrawal must complete two requirements before re-entering Westminster College. The first is to formally apply for readmission through the Admissions Office. This is a very simple procedure but required. Secondly, former students will provide evidence that those factors upon which the medical withdrawal was granted are now diminished to the point that the student can become fully engaged in his/her academic work. In order to document this change of circumstances, the student must provide documentation from a health care provider verifying that significant progress has been made. It should also include a recommendation for ongoing care so that this condition doesn't reappear. The student must also write a letter that summarizes how the situation is improved and what s/he will be doing to prevent relapse. These documents should be given to the Vice-President/Dean of Student Life well in advance (two weeks minimum) of the beginning of the semester the student wishes to attend. Students should begin the readmission process as soon as possible once they determine they want to return and work on both requirements simultaneously.

### **Factors That Positively Influence Your Receiving a Medical Withdrawal**

- Early and persistent efforts to identify the nature of your medical problem and then sustained effort to deal with the concern.
- Early involvement of your academic advisor and/or a staff member in The Wellness Center.
- Direct, clear, and timely documentation by your health care provider. Insufficient information will extend the process since a request for clarification will be sent to the provider.
- Indications that you are being truthful and straightforward during the process since some students may feign a health problem in order to avoid failing grades.
- Indications that you were fully engaged in your academic work when you were feeling better earlier in the year.
- A genuine commitment to seek health care and to follow-up on health professional's recommendations.

Students who do not follow these procedures including failing to meet school deadlines risk outright disapproval of their requests, although each request will be judged on a case-by-case basis. If you have questions regarding the medical withdrawal process, you should contact the Student Life Office or the Executive Director of the Wellness Center

\* Parents or guardians are involved in this process when any of the following conditions are present: a) the student is under 18 years of age; b) the student gives written permission for parents or guardian to be contacted and involved in this process; c) the student's health is endangered to the point that s/he is unable to understand the gravity of the situation or is incapable of making an informed and responsible decision regarding his/her academic and/or health care options.

### **Involuntary Withdrawal (Non-Medical)**

When it is determined that a student is no longer engaged in the academic process (not attending classes, not completing class work, etc.), and has not responded to interventions developed by the Academic Review Board, the Academic Review Board may decide to administratively withdraw the student from the College if they determine that the student cannot successfully complete the semester. In addition, when, in the judgment of the Vice President/Dean of Student Life and the

Executive Director of the Wellness Center, a student's behavior constitutes a disruption or danger to the living/learning environment which the college seeks to create, or presents a threat to the health and safety of the student or others, the College has the right to intervene. The College may execute an involuntary withdrawal when a student engages in behavior that poses a danger of causing harm to themselves or others, or disrupts the learning environment. Such dangerous and /or disruptive behavior may be in the form of a single behavioral incident or somewhat less severe but persistent dangerousness or disruption over a more extended period of time. At the time of the involuntary withdrawal, the instructor for the course must submit a grade for the student's work in the course to the date of withdrawal. On the basis of this grade, either a WP (Withdrew Passing) or a WF (Withdrew Failing) is recorded on the student's transcript. Neither a WP nor a WF enters into the computation of the student's grade point average.

### **Involuntary Medical Withdrawal**

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 medical withdrawal, decisions made by the Vice President/Dean of Student Life and Executive Director of the Wellness Center may be appealed to the Dean of Faculty. In the case of an involuntary medical withdrawal, there is no academic penalty for the student, i.e., the grade of "W" will be placed on the transcript and the student's grade point average will not be affected.

### III. GENERAL STUDENT POLICIES

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#### ALCOHOL

**Note:** The information presented in this section of the Handbook is intended to meet the provisions of the Student Right to Know and Campus Security Act (1990), the Drug-Free Schools and Communities Act (1989), and the Higher Education Amendments (1992).

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. In order to fulfill the Concept for Student Development through its programs and procedures, the Westminster Alcohol Policy seeks to accomplish the following objectives:

- To promote a campus climate that encourages individuals to cultivate and exhibit mature, healthy, responsible, and lawful conduct relative to the possession and use of alcohol;
- To encourage compliance with all relevant laws regarding the possession, use, and sale of alcohol;
- To influence the social climate and expectations of the campus in ways that promote a positive, safe, and balanced social environment.
- To provide educational programming that informs students of the potential dangers of alcohol and promotes responsibility and moderation relative to alcohol use; and
- To implement appropriate conduct mechanisms and sanctions for individuals who violate the standards set forth by the Policy.

The educational mission and the values of Westminster College – **Integrity, Fairness, Respect, and Responsibility** – require that students act responsibly with regard to alcohol. Further, the College prohibits unlawful possession, use of, or distribution of drugs, including alcohol, by students and employees on Westminster property or at any College-sponsored activity. Students of the College and their on- and off-campus guests who choose to possess and/or consume alcoholic beverages are expected to abide by College policy, and by all federal, state and local laws regarding alcohol. Westminster students will be held accountable for their own actions and for those of their guests. While the College expects responsibility and moderation with regard to alcohol use, students should not be reluctant to report instances of Sexual Misconduct or seek medical attention for immediate medical needs because they fear being charged with policy violations. The College's Sexual Misconduct Policy or Medical Amnesty Policy would govern in those circumstances.

Where it may be effective, the College prefers a policy of developmental discipline and rehabilitative education, as opposed to mandatory punishment. The developmental nature of the College community raises the expectation that assistance will be offered to any member who is suffering from the abuse of any substance. This help may be in the form of educational programs, on-campus counseling, or off-campus counseling referrals. If the College believes that developmental discipline and/or rehabilitative education are not effective, it will terminate its relationship with students or employees who persist in their use of illegal drugs or in their unlawful possessions of any substance, including alcohol.

#### **Counseling and Treatment**

The College considers alcohol abuse to be a very serious problem. Short term effects of alcohol abuse include slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts, and in some instances, death. Long term effects of alcohol abuse include toxic psychosis, physical dependence, neurological and liver damage.

Short term alcohol and other drug counseling is available on campus to students through The Wellness Center, Westminster Hall lower level, (573) 592-5361. The Wellness Center offers BASICS (Brief Alcohol Screening and Intervention for College Students) which is a consultation process that takes a sincere look at one's attitudes, beliefs, values, and behaviors around the use of alcohol and/or other substances. Students can participate in BASICS programming one of two ways: by either contacting the Wellness Center to schedule an appointment or by being referred for such services by the College (e.g. by the Dean of Student Life or Residential & Greek Life) due to an alcohol and/or controlled substance policy violation. If students are in need of more intensive or inpatient treatment, they will be referred to appropriate rehabilitation services in the Columbia/Kansas City/St. Louis area.

### **Federal, State, and Local Government Requirements**

Summaries of the relevant federal, state, and local laws which govern the use and possession of alcohol and relate specifically to members of the College community are as follows:

- a) No one can be intoxicated or simulate intoxication in a public place.
- b) A person under age 21 cannot have any alcoholic beverage in their possession or control except in a private home and with the knowledge and consent of the parent or guardian.
- c) No person can misrepresent his or her age for the purpose of obtaining alcohol.
- d) No person shall sell, dispense, or give to any intoxicated person or one simulating intoxication, any alcoholic beverage.
- e) No one can have open containers of alcohol in a motor vehicle on a public street.
- f) No one can use or consume any liquor at an elementary or secondary school or on any elementary or secondary school premises, or within 100 feet of a church.
- g) No one can sell or give alcohol to a minor (with the exception stated above regarding alcohol in a private home with the knowledge and written consent of a parent or guardian.)
- h) No one shall operate a motor vehicle on a public street while intoxicated.
- i) A person over age 21 cannot be driving while visibly intoxicated, under the influence of drugs, or with a blood alcohol content of .08 or over.
- j) The City of Fulton, in its ordinances, defines an "open container" as "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."
  - Open containers are 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.
  - 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

### **Potential Legal Sanctions for Violation of Relevant Laws**

Legal sanctions for violations of federal, state or local laws governing the use or possession of alcohol vary by the type of offense and may include fines, classes, community service, license suspension or revocation, and/or incarceration, as well as a misdemeanor or felony conviction on an individual's criminal record.

## **Westminster College Requirements**

### Age and Space Restrictions:

- a) Students who are not 21 years of age may not possess or consume alcoholic beverages. Only students who have attained the legal drinking age of 21 years may possess or consume alcoholic beverages in select designated individual College private living quarters and other selected and pre-approved locations as determined by the Vice President/Dean of Student Life. Designated individual College private living quarters include individual student rooms with the doors closed and individual apartments, townhouses, fraternity houses and residential houses with the exterior doors closed.
- b) While the consumption of alcoholic beverages is allowed in some individual student rooms, these areas are not designed to accommodate large groups of people. Alcoholic beverages may be consumed by small groups of legal drinking age in appropriately designated individual student rooms, apartments, townhouses, and residential houses with the door closed. A group consisting of no more than 2 guests per resident of the room, apartment, townhouse, or residential house but never totaling more than 12 people in that space is permitted. Any group of 12 or more where alcohol is present constitutes an unregistered party and is therefore subject to disciplinary action.
- c) While the consumption of alcoholic beverages is allowed in some spaces in fraternity houses, including individual student rooms, fraternity houses are also not designed to accommodate large groups of people. Any group of more than 65 in a fraternity house where alcohol is present constitutes an unregistered party and is therefore subject to disciplinary action.

### Alcohol-Free Areas:

- a) Alcohol is not allowed in public areas which include, but are not limited to, the following:
  - Historic Gym, Wetterau Center, and any Westminster College athletic facility or field;
  - Residence hall lounges, stairwells, laundry rooms, or hallways;
  - Apartment building hallways, balconies, stairwells, laundry/lounge/vending areas;
  - Townhouse social lounge (unless approved for a registered party);
  - Any exterior location (lawn, steps, patio, deck, balcony, sidewalk, parking lot, driveway, etc.) of a residence hall, townhouse, residential house, or apartment;
  - Exterior of fraternity housing, including lawn, sidewalk, parking lot, driveway, and recreational spaces.
  - Any and all outside locations; or any other Westminster facility unless specifically designated on an approved event registration form.
- b) Those persons who do not drink have the right to live on campus and attend social events without pressure to consume alcohol.
- c) Every attempt will be made to create alcohol-free living spaces for all students who request it and for all new students. Although the College will identify appropriate space within existing housing facilities, students should realize that living in an alcohol-free space is in no way a guarantee that the residents of this area will not be exposed to alcohol and or the behavior associated with alcohol use.
- d) The residents of these alcohol-free areas will have responsibility for ensuring that the designated spaces do remain alcohol free.

### Behavioral Expectations:

- a) Any use of alcohol which endangers the welfare of self and/or others or which results in offensive behavior or disorderly conduct is unacceptable to the community and will be subject to disciplinary action.
- b) Due to the goals and purposes of the academic community, drunken behavior/intoxication, which is disrespectful, disruptive and potentially harmful, is not acceptable on campus or at



College sponsored events. Drunken behavior/intoxication is defined as observed loss of mental or physical coordination as a result of the consumption of alcoholic beverages. Visible public intoxication will subject the person to disciplinary action and potential legal consequences. Persons who have consumed alcohol off-campus are expected to return to their room in an orderly manner.

- c) Each student is responsible for his or her own behavior at all times and under all circumstances.
- d) Any student who invites a guest who is not enrolled in Westminster College onto campus assumes the responsibility of ensuring that his or her guest will act in an appropriate manner as well as abide by all College policies. Should the guest of a Westminster student violate the alcohol policy, the host student will be held responsible for any offenses committed by that guest and may be subject to disciplinary action.
- e) Any student hosting a prospective student or a minor is prohibited from taking that guest to private or closed events where alcohol may be present. Attending College sponsored events, open to the entire campus community, is permitted.
- f) Possession or use of alcohol by students who are not 21 years of age is prohibited.
- g) Underage students who are in College housing when alcohol or alcoholic containers (whether empty or not) are present may be subject to the individual alcohol sanctions. Empty alcohol containers lead to an "assumption of consumption."
- h) 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, are of legal age (21), (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).
- i) Display of alcohol-related advertising materials (including bottles) in student housing windows or areas outside the privacy of the student's room is not permitted. Students are expected to promptly dispose of trash such as cans, bottles, and boxes from all hallways.
- j) Advertising from or by alcohol distributors or taverns (tavern defined as an establishment generating more than half of their annual gross sales from alcohol) are not allowed on campus or in campus media. Advertising from establishments, such as restaurants or convenience stores, that serve and/or sell alcohol, but not as their primary function, may not contain advertisements for alcohol.
- k) Drinking games are prohibited. The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol, "beer pong," "dares," "flip cup," or any other activity involving the consumption of alcohol which mandates duress or encouragement related to the consumption of alcohol.
- l) 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 student organization 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.
- m) Exceptions to these regulations may be granted through special requests made to the Vice President/Dean for Student Life.

#### Beverages and Container Requirements:

- a) Kegs of beer, party balls, or common source containers of alcohol one gallon or larger are not allowed anywhere on the campus. This restriction includes individual residence hall/fraternity rooms.
- b) Drinking and/or possessing alcoholic beverages (open containers) in any public place/area, designated alcohol free area, campus common area, or other non-approved location is prohibited and subject to disciplinary action
- c) Transportation of alcoholic beverages to and from rooms must be in sealed containers.
- d) Students should note that the possession of alcoholic beverage containers, either full or empty, will be taken as a presumption of use and possession, and, as such, may be considered

policy violations. Students may also be held accountable, even if they do not have actual possession of alcohol, when they are present at alcohol-related events.

- e) Possession of equipment that encourages excessive and inappropriate consumption, such as beer pong tables, beer bong, etc., is also prohibited.

### **Student Events with Alcohol**

Student organizations registered with and/or approved by the College wishing to host a social event where alcohol may be consumed must pre-register their event two weeks in advance with the Office of Campus Involvement or the Office of Residential & Greek Life using the event registration form. All registered events must be approved by the Office of Campus Involvement or the Office of Residential & Greek Life. Failure to do so subject all groups to sanctions outlined for alcohol-type offenses.

**Basic Criteria for a Registered Social Event** (additional criteria can be found on the Event Registration form:

***Registered events must be BYOB or have a contracted Third Party Vendor.***

BYOB events: At a BYOB event, organization members and invited guests 21 years old or older bring their own alcoholic beverages. 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.

For types and amounts of alcohol, the following stipulations apply per person for a typical four to five hour function:

- Maximum of six (6), twelve (12) ounce sealed cans/plastic bottles of beer/wine coolers/malt beverages.
- No glass bottles.
- No cases, twelve-packs, or other alcohol containers larger than six 12 oz. beers or wine coolers.
- No squeeze bottles, water bottles, beer bong, party balls, pitchers, tumblers, Styrofoam/other cups, or other containers.
- No kegs or hard alcohol.
- No alcohol for common use in member's rooms.
- No shots, drinking games, or other activities that encourage inappropriate drinking behaviors.

Third Party Vendor: The use and services of a Third Party Vendor must be pre-approved as part of the event registration process by the Director of Campus Involvement or the Associate Dean & Director of Campus Life before securing the services of the Third Party Vendor. The Business Office maintains a list of approved third party vendors for Westminster functions requiring it. The sponsoring organization must obtain a letter of solicitation from the Westminster College Business Office, who will advise the group as to the terms of the vendor and their responsibilities on its behalf. Cash bars will be allowed only when a third-party vendor is contracted. Contracting with a Third Party Vendor in order to host an event where alcohol is served for free is prohibited.

No currently enrolled student of Westminster College or William Woods University 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.

Exceptions to these regulations may be granted through special requests made to the Vice President/Dean for Student Life.

***Registered events must be by invitation only and have appropriate processes in place to ensure responsible and legal alcohol consumption.***

Invitation Guest Lists: Invitation guest lists with specific names should be generated for each function by the sponsoring organization. The student or organization directory is not an acceptable guest list. Organizations may not announce the function over social media or other methods as a way to generate a guest list. This is an “open” or “mass” invitation and not allowed. Invitation guest lists should be finalized and submitted to the Office of Residential & Greek Life no later than 48 hours prior to the event. At this time, wristbands and a birthday list will be generated. After this time, no substitutions or add-ons are permitted. *Only a ratio of 2 guests per member is allowed.*

Entrance: All registered events should only have one well lit entrance, controlled and monitored by Security and designated organizational members. Monitors check to see if those seeking entry are members or have an invitation and are on the guest list. IDs are checked by active/leader members, not new members. Members and guests with alcohol are required to show proof of legal drinking age. Invited 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. A guest's name is checked once they have entered the event. 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. Several exits must be available due to fire codes and laws; however, exits cannot be used as entrances.

Wristbands: For registered BYOB events, members who are of legal drinking age and bring alcohol to the event should receive a non-adjustable, event specific wristband. The individual's name is checked off the invitation guest list and the type of alcohol brought is written by his/her name. For Third Party Vendor events, ID's will be checked at the door and those 21 or older will be given wristbands. Members and guests who are not of legal drinking age or do not bring alcohol do not receive a wristband. Members and guests without a wristband should not be consuming alcohol.

Student Organization Monitors and Security: It is the responsibility of the sponsoring organization to control and supervise their members and guests. Student organizations hosting a registered event must provide student monitors. Monitors are charged with regulating the registered event as per the provisions of this policy. Monitors are not to consume alcohol prior to and during the registered event. One monitor for every 15 attendees is required. Monitors must make regular inspections of all designated areas and restrooms. It is the responsibility of the monitors, working with hired College security, to intervene when problems arise. If the registered event is co-sponsored between two organizations, monitors from both organizations must be used to ensure the safety of all guests and that all applicable rules are applied to members of both organizations. Monitors should be older members of all participating organizations who will serve as general monitors or service monitors working at the service distribution center. Monitors in the service distribution center must be 21 years of age or older. Some new members may be permitted to serve as monitors in order to learn risk management procedures, but no more than 30% of the monitor staff should be new members. Specialty clothing may be worn by the monitors to set them apart from the rest of the attendees. Organizational officers, such as Greek presidents and social chairs, should limit their use of alcohol (if consuming at all) during registered events so that they, along with the monitors, ensure that a safe social environment is maintained. 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 size and nature of the event may mandate the hiring of multiple Security Officers with the number determined as part of the event registration process. Security Officers are provided at the sponsoring organization's expense. Two monitors 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 respective roles in supervision of the event.

**Service Distribution Center:** One centralized location should be established for the distribution of all alcoholic beverages, whether BYOB or Third Party Vendor. No other location can be used for the distribution of alcoholic beverages. Anyone wishing to acquire an alcoholic beverage that he/she brought to the event must show their wristband and return an empty can/bottle if this is not the first request. (Returning cans/bottles assists the organization with its recycling efforts and helps ensure that alcohol is not being given away to others once it leaves the service center.) The service monitors cannot serve anyone who is intoxicated, even if the person has alcohol remaining. Only one alcoholic beverage may be acquired at a time. No drinks are allowed in the bathrooms to prevent mixing. Drinks may not go beyond the outside foyer or other outside doors. Any alcohol checked in at the door will not be returned to an intoxicated individual who is asked to leave or is removed prior to the end of the event. Leftover alcohol can be picked up the following day. Otherwise, it is to be discarded.

***Registered events should not focus solely on the consumption of alcohol.***

**Food and Non-Alcoholic Beverages:** Non-alcoholic drinks and snack food must be provided at registered events, be served from one centralized location, and be free to all attendees. The sponsoring organization should provide amounts of non-alcoholic beverages at least equal to the total number of people in attendance at the event. Non-alcoholic beverages should be served from closed sealed containers. During the last 45 minutes of an event, alcohol service must stop; a new non-alcoholic beverage and food item should be served for those who wish to switch beverages and begin to wind down. A minimum of \$50 must be spent by the sponsoring organization for food and non-alcoholic beverages.

**Theme:** All event themes should use common sense and be appropriate. Event themes should not be disrespectful or degrading to any person or population.

### **Other Stipulations Regarding Registered Social Events:**

#### **Funding**

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 also a violation of College policy for students or student groups to collect funds or otherwise pool funds for the purpose of purchasing or providing alcohol free of charge as a common source to other students or guests at any time. Students who wish to consume alcohol must purchase their own alcohol.

#### **Sponsorship**

No student organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of their annual gross sales from alcohol) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy. No admission may be charged for any event unless approved as part of the event registration process.

#### **Location**

On-campus locations where registered events are permitted include individual fraternity houses, residential houses also occupied by an organization (theme houses), Townhouse social lounge, Backer

Dining Hall, Hermann Lounge, and Mueller Student Center. Any other requested campus location must be approved by the Vice President/Dean of Student Life. Special provisions must be met if an outdoor venue is requested in order to meet the guidelines of the policy. Any location used for a registered event must be cleaned up by 7 a.m. the morning after the event, or the occupants or organization may be subject to disciplinary action. If an outside venue or lawn is used for an event, that area must be cleaned up by 7 a.m. the morning after the event, or the organization is subject to a \$500 fine and additional restitution for cost of clean-up.

### **Days, Duration, & Times**

Registered events are only allowed on Friday evenings/Saturday mornings or Saturday evenings/Sunday mornings unless special permission is given as part of the event registration process. No registered events will be approved for the weekends prior to semester finals. Registered events can last no longer than 5 hours. All registered events must end by 2 a.m. Last call for beer or wine must be 1 hour prior to closing (1 a.m. at the latest). Any alcohol service must end 45 minutes prior to closing (1:15 a.m. at the latest). Music must stop 15 minutes prior to closing. All bands must end by 12:00 a.m.

### **TGIFs**

TGIFs are one of the few registered events exempted from policy criteria, such as a guest list. However, TGIFs follow additional stringent risk management criteria imposed by SGA beyond the provisions of this policy. For more information, contact the Office of Student Involvement.

### **Sanctions for Alcohol Policy Violations**

Infractions of the Westminster College Alcohol Policy by individual students and student organizations will result in disciplinary action and may in some cases subject the student or students to criminal or other legal 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 or groups are listed below. Although the sanctions listed are typical, the Vice President/Dean of Student Life has wide latitude in assessing punishments and developmental actions to fit the seriousness of the offense.

**First offense** – Students will normally be placed on Conduct Warning, assigned a minimum of 10 hours of on-campus service, mandatory educational sanction, and assessed a \$100 fine, placed on the student's college account. If a student is involved in a more significant violation, such as providing minors or intoxication leading to harm to others, self or property, the sanctions may include restitution, disciplinary probation, and other sanctions as appropriate.

**Second offense** – Student will normally be placed on disciplinary probation, assigned a minimum of 20 hours of on-campus service, assessed a \$200 fine placed on the student's college account, and a mandatory meeting with the College President. The student may be sent to Student Conduct Board. The student must complete an alcohol assessment, or possibly a substance abuse education program, at the student's expense, and completed within a reasonable time frame. If the student does not complete the program, he/she can be immediately suspended or dismissed from the College. If appropriate, the student will be considered for immediate dismissal from the residence hall or other campus housing.

**Third Offense** – Student will be eligible for all sanctions listed for a first or second offense as well as suspension or dismissal from the College. If a fine is appropriate, the fine can be up to \$500.

The College reserves the right to notify parent(s)/guardian(s) of dependent students found responsible for violating the alcohol policy.

### **Group Alcohol 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 that would be defined as an unregistered party. 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 \$1,000 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 Vice President/Dean of Student Life.

### **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.

### **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 sports like conduct rules & regulations. As an active member of the ten-team conference of NCAA Division III schools, Westminster is committed to adhering to all conference rules, regulations, and policies. Westminster's football team is a member of the Upper Midwest Athletic Conference.

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 sports like manner when representing their college or university, especially at intercollegiate athletic contests.

Unsportsmanlike 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 sports like 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.

### **COLLEGE 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. A fee is charged for a replacement.

### **COLLEGE OFFICIAL COOPERATION**

Failure to respond to a reasonable request made by a College official will be considered a violation of the value respect and may be subject to disciplinary action. Resident Advisors, Campus Security, and all members of the faculty and staff are considered College officials.

### **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](http://www.westminster-mo.edu/wc_info/offices_and_services/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 Residential and Greek Life. Failure to do so may result in the student missing important messages.

## CONTROLLED SUBSTANCES

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 takes a strong stance on the possession and use of illegal substances. The College may take action against any student being knowingly present in a discernable area with illegal substances. An example of “being knowingly present in a discernable area with illegal substances” is any student or community member present in a specific area with any individual using or possessing illegal substances and observed by a professional college staff member. This is only one specific example of a policy violation, but there could be many such situations. Students are strongly urged to disassociate themselves from those possessing or misusing illegal substances.

Westminster regards possession, use, or distribution of illegal drugs as a violation of College regulations and of the law. The College reserves the right to have professional staff immediately contact local police to assist with suspected violations, particularly in the case of uncooperative residents, repeated situations, or to help determine the source of an alleged violation. In situations where any volume or quantity of illegal or controlled substances are present the College will always contact local law enforcement for collection and disposal of said substances.

The presence or possession of drug paraphernalia, illegal substances, and misuse of legal (prescription) drugs are all regarded as violations of the Westminster College Controlled Substances Policy. In incidents where any professional staff member detects and confirms the odor of marijuana with no physical evidence, probable cause exists to authorize a room search for controlled substances. Any illegal item(s) found and confiscated by College staff will be itemized and included in a formal report. If controlled substances are found, local law enforcement agencies will be notified.

The unauthorized use, possession, or sale of drugs sometimes prescribed for medicinal purposes (i.e., amphetamines, barbiturates, and tranquilizers) will not be tolerated at any time. In matters relating to the Controlled Substances Policy, students of the College will be responsible for their own actions and for the actions of their on-campus and off-campus guests.

### **Sanctions for Controlled Substances Policy Violations**

The first infraction of the Westminster College Controlled Substances Policy will result in a fine up to \$500 placed on your student account, up to 50 hours of on-campus community service, conduct warning, mandatory educational sanction and/or counseling, and a mandatory meeting with the College President in conjunction with one or more of the following additional sanctions: legal action, restitution, individual drug assessment attendance (at the student’s financial expense), eviction from college-owned or approved housing, disciplinary probation, suspension, dismissal, and/or additional fines.

A second infraction of the Westminster College Controlled Substances Policy may result in a fine up to \$1,000 placed on your student account, up to 100 hours of on-campus community service, disciplinary probation, individual drug assessment attendance (at the student’s financial expense), and a mandatory meeting with the College President in conjunction with one or more of the following additional sanctions: legal action, restitution, eviction from college-owned or approved housing, suspension, dismissal, and/or additional fines.



A third infraction may result in suspension or dismissal from the college as well as other penalties. The number of infractions is cumulative over the student's tenure at Westminster College.

The cases where there may be evidence of distribution, with or without evidence of personal use, will result in immediate expulsion from Westminster College.

The College reserves the right to notify parent(s)/guardian(s) of dependent students found responsible for violating the controlled substances policy.

### **Controlled Substances and the Law**

It is unlawful for any person to manufacture, deliver, or possess with intent to manufacture and deliver a controlled substance.

For a full listing of Missouri laws and penalties, please see the following: [www.missouri.gov](http://www.missouri.gov)

### **Substance Use Health Risks**

The general health risks associated with the use of illegal drugs can be divided into two categories: drug use that can destroy a healthy mind and body by outright organic damage, mental illness, malnutrition, and failure to get treatment of injuries or diseases; and drug use that generally reduces the body's natural immune system and increases the chances for infectious diseases such as hepatitis and AIDS. Drug overdose may cause psychosis, convulsions, coma, or death.

Specific health problems associated with the following drugs:

- **Amphetamines:** heart problems, malnutrition, possible death, psychological and physical dependence, hallucinations;
- **Cocaine:** convulsions, coma, death, destruction of nasal membranes, physical dependence, depression, hallucinations, confusion, lesions on the lungs;
- **Depressants (Barbiturates, Tranquilizers, Methaqualone):** confusion and loss of coordination, physical and psychological intolerance, coma or death, problems when taken with alcohol;
- **Marijuana and Hashish:** confusion and loss of coordination, psychological dependence, lung damage;
- **Hallucinogens (LSD, PCP, DMT, STP, MDA, Designer Drugs):** hallucinations and panic, birth defects, convulsions, coma, death; and
- **Narcotics (Heroin, Morphine, Codeine, Opium):** lethargy and loss of judgment, physical and psychological dependence, convulsions, coma, death, malnutrition, infection, hepatitis.

### **Counseling and Treatment**

Short term alcohol and other drug counseling is available on campus to students through The Wellness Center (573-592-5361). Students may be referred through The Wellness Center to other treatment programs for more intensive treatment. Through Westminster College's Human Resources department, Boone Hospital Center offers employees additional education and counseling, as well as appropriate referrals. Within Callaway and Boone county areas, the following substance abuse counseling agencies exist: Preferred Health Care (573-556-6589 or 573-632-4321), the McCambridge Center (573-632-4321), and the Mexico Area Recovery Center (573-581-8828). These agencies provide a variety of services which may include counseling services, residential treatments and partial hospitalization, and outpatient treatments. Interested individuals are encouraged to contact each agency for additional information regarding specific services and costs.

**Prevention and Education**

Through The Wellness Center (573-592-5361, <http://www.westminstermo.edu/studentlife/chs/Pages/default.aspx>), the Office of Residential and Greek Life (573-592-5242, <http://www.westminster-mo.edu/studentlife/housing/Pages/default.aspx>), the Office of the Dean of Student Life (573-592-5240, <http://www.westminster-mo.edu/STUDENTLIFE/Pages/default.aspx>), and other departments and offices, a variety of individual, group and community educational programs and interventions designed to prevent and reduce alcohol and other drug use/abuse are offered to the Westminster College community. Such services include: individual or group counseling, alcohol education emphasized in the ‘Leader Within’ course, in which all freshmen and transfer students are required to take, the BASICS (Brief Alcohol Screening and Intervention for College Students) program, ‘WestMo after Dark’ late-night event programs, etc. In addition, a campus-community alcohol and other drug coalition, Fulton Partners in Prevention, meets monthly to discuss current substance abuse related issues and trends. As mandated by the Drug-Free Schools and Campuses Act, this policy is distributed to all students, staff, and faculty on an annual basis; and during every even year, a biennial review of the comprehensive alcohol and other drug program is conducted. For more information concerning current programs, interventions, and policies, contact the Vice President/Dean of Student Life at (573)592-5240.

Westminster College On-Campus Resources and Information

Associate Dean/Director of Campus Life	573-592-5242 <a href="http://www.westminster-mo.edu/studentlife/housing/Pages/default.aspx">http://www.westminster-mo.edu/studentlife/housing/Pages/default.aspx</a>
Employee Assistance Program Boone Hospital Center	877-327-0327 573-815-6034 <a href="http://www.boone.org/eap">http://www.boone.org/eap</a>
Office of Student Life  VP and Dean of Student Life	573- 592-5240 <a href="http://www.westminster-mo.edu/studentlife/Pages/default.aspx">http://www.westminster-mo.edu/studentlife/Pages/default.aspx</a>
Police Department	573-592-3100 <a href="http://www.fultonpd.org/">http://www.fultonpd.org/</a>
The Wellness Center  (Counseling and Health Services)	573-592-5361 <a href="http://www.westminster-mo.edu/studentlife/chs/Pages/default.aspx">http://www.westminster-mo.edu/studentlife/chs/Pages/default.aspx</a>

**Off-Campus Resources and Information**

<b>Preferred Family Healthcare:</b> <i>101 Adams St.</i> <i>Jefferson City, Missouri 65101:</i> Adolescent residential, intensive outpatient, outpatient, substance	573-556-6589 <a href="http://pfh.org/#">http://pfh.org/#</a>
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<p>abuse, and day treatments</p> <p><b>210 Hoover Road</b>  <b>Jefferson City, Missouri 65109:</b>  Adult residential, partial hospitalization, medical detox, and day treatments.</p>	<p>573-632-4321  <a href="http://pfh.org/#">http://pfh.org/#</a></p>
<p><b>Women: McCambridge Center</b>  <b>201 N. Garth Avenue</b>  <b>Columbia, MO 65203</b>  Various levels of counseling, children services, residential, day, and outpatient treatments</p> <p><b>Men: Mexico Area Recovery Center</b>  <b>1130 S. Elmwood Dr.</b>  <b>Mexico, MO 65265</b>  Detoxification services, partial hospitalization and outpatient services, residential short-term treatment, additional substance abuse treatment</p>	<p>573-449-3953  <a href="http://www.fccmo.org/locations_detail.php?location_id=c3">http://www.fccmo.org/locations_detail.php?location_id=c3</a></p> <p>573-581-8828</p>
<b>Local Police Department – Emergency</b>	911
<b>Local Police Department – Non – Emergency</b>	573-592-3100 <a href="http://www.fultonpd.org/">http://www.fultonpd.org/</a>
<b>County Sheriff’s Office – Emergency</b>	911
<b>County Sheriff’s Office – Non-Emergency</b>	573-642-7291 <a href="http://www.callawaysheriff.org/">http://www.callawaysheriff.org/</a>
Callaway County State’s Attorney’s Office <i>Tammy Dickinson, representing attorney</i>	573-634-8214 <a href="http://www.justice.gov/usao/mow/meetattorney.html">http://www.justice.gov/usao/mow/meetattorney.html</a>

### 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 AND 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 Vice President/Dean of Student Life.

### **DISORDERLY CONDUCT**

When, in the judgment of the Vice President/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 Vice President/Dean of Student Life and the Executive Director of the Wellness Center, 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/ involuntarily withdrawn 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. Should this result in an involuntary withdrawal, the instructor for the course must submit a grade for the student's work in the course to the date of the withdrawal. On the basis of this grade, either a WP (Withdrew Passing) or a WF (Withdrew Failing) is recorded on the student's transcript. Neither a WP nor a WF enters into the computation of the student's grade point average. In the case of an involuntary withdrawal, decisions made by the Vice President/Dean of Student Life and Executive Director of the Wellness Center 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.

### **(FERPA) WESTMINSTER COLLEGE INSTITUTIONAL POLICY ON THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs the release of educational records maintained by an educational institution and access to the records in order for the student to be afforded certain rights to privacy. This law applies to all elementary, secondary, and postsecondary institutions that receive federal funds under any program administered by the U.S. Secretary of Education. Westminster College complies fully with the Family Educational Rights and Privacy Act of 1974 as noted in the policy information below:

Annual Notification: Students will be notified of their FERPA rights via the Westminster Web Site at [www.wcmo.edu](http://www.wcmo.edu) or by requesting a copy of the policy available in the Registrar's Office at Westminster College.

Procedure to Inspect Education Records: Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or appropriate staff person a written request, which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or appropriate staff person will make the needed arrangement for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. Once students have requested access to their education records, such students' records cannot be destroyed until inspection and review have been provided. When a record contains information about more than one student, the student may inspect and review only the records, which relate to him.

Right to Refuse Access: Westminster College reserves the right to refuse to permit a student to inspect the following records: (1) The financial statement of the student's parents; (2) Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975; (3) Records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies: Westminster College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations: (1) The student has an unpaid financial obligation to the College; (2) There is an unresolved disciplinary action against the student.

Record of Requests for Disclosure: Westminster College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the date of the request, the name of the party making the request, and the legitimate interests these parties had in requesting or obtaining the information.

Fees for Copies of Records: The fee for copies will be \$2.00 per page. The fee for an official transcript will be \$10.00 per transcript.

Correction of Education Records: After inspecting his or her educational records, a student has the right to request the amendment of such records. He or she should submit such a request in writing to the school official in charge of the records. If the request is denied, the student has the right to a hearing as provided in Title 34 of the Code of Federal Regulations. The hearing will be conducted by the Professional Standards Committee, a committee of elected faculty members. If the committee decides against the student, the student has the right to submit a written comment on the disputed material in his or her educational record. The comment will be maintained as a permanent and integral part of his or her record and will be disclosed to any party to whom the student's educational record is disclosed. The student also has the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue S.W., Washington, D.C., 20202-4608, according to the procedures described in Title 34 of the Code of Federal Regulations, Subtitle A, Parts 99.64 and 99.65.

Location of Educational Records: Educational records at Westminster are located as follows: (a) academic records are kept by the Dean of Faculty and the Registrar in Westminster Hall; (b) records on student life including records on student housing, organizations, and disciplinary matters are kept by the Vice President/Dean of Student Life in Westminster Hall; (c) health records are kept by the Director of Counseling and Health Services in Westminster Hall (d) records on student financial affairs are kept by the Vice President for Business & Finance in Westminster Hall and by the Director of Financial Aid in the Enrollment Services/Financial Aid offices in Champ; (e) career service records are kept by the Director of Career Services in Newnham Hall; (f) internship records are kept by the internship coordinator in Newnham Hall (g) athletic records are kept by the Director of Athletics located in the Westminster Gymnasium.

Disclosure of Education Records: Westminster College will disclose information from a student's education records only with the written consent of the student, except:

- 1) To school officials who have a legitimate educational interest in the records;
- 2) To officials of another school, upon request, in which a student seeks or intends to enroll;
- 3) To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs;
- 4) In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- 5) If required by a state law requiring disclosure that was adopted before November 19, 1974;
- 6) To organizations conducting certain studies for or on behalf of the college;
- 7) To accrediting organizations to carry out their functions;
- 8) To parents of a student who provide evidence that the parents declared the student as a dependent on their most recent Federal Income Tax form;
- 9) To comply with a judicial order or a lawfully issued subpoena;
- 10) To appropriate parties in a health or safety emergency;
- 11) To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Parental Access to Children's Education Records: Records may be released to parents under the following circumstances: 1) through written consent of the student, 2) in compliance with a subpoena, or 3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax Form.

Grade Reporting: Westminster faculty report midterm and final grades for all enrolled students to the Registrar's Office. **Westminster College does not mail grade reports.** By entering their confidential I.D. and password, students may access their midterm and final grades through the campus computer network. A printable version of the grade report is also available to students on the Campus WEB for hard copy access. Letters regarding academic ineligibility and academic probation will be sent to the student at their legal, home, permanent address.

Definitions: At Westminster the phrase "other school officials" refers to any person a) employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); b) company with whom the College has contracted, e.g. attorney, auditor, collections; c) a person serving on the Board of Trustees; or d) a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is: (a) maintaining, monitoring, or evaluating the record-keeping system itself; (b) implementation, monitoring, or evaluating the academic curriculum; (c) counseling, advising, or otherwise assisting a particular student; or (d) evaluating particular students with respect to financial or academic awards, honors, or achievements.

A student is defined as any person who attends or has attended Westminster College. An educational record is any record (in handwriting, print, tapes, film, or other medium) maintained by Westminster College or an agent of Westminster College, which is directly related to a student.

E-Mail or Other Electronic Communication: FERPA does not provide information on, or prohibit the use of e-mail for non-directory information. Therefore, it is the policy of Westminster College to authorize e-mail correspondence containing non-directory information **only if the e-mail is being sent to and received from the official Westminster College e-mail account created for the student or faculty/staff** (the college e-mail address must end in *@westminster-mo.edu*). Due to the sensitive nature of non-directory information and the likelihood of inadvertent disclosure to someone other than the intended recipient, e-mail containing non-directory information is not a safe means of communication and should be used only if office hours are not available or the student is unable to meet with the faculty/staff in person.

If an e-mail is sent including non-directory information, the sender of the e-mail should take adequate precautions to make certain that the intended recipient (student or faculty/staff with a legitimate educational interest) is actually the person receiving the e-mail. When replying to an e-mail containing non-directory information, faculty/staff/students should examine the e-mail address of the recipient to make certain that it is not being copied to other recipients who do not have a legitimate educational interest. E-mails should never include personally identifiable information such as Social Security Number, Student Number, etc.

**A student has the right to object to e-mail correspondence including non-directory information and may do so by presenting his/her objection in writing to the Registrar's Office before the end of the first fifteen days of classes.**

Directory Information: Certain information pertaining to students is defined as "directory information," which is information that may be freely made public and that is normally published in

such things as student directories, yearbooks, school announcements, etc. Westminster College may disclose any of the following items without prior written consent unless written notification is received from the student.

Westminster directory information includes: a student's name, address, fraternity affiliation, telephone number, E-mail address, date and place of birth, parents' names and address(es), major field of study, minor field of study, picture, class, academic advisor, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance at Westminster College, veteran status, full-time or part-time enrollment status, honors, degrees and awards received, the most recent previous educational institution attended, and high school attended. A student has the right to object to the publication of this information and may do so by presenting his objection in writing to the Registrar before the end of the first fifteen days of classes.

*A copy of the Department of Education's Code of Federal Regulations, Part 99 - Family Educational Rights and Privacy is available in the Registrar's Office.*

### **FIREARMS, WEAPONS, FIREWORKS AND EXPLOSIVES POLICY**

A safe and secure environment is fundamental in fulfilling the mission and vision of Westminster College. In our commitment to maintaining an environment free of violence or serious harm, we have established the following weapons policy which protects the campus community, while supporting students who are in pursuit of lawful weapons purposes, such as hunting or club activities. In order to maintain this privilege and right to store weapons on campus, Westminster College and its members will abide by this policy and all Missouri and Federal statutes pertaining to weapons regulations. Inability or unwillingness to abide by the weapons policy will result in this privilege being revoked or more severe action.

All weapons in the possession of currently enrolled students are to be turned in to Campus Security (573.592.5555) immediately upon being brought to campus. Although this service is available 24 hours per day, 24 hour notice must be given to Campus Security before a weapon can be checked out; weapons cannot be checked out between the hours of 8:00 p.m. and 5:00 a.m. without special permission from Campus Security. Weapons are defined as any item whose exclusive use is to do harm.

The student will complete a Weapon Storage/Release Form at the time of storage, and Campus Security will attach the completed form to a photocopy of the student's I.D. card as a part of the permanent record. Students will be provided a photocopy of the Weapons Storage/Release form student for his/her records.

The student will submit the weapon(s)/ammunition, trigger locks secured and in an unloaded condition. The weapon/ammunition will be tagged with the student's name, description, and serial number if applicable, then stored in a locked safe on campus.

Campus Security reserves the right to contact The Wellness Center to verify there are no underlying issues which would prohibit the release of the weapon to the requesting student. Once the weapon is checked out, it is to leave campus immediately (unloaded and with the trigger lock still in place in the case of firearms). Unclaimed weapons left in storage after the student has checked out of housing will be turned into the police.

Please note that this policy also includes firearms in the possession of students permitted by this or any other government to carry concealed weapons.



The following is a list of weapons that are never allowed on campus and as such are strictly prohibited: handguns, sling shots, tasers, nunchaku or nun-chucks, 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. Additionally, the following are prohibited by Missouri law and are forbidden on campus or to be in the possession of anyone on campus: any explosive (weapon or component meant to trigger a weapon or cause destruction), machine guns, gas guns (Any gas ejection device that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury), short barreled rifle or shotgun, firearm silencer, switchblade knife, a bullet or projectile which explodes or detonates upon impact because of an independent explosive charge after having been shot from a firearm, and knuckles.

Chemical self-defense sprays will not be considered weapons. Any item/weapon not specified in this policy that may or may not qualify as a weapon must be approved by the Director of Campus Security before it can be brought to campus.

Weapons found on campus in places other than Campus Security's storage safe will be turned in to the police and the possessor of the weapon will be subject to disciplinary action which may result in a fine of up to \$1000, immediate dismissal, and/or suspension from campus housing and/or the College.

### **GAMBLING**

Gambling is prohibited on the Westminster College campus and includes any type of internet gambling, office pool, or fantasy league, no matter what the dollar amount may be.

### **GOOD SAMARITAN/MEDICAL AMNESTY POLICY**

The welfare of students in our Westminster College community is of paramount importance. At times, students on and off campus may need assistance. Westminster College promotes bystander intervention and encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help a student who may have been sexually assaulted or who is at risk of alcohol overdose). Westminster College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will focus on educational responses to those who offer their assistance to others in need, serve as witnesses to an incident or make a good faith report of alleged misconduct.

This policy does not protect students from the consequences associated with Missouri law. Students are still subject to charges and penalties as per Missouri law.

#### **The individual in need of immediate medical attention**

If an individual receives emergency medical attention related to his/her consumption of alcohol or another drug, they are required to complete a follow-up with The Wellness Center. If the student is taken to the hospital, the College reserves the right to contact the student's parents/guardian. If a student violates any other college policy while intoxicated, those infractions are subject to standard student conduct adjudication and sanctions.

#### **Organization**

Should a student experience severe intoxication or a drug related reaction while attending an event hosted by an organization, representatives or members of that organization are expected to promptly call for medical assistance. This act of responsibility will mitigate the judicial consequences against

the organization resulting from student conduct code violations that may have occurred at the time of the incident.

### **Failure to Call**

Failure by any individual or organization to call for emergency medical assistance while a person is experiencing severe intoxication or a drug-related reaction may result in the more severe consequences, including but not limited to student life code violations with additional "aggravating circumstances".

## **HARASSMENT AND DISCRIMINATION POLICY**

This policy is 3.31 in the Faculty Handbook.

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, gender expression and identity, marital status, veteran status, disability, or any 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.

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.

**Sexual Harassment Definition** - 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 when submission to that conduct or communication is made either explicitly or implicitly a term or condition of employment, advancement or education; or 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 that creates an intimidating, hostile, or offensive academic, social or work environment.

**Other Forms of Harassment** - prohibited harassment may include, but is not limited to 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. Harassment also may include 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.

**Discrimination Definition** - 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 (VRRA). 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 Associate Vice President/Chief Human Resources Officer 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 Vice President/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.

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 Associate Vice President/Chief Human Resources Officer, located in Westminster Hall, room 145, or at ext. 5226, the Executive Vice/ 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
- Vice President/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 Executive Director of the Wellness Center and the college 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 ensure 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:
  - B.
    - Associate Vice President/Chief Human Resources Officer
    - Executive Vice President/Dean of Faculty
    - Associate Dean of Faculty
    - Vice President/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 ensure 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 Associate Vice President/Chief Human Resources Officer, the Executive Vice President/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 Associate Vice President/Chief Human Resources Officer. 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 ensure 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 Associate Vice President/ Chief Human Resources Officer or the Executive Vice President/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 Executive Vice President/Dean of Faculty will forward any reports to the Associate Vice President/Chief Human Resources Officer in order to begin the formal investigation.

The Associate Vice President Chief Human Resources Officer, 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 Associate Vice President/Chief Human Resources Officer 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 Associate Vice President/Chief Human Resources Officer, 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 Associate Vice President/Chief Human Resources Officer 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 Associate Vice President/Chief Human Resources Officer or the Executive Vice President/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 Executive Vice President/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 Associate Vice President/Chief Human Resources Officer 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 Associate Vice President/Chief Human Resources Officer' 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.

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 Executive Vice President/Dean of Faculty or the Associate Vice President/Chief Human Resources Officer. 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.

## HAZING

Westminster College is committed to providing a learning environment free of all forms of violence, abuse, intimidation, fear, discrimination, and coercive conduct, including hazing. We encourage our students to fully immerse themselves in a variety of experiences and activities. We offer many clubs and organizations, in addition to our many NCAA (Division III) athletic teams, that students may elect to participate in during their four years. Through these involvements, students will gain many skills and acquire both knowledge and experience that will serve them far beyond their four years on campus.

All students have certain rights and privileges through their membership in clubs, organizations, and athletic teams. All individuals have a right to be treated with respect and free from any form of physical, mental, and/or emotional abuse. This is true regardless of the nature of the group.

Hazing is a serious offense and is a violation of the College's core values of fairness, integrity, respect, and responsibility. Hazing also violates Missouri law, and individuals who engage in behaviors that constitutes hazing may be subject to criminal prosecution.

### **Definition of Hazing**

Any reckless or intentional act that is committed on- or off-campus against someone joining, becoming a member, or maintaining membership in any group, which is humiliating, intimidating or demeaning; which produces physical, mental, or emotional pain or discomfort; and/or which endangers the health and safety of the person. For purposes of this policy, individuals who are joining, becoming a member, or maintaining a membership are referred to as "new members."

Hazing includes *active* and *passive* participation in such acts and can occur regardless of the willingness of a student to participate in the activities. Hazing creates an environment/climate in which dignity and respect are absent. In short, hazing is any action taken or situation created intentionally or recklessly:

- that causes embarrassment, harassment or ridicule, or
- risks emotional and/or physical harm to members of any group or team,
- whether the person subject to the hazing is new or not, and
- regardless of that person's willingness to participate.

Westminster College's policy on hazing is focused on actions or situations impacting new members of any group, whether that group is an athletic team, a campus club, a social fraternity, or any other group, whether or not the group is formally recognized by the College as a student organization. Not all activities which constitute hazing when applied to new members are illegal or considered hazing when the entire group might participate – a hallmark of hazing is the differentiation of new members from other members.

The College's policy on hazing is not intended to limit any anti-hazing policy adopted by an organization.

*A person violates this policy if the person:*

- Engages in hazing;
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- Intentionally, knowingly, or recklessly permits hazing to occur; or
- Has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report said knowledge in writing to the Dean of Student Life or other appropriate officials of Westminster College.

*An organization violates this policy if the organizations:*

- Officer or any combination of members, new members, or alumni of the organization, team, or other group commits or assists in the commission of hazing, condones or encourages hazing, or fails to prevent or report hazing.

### **Conditions That Create a Hazing Dynamic**

New members often wish to be accepted, either formally or informally, into any group and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. Students have died or been seriously injured as a result of participating in activities to which they "consented." The psychological pull to be accepted is so strong that hazing victims cannot be expected to resist hazing, even if the hazing is presented as optional. That this pull can be so coercive should make this need to prohibit this conduct, to any degree, undeniably clear.

Any activity that places new members in a subservient position to experienced members of the group creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member. New members in any organization may expect to be trained, oriented, or indoctrinated, but membership in any group that puts a new member in a lesser role, unrelated to the original conditions for membership or mission of the group, is inappropriate and unfair to the new members. Any activities involving new members should be equally shared among all members.

### **Examples of Hazing**

***Subtle Hazing:*** Behaviors that emphasize a **power imbalance** between new members and experienced members of the group or team. These activities are referred to as “**subtle hazing**” because they are often **inappropriately taken-for-granted** or accepted as harmless or meaningless. Subtle hazing typically involves activities or attitudes directed toward new members that breach reasonable standards of mutual respect, and place new members on the receiving end of **ridicule, embarrassment and/or humiliation**. New members often feel the need to endure subtle hazing to feel like part of the group or team.

*Some Examples:*

- Deception
- Assigning demerits with implied consequences
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members to perform duties not assigned to other members or expecting new members to do anything that experienced members will not do with them
- Socially isolating new members
- Line-ups and drills/tests on meaningless information
- Memorization of stories, poems, or information not directly related to the organization
- Name calling
- Requiring new members to refer to other members with titles (e.g., Mr., Miss), while new members are identified with demeaning terms (rookie, fresh meat, dogs, etc.)
- Expecting certain item or items to always be in the possession of the new member

***Harassment Hazing:*** Behaviors that cause **emotional anguish or physical discomfort** required of those new members joining the group or team. Harassment hazing **confuses, frustrates, and/or causes undue stress** for new members.

*Some Examples:*

- Line-ups that include berating or any other activity involving verbal abuse and/or yelling and screaming at new members
- Threats or implied threats directed to new members
- Asking new members to alter their appearance in humiliating ways, including but not limited to, wearing unusual, conspicuous, embarrassing, or uncomfortable clothing, or clothing that is not normally considered to be in good taste
- Degrading games, activities or public stunts, including but not limited to, stunt or skit nights with degrading, crude or humiliating acts, coerced lewd conduct or sexual simulations, public nudity, public stunts of buffoonery and/or tests of courage, bravery and stamina, etc. Any activity that would degrade or otherwise compromise the dignity of the individual or any activity that makes the individual an object of amusement or ridicule or that threatens the student with ostracism
- Scavenger hunts, whether or not such hunts promote theft, vandalism, or humiliating public acts
- Expecting new members to perform personal service for other members, such as carrying books, errands, cooking, cleaning, etc. This is also known as servitude.

- Excessive fatigue or sleep deprivation as a result of any activities
- Expecting new members to be deprived of maintaining a normal schedule or basic routine for things, such as body cleanliness, class attendance or other interference with academic pursuits, eating, etc. This includes any activity that requires an unreasonable or inordinate amount of the individual's time, or that is likely to impair the individual's academic efforts (e.g., all-night work or study sessions) or that is likely to adversely affect the student's ability to enter or remain registered at Westminster College, or that may reasonably be expected to cause a student to leave the organization or Westminster College rather than submit to acts described in this policy

There should be no "new member" activities between the hours of 12 a.m. (midnight) and 7 a.m.

**Violent Hazing:** Behaviors that have the potential to, and frequently do, cause physical and/or emotional or psychological harm.

*Some Examples:*

- Any physical act of violence expected of, or inflicted upon, another, such as beating, paddling, branding, burning, bondage, or other forms of assault
- Any physical activity or exercise expected of, or inflicted upon, another, whether extreme or not, including calisthenics
- Any situation that risks serious harm or damage to an individual, whether physical or mental, or any activity that might reasonably bring physical harm to the individual
- Pressure or coercion of another to consume any legal or illegal substance and/or making available unlawful substances.
- Asking a new member to participate in any activity or become involved in any situation that is in violation of federal, state or local laws contrary to the person's genuine moral or religious beliefs; or contrary to the rules and regulations of Westminster College or of the organization
- Exposure to cold weather or extreme heat without appropriate protection
- Forced road trips off-campus, kidnapping, abandonment or other situations where the new member is transported against his or her will
- Forced or coerced ingestion of any liquid or solid matter, edible or non-edible, including vile substances or concoctions, water intoxication, eating contests, etc.
- Putting new members in a room or space that is uncomfortable (noise, temperature, too small) at any time (*i.e.*, confinement) or subjecting them to uncomfortable, inconvenient, or required sleeping arrangements, including sleeping outdoors
- Expecting abuse or mistreatment of animals

The examples above should not be considered an exhaustive list of actions which may constitute hazing. Though some of these activities may not be as physically violent as paddling or beating, any form of hazing can quickly deteriorate into far more dangerous incidents.

### **Reporting Hazing**

The only way to truly prevent and address incidents of hazing and the proliferation of a hazing culture on a college campus is to report such behavior. If you know of a hazing incident on Westminster's campus, it can be a violation of policy and/or a crime *not* to report it.

You may contact any of the following resources to discuss your concerns, to report an incident, or to ask any general questions you may have about hazing:

Vice President/Dean of Student Life 573.592.5240  
Associate Dean/Director of Campus Life/Director of Campus Life 573.592.5307  
Director of Campus Security 573.592.6231  
Director of Athletics 573.592.5301

There are also ways to confidentially or anonymously report hazing, although this limits the College's ability to address this important issue. Students may seek out confidential pastoral or wellness counseling through the Office of Spiritual Life and/or The Wellness Center. Students may also report hazing anonymously online via "My Voice" on My WC.

Although not affiliated with Westminster College, student may also consult the National Hazing Hotline for more information on hazing by calling: 1.888.NOT.HAZE (1.888.668.4293).

Additionally, some of the organizations on campus have established their own hazing hotlines, and while students should feel free to consult with those resources as well, a report to an organization hotline is not considered a report to the College, and the College may not learn of an incident that is reported only to an organization's hotline.

Westminster College staff will take all reasonable measures to protect the identity and confidentiality of victims of hazing as well as of any individuals or organizations/teams that work to assist such victims.

Any retaliation against any person who reports, is a witness to, or is involved with or cooperates with the adjudication of hazing is strictly prohibited. Efforts to prevent the discovery of or reporting of hazing violate Westminster College's hazing policy.

### **Investigating and Adjudicating Incidents of Hazing**

The College must investigate reports of hazing. It is always to the benefit of the organization, club, or team involved to cooperate fully in the investigation process in order to make Westminster College a better and safer place for all students. Organizations that have an internal conduct/accountability process are encouraged to adhere to those standards and processes; however, internal organizational consequences do not replace, supersede, or suspend campus or legal consequences.

Individuals and/or groups may both be held responsible for hazing incidents, depending on the nature of the incident and the various roles played.

Any student found responsible for a violation of the hazing policy will receive a sanction ranging from warning to expulsion. The sanction will depend on the severity of the incident and will take into account any previous disciplinary infractions.

Any group/team/organization responsible for a violation of the hazing policy will receive a sanction ranging from warning to restrictions on competition or social activities to removal of institutional recognition. The sanction will depend on the severity of the incident and will take into account any previous disciplinary infractions.

Depending on the nature of the hazing, victims of hazing may be entitled to know the results of the adjudication process.

Appeals from any sanctions may be made pursuant to the appeal process found in the Student Conduct section of the Student Handbook.

## **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 or managed 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 Vice President/Dean of Student Life or other appropriate College officials and must be done in the presence of a witness. In some cases, the Fulton Police Department may be called to assist with a search.

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.

## **MISSING STUDENT POLICY**

In accordance with the Higher Education Opportunity Act, Westminster College has the following policy and procedure in place for reporting and investigating a report of a missing student.

If a Westminster student has not been seen on campus for more than 24 hours and community members do not know where the student may be or are concerned about their whereabouts, the Vice President/Dean of Student Life should be notified. If this report is made after typical business hours, community members should immediately notify Campus Security (592-5555), and they will be able to contact the Vice President/Dean of Student Life or his/her designee.

If the student of concern has been missing for 24 hours and is 18 or older, the College will notify the proper local authorities and cooperate with any initiated investigation. At this time, the College may also begin contacting close acquaintances of the missing student to assist with the investigative process.

If the student of concern has been missing for 24 hours and is under the age of 18, their permanent legal guardian will be contacted immediately by the Office of Student Life. After the permanent legal guardian has been contacted, the College will cooperate with both the guardian and the local authorities to pursue the appropriate course of action.

If community members are concerned about the student's whereabouts and feel that they may be in danger, they should immediately contact Campus Security, the Fulton Police Department, and/or call 911 if there is immediate, present danger.

Depending on the circumstances regarding the student's absence or status, the College reserves the right to notify parents and/or permanent legal guardian regarding the report of the missing student at any time, regardless of their age.

### 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](http://www.westminster-mo.edu/wc_info/offices_and_serics/computer_services/ITPolicies.pdf)

### 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 at the Plant Operations Department (7<sup>th</sup> Street & Hickman Avenue) within seventy-two (72) hours of arrival on campus. Upon registration, students will receive a parking permit, which must be affixed and clearly visible on the inside bottom right of the front windshield (taping to the windshield is not acceptable). A \$50.00 annual registration and parking fee, is charged to your student account, receivable at the rate of \$25.00 per semester. Replacement and/or temporary parking permits are also available and may be obtained at the Plant Operations Department. Westminster College students are responsible for knowing and observing the motor vehicle regulations for both Westminster College and William Woods University campuses.

Between 8:00 a.m. and 5:00 p.m., Monday through Friday, students are prohibited from parking in areas designated as Faculty/Staff Parking. Students will be held responsible for observing campus parking regulations and any parking fines regardless of who may drive the vehicle. Vehicles illegally parked or abandoned may be towed at the owner's expense. If a student receives more than three (3) tickets in a semester, the vehicle is subject to towing at the owner's expense. Students are encouraged to notify Campus Security at 573-592-5555 should they need to park their vehicle on campus for an extended period of time.

A student desiring to contest a motor vehicle infraction must complete an online form at [www.westminster-mo.edu/go/appeal](http://www.westminster-mo.edu/go/appeal). Appeals made later than 10 days after the violation will not be considered. The schedule of fines for parking violations:

No parking permit on vehicle	\$70
Parking in a Handicapped area	\$100
Parking in Admissions Visitor section	\$70
Parking in Visitor section	\$40
Parking in Faculty/Staff Area	\$30
Improper Parking	\$40

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.

<http://www.westminster-mo.edu/campuslife/security/parkingregs.html>

If a student does not have a vehicle in Fulton, he/she may fill out a parking fee waiver form. The form can be picked up in the Plant Operations Department or located on the Westminster Website. The form must be filled out and can be returned in person, faxed, mailed, or e-mailed to the Plant Operations Department no later than the 7<sup>th</sup> day after classes start (census date).

## **NOISE**

All members of the Westminster College community are expected to respect the rights of students and area residents to live in an environment free from excessive noise pollution, thereby enabling all community members to pursue their academics free from harassing noise and excessively boisterous activities. Although students should expect that some events and activities will entail music and noise, they also have a right to expect that the level of noise will be reasonable and appropriate to the time and place. Responsibility for providing an environment free of excessive noise falls first upon individuals and groups who are expected to regulate themselves.

In consideration of recurring problems with noise to campus areas as well as surrounding residential area arising from events scheduled in campus facilities, campus housing or outdoors, amplification of music or other noise will be permitted only from 6 p.m.-10 p.m., Sunday-Thursday; 6 p.m.-12 a.m. (midnight) on Friday; and 10 a.m.-12 a.m. (midnight) on Saturday.

Noise levels must be maintained at a reasonable level (as determined by Security and/or Student Life staff) or the event will be closed. Music and noise may not be projected from any College-owned or managed or affiliated facility to the outside at any time. (For example, speakers may not be placed in windows or on patios/balconies/porches.) Should a complaint be received regarding noise from an event, Security/Student Life staff will visit the site to make a determination on the noise level. If it is determined that it is too loud and creating a disturbance, the officer will direct that the level be lowered to a reasonable level. If the level intensifies and/or complaints continue even after the volume is lowered, the Security/Student Life staff person has the authority to close the event. If the group or individual fails to cooperate with the request, the Security/Student Life staff person may shut off the amplified music, voice, or sounds, and/or close the event. After normal ending times for social events, it is expected that any music/noise level will be dramatically lowered to the point that it would not disturb adjacent area. After an initial warning and request to bring the volume into an acceptable range, the Security/Student Life staff person may direct that the music be turned off. Stereo speakers may be confiscated from those students whose stereos create unacceptable levels of noise.

Occasionally, sponsoring groups may be required to obtain a City of Fulton noise permit in order to host their particular event. A City of Fulton noise permit DOES NOT allow for unlimited noise/volume and doesn't give attendees or sponsors the right to disturb the peace. Intervention by Fulton Police Department will also result in College action.

Violator of the campus noise policy will be subject disciplinary action. Sanctions for violations of the noise policy will be drawn from sanctions found in the Student Conduct section of this handbook. Additional expectations regarding noise for students living in campus housing can be found in the Residential Policies section of this handbook.

## **PARENTAL NOTIFICATION POLICY**

Student Life personnel will use this Parental Notification Policy to intercede in situations where the health or safety of a student (or students) is threatened and/or the situation has contributed to a significant deterioration of the living-learning community, especially in situation involving minors using/abusing alcohol. The notification of parents will be the responsibility of the Vice President/Dean of Student Life who will consult with appropriate personnel prior to notification. Follow up discussions with parents should be directed to the Vice President/Dean of Student Life in order to ensure that communication is based upon the facts surrounding the incident(s).



## **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.

## **POSTING OF MATERIALS**

1. Materials, including but not limited to posters, flyers, pictures, signs, brochures, advertisements, and all other materials of this nature, may be posted only on "General Use" bulletin boards. Prior approval is not required to post materials at these locations, with the exception of any non-college individual, group, or outside agency.
2. These groups must receive approval from the Business Office or appropriate department head before posting any materials on campus. "General Use" bulletin boards are located in most College buildings and are maintained by the department head in charge of that area of the building or the entire building itself. For instance, the Vice President/Dean of Student Life has responsibility for posting in the corridor outside his or her office area and on other Student Life bulletin boards in Westminster Hall, while the Associate Dean/Director of Campus Life/Director of Campus Life has overall responsibility for posting throughout Hunter Activity Center.
3. Materials shall not be posted on College structures, including windows, doors, trees, refuse containers, utility poles, fountains, benches, walls, fences, or vehicles.
4. Materials may not be placed on vehicles parked on campus grounds.
5. All materials must clearly identify the group, organizations, or person responsible for producing and posting the materials, including the name of the contact person and direct contact information, such as email, address, and/or telephone number.
6. Materials designed to promote the consumption of alcoholic beverages or tobacco products are not permitted.
7. Posters/flyers must not exceed 18" x 24" in size, unless approved by the department head of the area, and only one poster per group/individual per event may be placed on a single general use bulletin board at any given time. Material must be fastened with tacks or staples (no tape or glue). When posting material, any material already displayed should not be removed or otherwise tampered with or defaced.
8. Painting is not permitted on sidewalks or structures.
9. The hanging (attachment) of banners is prohibited, except in consultation with the appropriate department head or Plant Operations Office.
10. Writing signs, ads, promotions or placing drawings of a non-instructional nature on any classroom chalkboard or dry-erase board is prohibited.
11. Groups may request wooden sandwich boards for advertising their approved event by contacting Plant Operations at least three days in advance of the day in which they wish to advertise their event. An approved event is any event sanctioned by the college. Boards should be placed in such a manner that does not impede foot or vehicular traffic.
12. Advertising for or promoting a specific political candidate or party on college property is prohibited by the IRS.

**Removal of Materials**

1. Materials that are posted improperly shall be removed promptly by Plant Operations staff or appropriate area unit heads.
2. Materials posted pursuant to this policy that materially disrupt or interfere with the normal activities of the College shall be removed.
3. The person or organization shall remove each of its signs not later than 30 days after posting or not later than 24 hours after the event to which each sign relates. The person or organization shall clean and remove any litter that results from the posting of its signs.
4. Plant Operations staff shall clear all general use bulletin boards of outdated postings once per quarter, and materials will be discarded.
5. No person shall remove materials posted in accordance with these rules without the authorization of the Plant Operations staff, except as provided in item 2 above. The College is not responsible for material removed by unauthorized individuals.

## **SEXUAL CONDUCT POLICY**

Westminster College is committed to providing a learning environment free of all forms of violence, abuse, intimidation, fear, discrimination, and coercive conduct, including Sexual Misconduct. Sexual Misconduct, which includes sexual assault, is a serious offense and is a violation of the College's core values of fairness, integrity, respect, and responsibility. Violations of the College's Sexual Conduct Policy compromise the safety, security, and comfort of all community members.

Westminster College does not tolerate Sexual Misconduct in any form. Sexually abusive behavior within the College community is harmful to both the learning environment and the sense of community the College is trying to foster among students, faculty, and staff. All members of the College community have an obligation to act responsibly in the realm of sexuality. This includes accepting personal responsibility for choices made about alcohol and drug consumption which might lead to behavior that violates another person. Additionally, all members of the College community have the responsibility to recognize and challenge any Sexual Misconduct.

Westminster College is committed to educating its community members on all forms of Sexual Misconduct and to 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 Conduct Policy seriously and to report any violations to the appropriate College officials. The College encourages all victims and survivors of Sexual Misconduct to report such conduct promptly to the College and to local law enforcement agencies.

The purpose of this Sexual Conduct Policy is to prevent and address Sexual Misconduct on campus. It is meant to encourage all members of the campus community to take responsibility for their behavior, to ensure compliance with applicable campus, state and federal regulations, to fairly discipline and sanction behavior that is consistent with the Westminster's values (fairness, respect, responsibility, & integrity), and to educate students about implications and consequences of prohibited behavior. This Sexual Conduct Policy includes definitions of terms, prevention information, procedures, and resources available in the event of Sexual Misconduct. Students, faculty, staff, and consultants continually evaluate the College's practices and procedures regarding inappropriate sexual conduct.

Westminster students are expected to maintain the highest ethical standards of honesty and respect for others. College students, often away from home for the first time, may be unsure of how to handle situations such as rapidly expanding social circles and a lack of parental restrictions. In the context of intimate relationships, the use of alcohol or other drugs can blur the distinction between consent and manipulation. Being under the influence of alcohol or drugs is not an excuse or a justification for Sexual Misconduct. Real or perceived power differentials between individuals also may create an atmosphere of coercion that can significantly impair the ability to consent.

The information that follows is designed to provide a clear understanding of expectations and outcomes regarding sexual conduct at Westminster College.

### **STATEMENT OF POLICY:**

The College does not discriminate on the basis of sex in its education programs and activities. Furthermore, the College strictly prohibits sexual harassment, which includes Sexual Misconduct, by any member of the College community, including students, faculty, and staff. Sexual Misconduct occurs when any form of sexual activity takes place without informed or effective consent. Informed or effective consent is the core of Westminster's Sexual Conduct Policy. Effective consent takes place

when an individual capable of making a decision freely and knowledgeably agrees to take part in sexual activity.

Attempts to commit Sexual Misconduct, including sexual assault are also prohibited under this Policy, as is aiding the commission of Sexual Misconduct as an accomplice.

Additionally, the College prohibits retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against individuals who make complaints of prohibited harassment (including Sexual Misconduct), report prohibited harassment (including Sexual Misconduct), or participate in an investigation or formal hearing concerning a violation of this Policy.

## **TITLE IX COORDINATOR**

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX also prohibits retaliation against any individual who files a complaint pursuant to Title IX, or who participates in a Title IX complaint investigation.

Any inquiries regarding Title IX or this Policy should be directed to the Associate Vice President/Chief Human Resources Officer as the College’s Title IX Coordinator. The College’s Title IX Coordinator is responsible for implementing and monitoring Title IX Compliance on behalf of the College, the coordinating training, education, and communications; administering the grievance procedures for handling complaints of violations of this Policy; and meeting with students regarding issues relating to Title IX and this Policy. The Vice President/Dean of Student Life and Senior Vice President/Dean of Academic Affairs serve as assistant coordinators. The Vice President/Dean of Student Life provides support to the Title IX Coordinator on issues affecting students, the Director of the Learning Opportunities Center/Faculty Athletic Representative provides support to the Title IX Coordinator on issues affecting student athletes, while the Senior Vice President/Dean of Academic Affairs provides support to the Title IX Coordinator on issues affecting faculty. These assistant coordinators can also provide oversight in case the Title IX Coordinator is unavailable. The contact information for each of these individuals follows:

*Associate Vice President/Chief Human Resources Officer*  
573-592-5226  
[lisa.reffett@westminster-mo.edu](mailto:lisa.reffett@westminster-mo.edu)  
Westminster Hall 146

*Vice President/Dean of Student Life*  
573-592-5241 or 573-592-5240  
[dan.haslag@westminster-mo.edu](mailto:dan.haslag@westminster-mo.edu)  
Westminster Hall 123

*Senior Vice President/Dean of Faculty*  
573-592-5212  
[carolyn.perry@westminster-mo.edu](mailto:carolyn.perry@westminster-mo.edu)  
Westminster Hall 127

*Director of the Learning Opportunities Center*  
573-592-5304  
[karen.tompsonwolfe@westminster-mo.edu](mailto:karen.tompsonwolfe@westminster-mo.edu)  
Westminster Hall 34

## DEFINITIONS

### Sexual Misconduct:

**Sexual Assault:** Sexual Assault is actual or attempted physical sexual contact or sexual touching with another person without that person's effective consent. Sexual Assault includes, but is not limited to:

- Touching of the private parts of another person for the purpose of sexual gratification, without the effective consent of that person;
- Penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's effective consent;
- Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
- Sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence:** Domestic Violence is a felony or misdemeanor crime of violence committed:

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

**Dating Violence:** Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking:** Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for her or his safety or the safety of others, or suffer substantial emotional distress.

For purposes of this definition:

- "Course of conduct" means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property;
- "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling; and
- "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

***Sexual Exploitation:*** Sexual Exploitation occurs when an individual (or group of individuals) engages in non-consensual, unjust or abusive sexual advantage of another for his/her/their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other offenses detailed herein.

Examples of sexual exploitation include, but are not limited to, prostituting another person, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting friends surreptitiously watch you having consensual sex), engaging in Peeping Tommetry, and knowingly transmitting an STD or HIV to another person.

***Intimate Partner Violence:*** Intimate Partner Violence includes physical, sexual, or psychological harm inflicted by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy. There are four main types of intimate partner violence: (1) physical violence, (2) sexual violence, (3) threats of physical or sexual violence, and (4) psychological/emotional violence. Psychological/emotional violence can involve trauma to the victim caused by acts, threats of acts, or coercive tactics. Psychological/emotional violence can include, but is not limited to, humiliating the victim, controlling what the victim can and cannot do, withholding information from the victim, deliberately doing something to make the victim feel diminished or embarrassed, isolating the victim from friends and family, and denying the victim access to money or other basic resources. Psychological/emotional violence can also occur when there has been prior physical or sexual violence or prior threat of physical or sexual violence.

### **Sexual Harassment:**

Sexual Harassment may include, but is not limited to, unwelcome sexual advances, request for sexual favors, verbal or written comments or physical conduct of a sexual nature when such conduct: 1) is made, either explicitly or implicitly, a term or condition of instruction, employment or participation on college activities; 2) is used as a basis for evaluation in making academic or employment decisions affecting an individual; or 3) creates an intimidating, hostile, or offensive work or academic environment.

Examples of Sexual Harassment include unwelcome touching, sexually explicit offensive jokes, graphic or degrading verbal or written comments or questions of a sexual nature. Sexual Harassment can include sexual verbal abuse. Sexual Verbal Abuse is defined as using language that is sexual in nature and unwanted on the part of another person. Examples include, but are not limited to, verbal sexual innuendo, threats, and/or obscene gestures; inappropriate humor and jokes about gender specific traits or sexual orientation; sexual propositions; suggestive or insulting sounds and actions, including, whistling, leering, and obscene gestures; and phone calls or use of written and/or verbal communication that are intimidating, threatening, or obscene in nature.

Allegations of behavior that may constitute Sexual Harassment, but that do not constitute Sexual Misconduct as that term is defined in this Policy, are addressed by the College's Harassment and Discrimination Policy. Please refer to the Harassment and Discrimination Policy in the Student Handbook for more information on reporting and the adjudication procedures involving Sexual Harassment. Any individual with questions about which policy may apply in a given set of circumstances should contact the College's Title IX Coordinator.

### **Other Common Terms:**

***Intercourse:*** Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

***Sexual Touching:*** Sexual touching is any contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.

***Incapacitated Sex:*** Incapacitated sex occurs when an individual engaged in a sexual situation is incapable of making a rational, reasonable decision about his/her participation in sexual activity. Being under the influence of alcohol or drugs is never an excuse for violation of this Policy. To have sex with someone who you know to be, or should know to be, incapable of making a rational, reasonable decision about a sexual situation is a violation of Policy. This includes someone whose incapacity results from taking the so-called “date-rape drug.” Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is an offense of the most serious nature.

### **Understanding Consent:**

***Effective Consent:*** Consent that is informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not effective if it results from the use of physical force, threats, intimidation, or coercion.

***Ineffective Consent:*** Consent which is obtained through the use of fraud or force (actual or implied) whether that force be physical force, threats, intimidation, or coercion, is ***ineffective consent***.

- Physical force exists, for example, when someone acts upon you physically, such as hitting, kicking, restraining or otherwise exerting their physical control over you through violence.
- Threat exists where a reasonable person would have been compelled by the words or actions of another to give permission to sexual contact they would not otherwise have given, absent the threat. For example, threats to kill you, themselves, or to harm someone you care for are sufficient to constitute threats.
- Intimidation exists where someone uses their physical presence to menace you, though no physical contact occurs, or where your knowledge of prior violent behavior by an assailant, coupled with menacing behavior, places you in fear as an implied threat.
- Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates the norms of respect in the community, such that the application of such pressure or oppression causes the object of the behavior to engage in unwanted sexual behavior. Coercion is differentiated from seduction when the coercive activity is unreasonably repetitive, the degree of pressure applied is greater, and the initiator has knowledge that the pressure is unwanted.

**Under Missouri Law Consent Is Not Valid if:** (a) it is given by a person who lacks the mental capacity to authorize the conduct and such mental incapacity is manifest or known to the actor; or (b) it is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct; or (c) it is induced by force, duress or deception.

### **This means, consent cannot be given by:**

- *A minor to an adult.* Someone under the age of 16 cannot give consent to someone over the legal age of consent (18), absent a legally valid marriage or court order.
- *Mentally disabled persons* cannot give consent to a sexual activity if they cannot appreciate the fact, nature, or extent of the sexual situation in which they find themselves.
- *Physically incapacitated persons.* One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary and involuntary), or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent. One may not engage in sexual activity with another who one knows or suspects to be physically incapacitated. *Physically incapacitated persons are considered incapable of giving effective consent when they lack the ability to appreciate the fact that the situation is sexual, and/or cannot rationally and reasonably appreciate the nature and extent of that situation.*

### **What You Need To Know About Consent**

- ✓ At the heart of the idea of consent is the idea that every person, man or woman, has a right – to personal sovereignty—not to be acted upon by someone else in a sexual manner unless he/she gives clear permission to do so.
- ✓ Consent can be broad or narrow and can be limited, such as in cases where someone is willing to engage in some forms of sexual activity, but not in others.
- ✓ Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- ✓ Consent may be given verbally or nonverbally, based on an active, informed, freely decided choice.
- ✓ Consent means you can't make assumptions about what your partner does or does not want. Absence of clear signals means you can't touch someone else, not that you can.
- ✓ Consent means two people deciding together to do the same thing, at the same time, in the same way, with each other.
- ✓ The idea of consent completely rules out any need to show the use of force, or any type of resistance.
- ✓ Consent requires that the person initiating the sexual activity gets permission to do so, and that permission does not exist in the absence of resistance.
- ✓ Passively allowing someone to touch you in a sexual manner is not consent.
- ✓ There is no duty for anyone to fight off or act in any way to stop a sexual aggressor.
- ✓ There must be a verbal or non-verbal “Yes” in order for any permissible sexual activity to take place.
- ✓ There are circumstances where even when consent is given, it is not valid. Consent would be invalid when forced, threatened, intimidated, coerced, when given by a mentally or physically incapacitated person, or when given by a minor.
- ✓ We cannot play the game of “If she/he doesn't want it, she'll/he'll stop me.” That notion is based on antiquated resistance requirements. It is not her or his job to resist, but yours to respect her or his boundaries and find out what they are if they are unclear.
- ✓ No means no, but nothing also means no. Silence and passivity do not equal permission.
- ✓ The idea that kissing always leads to fondling, which always leads to petting, which leads to some sort of intercourse is a notion that is based on stereotypical sexual patterns and beliefs. Mutual exchanges must involve the expectations and desires of each person involved.
- ✓ To be valid, consent must be given prior to or contemporaneously with the sexual activity.
- ✓ Consent can be withdrawn at any time, as long as that withdrawal is clearly communicated by the person withdrawing it.
- ✓ Silence, previous sexual relationships, and/or current relationships may not, in themselves, be taken to imply consent.
- ✓ Consent cannot be implied by attire, or inferred from the buying of dinner or the spending of money on a date.



- ✓ Intentional use of alcohol/drugs by the accused is not an excuse for violation of the Sexual Misconduct Policy.
- ✓ Consent has an expiration date. Consent lasts for a reasonable time, depending on the circumstances.

## REPORTING SEXUAL MISCONDUCT

Westminster College encourages members of the campus community who are victims of Sexual Misconduct to take the following steps:

- Get to a safe place as soon as possible.
- Contact the Fulton Police Department (573-592-3100), as well as Campus Security (573-592-5555).
- Do not blame yourself. Sexual Misconduct is *never* the victim/survivor's fault.
- Seek immediate medical attention at an area hospital or medical clinic. If the victim/survivor wishes, Westminster staff members are available to accompany the victim/survivor to a local hospital. Victim/Survivors who wish to be accompanied to a local hospital by Westminster staff, and have not identified a staff member whom they wish to accompany them should contact the Wellness Center.
- If possible, do not change clothes, shower, bathe, douche, or urinate. Emergency room personnel are trained to check for injuries, as well as to collect physical evidence. It is important to preserve evidence as it may be necessary should you decide to pursue criminal charges through the Fulton Police Department. Costs for providing and administering the "rape kit" are incurred by the Missouri Department of Public Health.
- Report the Sexual Misconduct to the College, and utilize the College's resources to seek support. Incidents of Sexual Misconduct are notoriously underreported on college campuses, often because the victims/survivors do not recognize their experience as a criminal offense and/or a college violation or their lack of knowledge of and/or discomfort with campus and community resources. By seeking assistance and reporting Sexual Misconduct, you can begin your own healing process and promote the standards of community and respect that are a part of Westminster College.

Please be aware that hospital personnel may be obligated to contact proper authorities regarding a sexual assault or other criminal behavior. Although you are not obligated to do so, victim/survivors of Sexual Misconduct are highly encouraged to take advantage of the resources listed below, which can help you understand your options for off-campus proceedings, as well as make you aware of services such as counseling that are specific to your needs. Other options may be available to victim/survivors, such as obtaining an order of protection, no contact order, or restraining order from the court system.

### **Reporting Sexual Misconduct to the College:**

Every report of Sexual Misconduct received by the College will be taken seriously and action will be taken as appropriate. As detailed herein, students have a variety of options for reporting Sexual Misconduct to the College.

### **Formal Reports of Sexual Misconduct**

STUDENTS WHO WISH TO MAKE A FORMAL (**NON-CONFIDENTIAL**) REPORT OF SEXUAL MISCONDUCT AGAINST OTHER MEMBERS OF THE CAMPUS COMMUNITY MAY REPORT THE CONDUCT TO ANY OF THE FOLLOWING INDIVIDUALS:

- *Associate Dean of Student Life/Director of Campus Life*  
573-592-5307  
[jackie.weber@westminster-mo.edu](mailto:jackie.weber@westminster-mo.edu)  
Lower Level of Hunter Activity Center
- *Associate Vice President/Chief Human Resources Officer*  
573-592-5226  
[lisa.reffett@westminster-mo.edu](mailto:lisa.reffett@westminster-mo.edu)  
Westminster Hall 146

Students may also notify faculty and staff of any incident of Sexual Misconduct. With the exception of individuals who constitute Confidential Support Persons (listed below), all faculty and staff are considered mandatory reporters for purposes of this Policy and are required to notify the Title IX Coordinator or assistant coordinators upon receipt of information regarding an alleged incident of Sexual Misconduct.

Formal reporting does not mean that the report will be public information, but it does mean that the College will take the necessary steps to gather information and respond accordingly.

### **Confidential Reports of Sexual Misconduct**

When an individual is affected by an incident involving Sexual Harassment, including Sexual Misconduct, there are some people within the Westminster College community s/he can talk with who can provide completely confidential advice and assistance. However, as noted above, in most cases, College employees are required to disclose reports of Sexual Misconduct to the Title IX Coordinator or assistant coordinators so that the College can take the necessary steps to gather information and respond accordingly. The distinction between those who are required to report and those who can maintain confidentiality can be confusing.

The College's Confidential Support Persons include members of the Wellness Center staff (i.e. Director, Nurse Practitioner, Health Clinic Coordinator, Counselors, and Assistant Director) and the Chaplain.

- *Executive Director of the Wellness Center*  
573-592-5361 or 573-592-5269  
[kasi.lacey@westminster-mo.edu](mailto:kasi.lacey@westminster-mo.edu)  
Lower Level of Hunter Activity Center
- *Director of Spiritual Life & Campus Chaplain*  
573-592-5262  
[jamie.haskins@westminster-mo.edu](mailto:jamie.haskins@westminster-mo.edu)  
329 West 7<sup>th</sup> Street, Fulton, MO.

These individuals will maintain confidentiality about the details of an incident reported to them, except to the extent statistical reporting is required by the Jeanne Clery Disclosure Security Policy and Crime Statistics Act (see below). Talking to any of these individuals **does not** constitute making a formal report of the incident to the College. This means that if the report is made only to a Confidential Support Person, the College will not be in a position to respond to the report by initiating disciplinary or other proceedings discussed in this Policy. While the decision as to whom to

report Sexual Misconduct to rests with the survivor/victim, Westminster College strongly encourages all survivors/victims of Sexual Misconduct to make a formal report to the College.

### **Reporting On-Campus Crime**

To report a crime or an emergency on Westminster College campus property, call 9-1-1(emergencies only) and/or Campus Security at 573-592-5555 or use the Emergency Phone Towers located on the Westminster College Campus ([see campus map](#)). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the residential halls or houses should be promptly reported to Campus Security. While faculty and staff are mandatory reporters with regard to Sexual Misconduct, community members, students, and guests are also encouraged to report all crimes and public safety related incidents in a timely manner. Security Officers are on duty 24/7 to answer your call. In the event of an emergency, the individual reporting the crime should also call 9-1-1.

In response to a call, Campus Security will take the required action, respond to the scene, contact the Fulton Police Department for assistance or ask the victim to file an incident report. All incident reports are forwarded to the Vice President/Dean of Student Life office for review and potential action. If a Sexual Assault should occur, the Wellness Center is on-call and counselors will be summoned by Campus Security to offer appropriate services.

Crimes may also be reported to the following campus resources:

- *Vice President/Dean of Student Life*  
573-592-5241 or 573-592-5240  
[dan.haslag@westminster-mo.edu](mailto:dan.haslag@westminster-mo.edu)  
Westminster Hall 123
- *Executive Director of the Wellness Center*  
573-592-5361 or 573-592-5269  
[kasi.lacey@westminster-mo.edu](mailto:kasi.lacey@westminster-mo.edu)  
Lower Level of Hunter Activity Center
- *Associate Dean of Student Life/Director of Campus Life*  
573-592-5307  
[jackie.weber@westminster-mo.edu](mailto:jackie.weber@westminster-mo.edu)  
Lower Level of Hunter Activity Center
- *Director of Learning Opportunities Center*  
573-592-5304  
[karentompsonwolfe@westminster-mo.edu](mailto:karentompsonwolfe@westminster-mo.edu)  
Westminster Hall 34

### **Reporting Off-Campus Crime**

To report crimes or emergencies that take place off-campus, individuals should call 9-1-1 and/or contact the Fulton Police Department (573-592-3100). Individuals may also contact Campus Security (573-592-5555), which may assist with the investigation in cooperation with the Fulton Police Department.

If you are a victim/survivor of Sexual Misconduct, your first priority should be to get to a place of safety and obtain medical treatment. The College strongly encourages victim/survivors of Sexual Misconduct to make a timely reporting of the crime to the Police Department, and to file a police report.

Filing a police report will:

1. Ensure that a victim/survivor of Sexual Misconduct receives the necessary medical treatment and tests at no expense to the victim/survivor.
2. Provide the opportunity for collection of evidence helpful in prosecution, which often cannot be obtained later (if possible, a victim/survivor of sexual assault should not wash, douche, use the toilet or change clothing prior to a medical/legal exam).
3. Assure that the victim/survivor has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

### **Federal Timely Warning Reporting Obligations**

Victims/survivors of Sexual Misconduct should be aware that the Director of Security (in consultation with the Vice President/Dean of Student Life) must issue timely warnings (“Campus Alerts”) regarding incidents where the alleged perpetrator may continue to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort in such cases to ensure that a victim/survivor’s name and other identifying information is not disclosed, while still providing sufficient information to permit students to make appropriate decisions about their safety.

### **RESOURCES**

The College will do everything possible to provide a climate that is sensitive to and respectful and supportive of individual needs. The victim/survivor will have access to existing campus counseling and support services and, when appropriate, adjustments will be made to academic, living, transportation, and working situations. Accommodations and/or protective measures will be provided if they are reasonably available and requested, regardless of whether the victim/survivor chooses to report the alleged Sexual Misconduct to Campus Security or local law enforcement. Any accommodations and/or protective measures provided will be kept confidential to that extent that doing so will not impair the ability of the College to provide the accommodation or protective measure.

Below is a list of on-campus and off-campus resources for victims/survivors of Sexual Misconduct. Additional resources and information can be obtained from the Wellness Center, College Security, Vice President/Dean of Student Life, and/or Associate Dean of Student Life/Director of Campus Life.

#### Safety

Campus Security	573-592-5555
Fulton Police Department	573-592-3100

#### Support

The Wellness Center	573-592-5361
Vice President/Dean of Student Life	573-592-5240
Associate Dean of Student Life/Director of Campus Life	573-592-5307
Card V (after hours/24hr hotline)	573-642-4422
	866-642-4422 (toll free)

National Sexual Violence Hotline  
Domestic Violence Hotline  
RAINN (Rape & Incest National Network)

800-656-4673  
800-799-SAFE (7233)  
[www.RAINN.ORG](http://www.RAINN.ORG)

### Medical

#### *Fulton*

Callaway Community Hospital: 573-642-3376

#### *Columbia*

University Hospital 573-882-8091  
Planned Parenthood 573-443-0427  
True North Shelter (Domestic Violence) 573-875-1369  
Boone County Prosecuting Attorney  
Victims Specialist (Mark Koch) 573-886-4135  
Center for Family and Individual Counseling 573-446-5034  
Sexual Assault Support Group 573-875-1369

#### *Jefferson City*

St. Mary's Hospital 573-761-7000  
Planned Parenthood 573-635-2882

## **THE CONDUCT PROCESS**

Sexual Misconduct can be both a criminal violation and a violation of College policy. An individual accused of Sexual Misconduct may be prosecuted under the Missouri Criminal Code and *separately* charged and sanctioned by the College. Even if the criminal justice authorities choose not to prosecute, the College will promptly, appropriately, and impartially investigate all complaints and/or reports of Sexual Misconduct. Students accused of Sexual Misconduct will be subject to the Conduct Process described below. The purpose of this Conduct Process is to determine whether violations of the College's Sexual Conduct Policy have occurred. The College will not delay this Conduct Process pending the final results of a criminal investigation or proceeding. Charges of misconduct remain allegations until a decision is reached by the Sexual Misconduct Review Board.

### **Complaint Intake and Investigation**

- As described above, an individual can make a confidential report of Sexual Misconduct to a Confidential Support Person. However, if the individual (referred to as the "complainant") wants to formally report the Sexual Misconduct to the College as a violation of this Policy, he/she can report the incident to the Associate Dean of Student Life/Director of Campus Life, the College's Title IX Coordinator, or to any other mandatory (non-confidential) reporter.
- If the complainant files a report with a mandatory reporter, including Campus Security, a Student Life staff member, faculty or staff, those individuals will inform the Vice President/Dean of Student Life. The Vice President/Dean of Student Life will then direct the complainant to meet with the Associate Dean of Student Life/Director of Campus Life or his/her designee.
- After the complaint is made, the Associate Dean of Student Life/Director of Campus Life or his/her designee will meet with the complainant.

- At this meeting, the Associate Dean of Student Life/Director of Campus Life or his/her designee will outline the options available to the complainant, including the complainant's right to file a criminal complaint, the procedures for the College's investigation and grievance hearing, and the possible outcome of such hearing and investigation.
- The Associate Dean of Student Life/Director of Campus Life or his/her designee will provide the complainant with a copy of this Policy as well as information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available on and/or off campus.
- The Associate Dean of Student Life/Director of Campus Life or his/her designee will also discuss with the complainant the options for temporary accommodations and/or protective measures, which may be provided during the pendency of the Conduct Process. For example, the Associate Dean of Student Life/Director of Campus Life or his/her designee may temporarily change the academic and/or living situations of the complainant or the accused student (referred to as the "respondent") after a report of Sexual Misconduct is filed, if requested and if such changes are reasonably available. Both parties may also be instructed to avoid all contact with each other. Accommodations and/or protective measures will be provided if they are reasonably available and requested, regardless of whether the complainant chooses to report the alleged Sexual Misconduct to Campus Security or local law enforcement. Any accommodations and/or protective measures provided will be kept confidential to that extent that doing so will not impair the ability of the College to provide the accommodation or protective measure. If any accommodations or protective measures are not followed, disciplinary action will be taken, including the possibility of immediate interim suspension from the College and denial of access to College property.
- If the complainant requests confidentiality or asks that his/her complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint while respecting the complainant's request; however, the College's ability to respond may be limited and complete confidentiality may not be possible. The College will inform the complainant if it cannot ensure confidentiality.
- In most cases, the complainant has the ability to determine whether the investigation and proceedings will continue, unless the College determines that the respondent may pose an ongoing risk to the College community. In that case, the College is obligated to continue the investigation and hearing process with or without the complainant's implicit permission in the interests of the safety and security of all Westminster students. The College encourages the complainant to participate in the Conduct Process.
- If the complainant decides to give a statement, the Associate Dean of Student Life/Director of Campus Life or his/her designee will take a written and/or tape-recorded statement of the complainant's account of the incident.
- Prior to proceeding with an investigation, the Associate Dean of Student Life/Director of Campus Life will determine whether the alleged conduct could constitute Sexual Misconduct for purposes of this Policy, or whether the alleged behavior is addressed by the College's Harassment and Discrimination Policy. The Associate Dean of Student Life/Director of Campus Life may consult with the College's Title IX Coordinator in making this determination. If the Associate Dean of Student Life/Director of Campus Life determines that the alleged conduct would not constitute a violation of the Sexual Conduct Policy, but might violate the College's Harassment and Discrimination Policy, the Associate Dean will notify the complainant of that determination, and the complaint will be processed accordingly. If the Associate Dean/Director of Campus Life determines that the alleged conduct could constitute a violation of the Sexual Conduct Policy, the Associate Dean of

Student Life/Director of Campus Life or his/her designee will notify the respondent of the complaint and conduct a prompt, thorough, and impartial investigation.

- As part of the investigation, the complainant and the respondent will generally be given the opportunity to provide the Associate Dean of Student Life/Director of Campus Life with written and/or tape-recorded statements. However, if Campus Security has already taken written statements from the complainant and the respondent, the Associate Dean of Student Life/Director of Campus Life may use these statements in lieu of the statements mentioned above. The investigation will also generally include interviews and/or written statements from witnesses, as well as consideration of any other evidence relevant to the incident.
- The investigation will generally be completed within 30 days. This time period may be shorter or longer depending on the circumstances, including, but not limited to, the complexity of the case, the academic calendar, and the availability of witnesses and other relevant individuals. If extenuating circumstances are present, the Associate Dean of Student Life/Director of Campus Life may extend this timeframe for good cause, with written notice to the parties of the delay and the reason for the delay.

### **Hearing Before the Sexual Misconduct Review Board**

When the investigation is complete, the matter will be referred to the Sexual Misconduct Review Board for a hearing.

### **Composition of the Sexual Misconduct Review Board**

The Sexual Misconduct Review Board (“Review Board”) is composed of faculty, staff, and members of the Student Judicial Board. Board members are appointed by the Vice President/Dean of Student Life each fall for a one-year term. When selected, all members of the Review Board receive comprehensive training. When it is necessary to convene the Review Board, the Vice President/Dean of Student Life will select one (1) Student Judicial Board member and four (4) faculty and/or staff members from the pool of Review Board members to hear any given case. Both men and women will comprise the pool and each convened Review Board. The Student Judicial Board advisor will serve as an ex-officio member of the Review Board without vote and will chair the board during the hearing and provide administrative support and clarifications as needed.

The complainant and respondent will be notified of the names of those who will serve on the Review Board at the time the hearing is scheduled. If either the complainant or respondent is concerned that a member of the convened Review Board may be biased or has a conflict of interest, he/she must submit a written explanation providing the reason(s) for these concerns to the Vice President/Dean of Student Life within two (2) business days of the complainant and respondent receiving notice of the Review Board’s composition. The Vice President/Dean of Student Life will review the written objections and decide whether the hearing board member(s) should or should not be replaced. Removal from the convened Review Board will occur only if the Vice President/Dean of Student Life is convinced that absence of impartiality or other extenuating circumstances would result from allowing the Review Board member to adjudicate the incident. Any member who personally knows either the complainant or the respondent may be excused from the case.

### **Scheduling the Hearing**

The Associate Dean of Student Life/Director of Campus Life or the Vice President/Dean of Student Life will notify the complainant and the respondent that the Hearing Board members are being chosen, and will provide both parties with the date of the hearing. In most cases, scheduling of the hearing will occur within five (5) working days of completion of the investigation. If this timeline cannot be met, both the complainant and the respondent will be notified regarding the status of the process and hearing. Both the complainant and the respondent will be informed in writing of the

hearing format and specific charges. If the Associate Dean/Director of Campus Life or the Vice President/Dean of Student Life determines that it is in the best interest of either party for safety and/or other reasons, certain accommodations will be provided during the pendency of the conduct process. Both parties may be instructed to avoid all contact with each other. If these instructions are not followed, disciplinary action will be taken, including the possibility of immediate interim suspension from the College and denial of access to College property. The Associate Dean/Director of Campus Life or the Vice President/Dean of Student Life may also temporarily change academic and/or living situations after a report of sexual misconduct is filed, if requested by the complainant or respondent and if such changes are reasonably available.

### **Elements of the Hearing**

- The hearing will be convened in a private room. ***The hearing will not be open to the public.*** A record of the hearing (audio tape recording and/or written) will be maintained and made available to the complainant and respondent if requested. There will be separate waiting rooms for the complainant's witnesses and for the respondent's witnesses. The witnesses will generally be the same witnesses interviewed as part of the investigation process. The statements from witnesses obtained during the investigation may be submitted in lieu of actual witness testimony. The complainant and the respondent are not required to be present in the hearing room at the same time. Both the complainant and the respondent may be present throughout the hearing, present evidence on their own behalf through the presentation of witnesses and/or statements of witnesses, and have their selected advisor/advocate accompany them during the proceedings.
- The hearing will begin with the Associate Dean of Student Life/Director of Campus Life or designee presenting the information and/or evidence gathered as part of the investigation.
- The complainant may then present his/her case, and be able to call witnesses and/or present witness statements.
- After the complainant presents his/her evidence, the respondent may present his/her case. The respondent may call witnesses and/or present witness statements.
- The Review Board may recall the complainant, the respondent, and any witness at any point to clarify or challenge statements made during the hearing. The Review Board members are allowed to ask questions at any point throughout the hearing. Neither the respondent nor the complainant may directly question each other during the hearing. Questions and clarifications must be directed to the Review Board members. The Review Board may request additional information.

Prior sexual behavior/sexual history of the complainant is not relevant and cannot be presented during the hearing. Review Board members are obligated to prevent such information from being admitted during the hearing.

### **The Decision Making Process**

- Within 48 hours of the conclusion of the hearing, the Review Board will meet in closed session and render a decision. The members of the Review Board must decide whether a preponderance of the evidence supports finding that Sexual Misconduct occurred (i.e. whether it is "more likely than not" that the alleged actions occurred and that such actions constitute Sexual Misconduct in violation of this Policy). The Review Board will forward its decision regarding whether Sexual Misconduct occurred, and if, applicable, its determination regarding the appropriate sanction to the Vice President/Dean of Student Life. If the Review Board cannot reach a decision within 48 hours of the conclusion of the hearing, witnesses may be recalled for further questioning.
- Once the Vice President/Dean of Student Life is notified of the Review Board's decision, the decision will be provided to the Associate Dean of Student Life/Director of Campus Life, who will inform both parties of the decision in a letter. The parties will receive notice at the same



time, but separately so that they do not encounter each other. The parties will be informed of whether a violation of this Policy was found, what sanctions, if any, were imposed on the respondent, the procedures and timeline for appeal, and when the determination of the Review Board becomes final.

### **Sanctions for Sexual Misconduct**

Any student found to have violated the College's Sexual Conduct Policy will receive a sanction ranging from a conduct warning to dismissal, depending on the severity of the incident, and taking into account any previous disciplinary infractions. For additional information on potential sanctions, see the Westminster College Student Handbook, General Student Conduct Procedures, "Definitions of Student Conduct Sanctions."

### **Appeals**

Both the complainant and the respondent may appeal the determination of the Review Board. However, the complainant and respondent are each allowed only one appeal. Appeals must be written and submitted to the Vice President/Dean of Student Life within 72 hours of receipt of the Review Board's determination (except in the case of new evidence). The appeal will be evaluated to determine if valid grounds exist for a review of the case. The following are the only permissible grounds for an appeal under this Policy:

- Failure of the Review Board to adhere to proper procedures as outlined in this Policy;
- The existence of relevant information that was not available or known at the time of the hearing, and which, if known, might have changed the outcome of the hearing; or
- Excessive or inconsistent sanctions.

*A student may not appeal based only upon his/her dissatisfaction with the determination and/or sanction.*

The parties will be notified within one week if and when the case will be reviewed and/or the appeal will be heard. Appeals may be heard by the Vice President/Dean of Student Life or his/her designee. In all cases, the Vice President/Dean shall determine the appropriate appellate authority given the nature of the case. The appellate authority will review the investigation and hearing record and any additional information submitted by the parties and may take one of three following actions with regard to the Review Board's determination:

- Supported
- Modified
- Removed

Absent extenuating circumstances, the decision of the appeal officer will ordinarily be issued within fifteen (15) days after receipt the appeal. The decision of the appeal officer, including any changes in the sanctions, will be simultaneously issued in writing to both parties. The decision of the appeal officer is final, except in cases involving suspension or dismissal. In those cases, a final appeal may be made to the President of Westminster College, who shall make the final determination on the matter.

**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 Vice President/Dean of Student Life in writing for permission to attend classes pending final determination of the appeal. The Vice President/Dean of Student Life may permit, upon such conditions as he/she 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 Review Board, Vice President/Dean of Student Life, or the President. The campus is off-limits to students who have been Suspended or Dismissed.

### **Retaliation**

The College strictly prohibits retaliation of any kind against an individual for reporting Sexual Misconduct pursuant to this Policy, assisting someone with a complaint of Sexual Misconduct, or participating in the Conduct Process following a complaint of Sexual Misconduct. Examples of such prohibited retaliation include threats, intimidation, reprisals, or adverse educational actions. Any incidents of alleged retaliation should be immediately reported to the Title IX Coordinator or the assistant Title IX Coordinators. The College will take appropriate corrective action, including disciplinary action, up to and including dismissal or expulsion, if retaliation occurs.

### **Rights and Obligations of the Parties**

Throughout the Conduct Process, the complainant and respondent will have the following rights:

- The complainant and respondent will be permitted to have an advisor/advocate of their choosing present during any interviews or meetings at which they are a participant and at the hearing. The advisor/advocate is not limited to members of the campus community. If either the complainant or the respondent wants such an advisor/advocate, but cannot find one on his/her own, he/she may request that one be found by the Vice President/Dean of Student Life. Advisors/advocates may not be members of the Review Board hearing the case or any potential appeals of the case. The purpose of an advisor/advocate is to support the complainant or respondent. The advocate/advisor may not address the hearing board or otherwise actively participate in any interviews, meetings, or the hearing.
- To the extent permitted by law, the complainant and respondent will be afforded the same rights and opportunities throughout the Conduct Process, including the right to receive timely notice of meetings, interviews, and/or hearings at which they are a participant; the right to receive timely and equal access to information relied on; the opportunity to recommend witnesses and submit evidence; and the right to receive equal access to appeal.

If a complainant or respondent is concerned that an individual involved in investigating or adjudicating a complaint of Sexual Misconduct other than members of the Review Board may be biased or have a conflict of interest, that person should inform the Vice President/Dean of Student Life immediately. The Vice President/Dean of Student Life will consider this concern, determine if any bias or conflict of interest exists, and appoint an appropriate replacement if necessary. Concerns about any bias or conflict of interest on the part of the Vice President/Dean of Student Life should be reported to the Title IX Coordinator.

### **EDUCATIONAL PROGRAMS**

Sexual Misconduct is not tolerated at Westminster College. The College will:

- Inform faculty, staff and students of the procedures for reporting Sexual Misconduct to College authorities and to the Fulton Police Department.
- Educate faculty, staff and students as to common sense practices which may enable them to avoid becoming victims of Sexual Misconduct.
- Assure that Campus Security and College personnel are aware of their responsibilities, the College's policy, the laws and potential liabilities when Sexual Misconduct occurs.
- Inform faculty, staff and students of the counseling services available to victims/survivors of Sexual Misconduct.

- Encourage victims/survivors of Sexual Misconduct to help punish perpetrators through use of the criminal courts.
- Educate faculty, staff and students to be respectful of the limits expressed or implied by their sexual partners.
- Provide and regularly distribute to students written information regarding Sexual Misconduct.
- Provide training for Residence Life and Campus Security staff members in survivor sensitivity and the College's philosophy and procedures for addressing Sexual Misconduct.
- Provide training to individuals involved in investigating or adjudicating complaints of Sexual Misconduct on issues related to Sexual Misconduct and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- Provide ongoing campus Sexual Misconduct awareness programs and programs to raise security consciousness and overall safety for members of the College community.
- Provide annual training to members of the campus community charged with resolving complaints brought pursuant to this Policy.

Educational program plans will be monitored through the Vice President/Dean of Student Life. Contact Student Life for more information on these programs.

## **CLERY ACT COMPLIANCE**

### *Policy: Annual Disclosure of Crime Statistics*

Campus Security prepares a Campus Crime Statistics Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. [Click here](#) to view current crime statistics data. You may also access current crime statistics for Westminster College at the web site of the Office of Postsecondary Education [www.ope.ed.gov/security/search.asp](http://www.ope.ed.gov/security/search.asp). Campus Security is the reporting authority to the Office of Postsecondary Education for the annual disclosure of crime statistics. Campus Security collects statistics from the Fulton Police Department, Office of Student Life, the Wellness Center, and any other campus security authority as defined under the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act.

Note that while pastoral counselors (the Chaplain and Chaplain Resident) and professional licensed counselors, are exempt from Clery reporting requirements when acting in those capacities, Westminster College encourages pastoral counselors (the Chaplain and Chaplain Resident) and professional licensed counselors, employed through the Wellness Center, to inform persons they are counseling of any procedures to report crimes on a voluntary and confidential basis, as the counselors deems appropriate. These incidents, if reported, will be included in the College's annual disclosure of crime statistics for the respective year, while also protecting the confidentiality of the individuals involved.

Crime statistics may also be obtained at the Office of Student Life or by contacting the Director of Campus Security at 573-592-5555.

## **SKATEBOARDING AND 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.

## **HOVERBOARDS**

Due to the incidents of fires and other safety concerns, Westminster College is temporarily restricting the use of, possession of, and/or charging of batteries, whether observed or unattended, of any Hoverboard type device within any college owned, managed or recognized facility. This restriction includes all self-balancing boards/scooters and other similar equipment which are self-driven and either motor or battery powered. This restriction will be in effect until safety standards of Hoverboards have been adequately developed and implemented across all models. These devices' batteries can burst into flames especially while being charged resulting in a metal fire that can burn with intense heat. Westminster is committed to the safety of its campus and residential communities and has restricted this item from any and all college buildings until further notice. Devices identified in any college approved housing areas will be removed and the user/owner will be subject to disciplinary action.

## **SMOKING**

Westminster College remains committed to providing its students, employees, and visitors with a safe and healthy environment. All areas of our campus, including streets, sidewalks, and the Stinson Creek Trail that runs through campus, are smoke-free. For the purpose of this policy, “smoking” is defined to include any lighted cigarette, electronic cigarette, cigar, pipe, hookah, bidi, clove cigarette, and any other smoking product.

Smoking is prohibited in all indoor and outdoor areas of Westminster campus. “Campus” is defined as all campus owned facilities and property of Westminster College from Jefferson Street to Hackberry St. (west of Hickman) and W. 8<sup>th</sup> Street to 4<sup>th</sup> Street. Campus map is available on the Westminster College home page: [www.westminster-mo.edu](http://www.westminster-mo.edu). The complete policy and more information can be found at [www.westminster-mo.edu/go/smokefree](http://www.westminster-mo.edu/go/smokefree) .

Fraternity houses will follow national fraternity guidelines and remain smoke-free indoors. Fraternity houses that opt to allow smoking on their property will designate one outdoor smoking area that is away from main entrances, walkways and windows and has an appropriate cigarette disposal container.

The success of this policy depends upon the courtesy, respect, and cooperation of all members of the Westminster community—smokers and non-smokers, students and employees. Any member of the College community may take the initiative to inform individuals of the policy and politely ask for their compliance.

The College continues to provide a free tobacco cessation program for all students, staff, and faculty through The Wellness Center. This program provides free nicotine replacement products and a “quit plan” for those wanting to discontinue tobacco use.

All college employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times.

Infractions of the Westminster College Smoking policy by students will result in a “ticket” and disciplinary action. The number of infractions is cumulative over the student’s tenure at Westminster College. The sanctions for infractions of the smoking policy are listed below. Although the sanctions listed are typical, the Vice President/Dean of Student Life has wide latitude in assessing punishments and developmental actions to fit the seriousness of the offense.

**First Offense** – Students will normally be assessed a \$25 fine. If the fine is not paid on time, it will likely increase or be placed on the student account.

**Second Offense** – Students will normally be assessed a \$50 fine. If the fine is not paid on time, it will likely increase or be placed on the student account.

**Third Offense** – Students will normally be assessed a \$75 fine. If the fine is not paid on time, it will likely increase or be placed on the student account.

**Fourth Offense** – Students will be subjected to additional College disciplinary action.

### **SNOWBALLS AND 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.

### **SOLICITORS**

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

### **STOLEN PROPERTY/THEFT**

Possession of stolen property is illegal and can result in disciplinary action and/or criminal charges. Any theft should be reported upon discovery to campus security and to the Resident Advisor.

## V. STUDENT CONDUCT PROCEDURES

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### ACADEMIC DISCIPLINARY PROCEDURES

#### Honor Commission

##### **Preamble:**

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 purpose of the commission shall be particularly three-fold. It shall be to promote and protect the interests of the college, the students, and the faculty.

The Westminster Honor Code is as follows: **No Westminster student shall commit or attempt to 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 Constitution is established as follows:

#### 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.

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 fraternity, sorority, or living unit (defined as 15 or more people residing together in one place).

#### 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.

Faculty for a position on Honor Commission should meet the following requirements:

- a. One faculty member shall be selected from each academic division, elected by the faculty to staggered two-year terms.
- b. Members of the pool will determine who will serve in a particular instance, guided by the principle that the workload of service should be as equably distributed as possible.

#### 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 either immediately upon return to campus in the fall or as soon as there is a vacancy. Any student desiring to serve as an Honor Commission member must submit a summary of qualifications or application to the Office of the Dean of Faculty and Honor Commission Chair.
- b. Within two academic weeks of the application deadline the new members will be selected.
  1. The Selection Committee shall interview all applicants.
  2. The Selection Committee shall consult and by at least a majority vote, elect each new member.
- c. Each selected member shall be subject to approval by majority vote of the Student Senate.
- d. New Honor Commission members shall take immediately after approval 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. The Executive Officers of Honor Commission
- b. The three faculty advisors
- c. The Executive Vice President/Dean of Faculty

#### Section 6: Vacancies

- a. All seniors and regular vacancies shall be replaced in the fall 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.
- d. Vacancies due to a student member studying abroad shall be temporarily replaced by an appointment made by the Dean of Faculty.
- e. Faculty vacancies shall be filled by nomination and election by the faculty.

### 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. The member has the right to appeal any decision to the Dean of Faculty and President of Westminster College for review.

### **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 three weeks of April.

### **ARTICLE IV: Qualifications, Elections, and Duties of the Officers**

#### 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. This does not apply in the case of a resignation or graduation of the Chair. In that case the Vice-Chair would assume the position under the qualifications of the Vice-Chair.
- 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:**
  1. The Vice-Chairperson shall preside over the Honor Commission when the Chairperson is unable to do so.
  2. In addition, the Vice-Chair shall become Chair in the case the Chairperson resigns or leaves Westminster College.

#### 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:
  - i. 1. Keep an accurate and complete account of all Honor Commission proceedings.
  3. Be responsible for the maintenance of the Honor Commission files.
  4. Submit to the Dean of Faculty all guilty verdicts and the penalties recommended by the Honor Commission.
  5. Notify all Honor Commission members of all pending hearings and meetings.

#### Section 4: Officer Election

The election of officers shall take place in April for the following year. Officers are elected by a majority vote of the entire membership of Honor Commission. The officers are subject to the approval of the Dean of Faculty.

#### Section 5: 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**

- a. 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.
- b. Any member of Honor Commission shall be subject to review by the Executive Vice President/Dean of Faculty.

### **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.
- b. 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.
- c. 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 and Executive Vice President/Dean of Faculty.
- d. 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.
- e. 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 Academic Affairs 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.

### **Section 3: Referral to Hearing**

- a. 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.
- b. 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.
- c. There shall be a statute of limitations in so far as that no case may proceed if it occurred longer ago than the previous academic year.

### **Section 4: 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 5: 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. The student may seek a recommendation or appointment of counsel from the Executive Vice President/Dean of Faculty if the accused cannot obtain a representative for him or herself and desires to do so.

#### Section 6: 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 7: 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 Westminster College for one semester.

#### Section 8: 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 be ineligible to vote during trials.

#### Section 9: Recommendation of Penalty

- a. A majority vote of student members present shall be necessary to recommend any of the penalties set forth in this paragraph for a first offense. There shall be four possible penalties for the first violation:
  - i. Failure of the work in question.
  - ii. Lowering of the final grade for the course by one or more grades or their equivalent.
  - iii. Failure in the course.
  - iv. In addition to the first three, a recommendation of a transcript notation may be made for violations of Article VIII, Sections 1 and 2.
- b. 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 recommendation is made by a two-thirds vote of the members present.
- c. The Honor Commission may recommend a penalty other than those specified in the preceding paragraphs by a three-fourths vote of the student members present.
- d. 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 10: Files

A locked file of the trial records of the Honor Commission shall be maintained by the Office of Academic Affairs. These files are open only to the Executive Vice President/Dean of Faculty, and the Chairperson, Vice-Chairperson, Secretary of the Honor Commission, and the student to which the file applies. Records shall be held for at least seven years after the trial date and then destroyed.

### **ARTICLE VI: Penalties and Appeals**

#### Section 1: Administration of Penalties

If an appeal is not initiated within the time prescribed in Article VII below, the Executive Vice President/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.

### Section 2: Appeals

- a. A student who has been tried and convicted by the Honor Commission of a violation may appeal his or her conviction to the Executive Vice President/Dean of Faculty. The right to appeal must be exercised within seven calendar days of the conclusion of the hearing.
- b. The Executive Vice President/Dean of Faculty may review the petitions presented to the Honor Commission or meet with any witness.
- c. The Executive Vice President/Dean of Faculty shall render a decision and, if need be, effect a penalty.
- d. The student has the right to appeal to the President of the College, whose decision shall be the final judgment of the case.

## **ARTICLE VII: 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

- a. 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.
- b. 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 VIII: 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 set off or labeled. 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.

In addition, Paul Goldstein writes in Copyright's Highway, "True plagiarism is an ethical, not a legal, offense and is enforceable by academic authorities, not courts. Plagiarism occurs when ... falsely claims someone else's words, copyrighted or not, as his own. Of course, if the plagiarized work is protected by copyright, the unauthorized reproduction is also a copyright infringement."(12)

### 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 or take credit for, explicitly or implied, any paper which has been borrowed from or written by a friend or other person, lifted from a fraternity, sorority, or other 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. Additionally, any bribe accepted by a faculty member shall be referred to disciplinary action.

### Section 5: Aiding Another Student

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

## **ARTICLE IX: 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.

### Section 4: Availability

A copy of this constitution shall be placed in the Student Handbook of Westminster College, the Faculty Handbook of Westminster College, and shall be archived in the College's library.

**ARTICLE X: Interpretation**

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

## GENERAL STUDENT CONDUCT PROCEDURES

The basic philosophical approach to student conduct at Westminster College is educational in nature and intent. Through staff intervention, discussion of behavior and its consequences, and progressive discipline, students are encouraged and expected to evaluate their behavior and learn to make responsible, positive and productive choices by embodying the Westminster College values – **Integrity, Fairness, Respect, and Responsibility**. Student conduct expectations exist in order to maintain a community living environment that is conducive to the intellectual, social, wellness, ethical, and professional growth of Westminster College students as articulated in the Concepts for Student Development. The role of discipline is not punishment, restriction, or obligation on violators of policies. The main goals are to help students learn self-discipline, assist students in accepting responsibility for their actions, and to encourage students to accept the consequences of their actions.

**Inherent Authority:** Westminster College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community 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. Such action may include pursuing disciplinary action for any violation of state or federal law – on- or off-campus that affects the College’s educational interest.

**Roles:** The Vice President/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 Vice President/Dean of Student Life refers to the Dean or any designated representative.

Other members of the College community may be involved in the adjudication process. Violations of campus policies may be adjudicated by the following:

*Academic Policies:* Faculty members, Registrar, Honors Commission and/or Associate Dean of the Faculty with appeals to the Senior Vice President/Dean of Academic Affairs

*General Campus Policies and/or Residence Life Regulations:* Student Life staff and/or Student Judicial Board with appeals to the Vice President/Dean of Student Life. In cases where the hearing officer is the Vice President/Dean of Student Life, appeals would go to the Senior Vice President/Dean of Academic Affairs

**Abuse of College Student Conduct Procedures:** Abuse of College student conduct procedures is a violation of college policy. This includes, but is not limited to: 1) failure to obey the summons of a college student conduct officer; 2) falsification, distortion, or misrepresentation of information to a college student conduct official; 3) disruption or interference with the orderly operation of the college student conduct process; 4) initiation of a student conduct process knowingly without cause; 5) attempting to discourage an individual’s proper participation in, or use of, the college student conduct process; 6) attempting or committing an act of retaliation against a person or student organization that has reported a violation of the Westminster College Handbook; 7) attempting to influence the impartiality of a member of the Student Judicial Board prior to, or during the course of, participation in the college student conduct process; 8) harassment, abuse, or intimidation of a member of the Student Judicial Board prior to, or during the course of, participation in the college student conduct process; 9) failure to comply with the sanction or sanctions imposed as part of the college student conduct process; and 10) influencing or attempting to influence another person to commit an abuse of the college student conduct process.

The Vice President/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 Vice President/Dean of Student Life. The Vice President/Dean of Student Life may 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 Vice President/Dean of Student Life. Students may be required by the Vice President/Dean of Student Life to testify at a hearing and are obligated to do so.

**Confidentiality:** At Westminster College, academic and disciplinary records are kept separately. Information from disciplinary records is not available to unauthorized person on campus or to any person off campus without written-expressed consent of the student or his/her legal representative or in cases where the safety of persons and property is involved. Effective August 14, 2009, according to the Higher Education Opportunity Act Sec. 493(a) (1)(A) amended HEA Sec. 487(a)[20 U.S.C. 1094 (a)]: added HEA Sec. 487(a)(26), upon written request, Westminster College must disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

**Civil Authorities:** Civil authorities have the right at all times to come onto the campus, including making entry into rented rooms, with or without the knowledge of the Vice President/Dean of Student Life, for the purposes of investigation of illegal activity, including search and/or seizure with a search warrant. On-campus behavior that may be a violation of civil law may also be referred to local authorities and the College reserves the right to invoke judicial proceedings for inappropriate student behavior occurring off-campus.

**Disciplinary Action while Criminal Charges are Pending:** Students may be accountable both to civil authorities and to the College for acts that constitute violations of law and college policy. Disciplinary action at the College will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

**Interim Suspension:** Either the President, the Academic Dean, or the Vice President/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 Vice President/Dean of Student Life to initiate the appropriate formal disciplinary action. Note that action under the Disruptive Student Policy does not require disciplinary action.

## STUDENT CONDUCT PROCESS

### **General Procedures**

*Reporting and Documentation:* Student violations of Westminster College policy may be reported by any member of the college community. A written report shall be prepared and directed to the Vice President/Dean of Student Life. Normally, this may be accomplished by filing a report with the Office of Security, completing and filling a residence hall incident report, or submitting a photocopy of an official policy report. Any reports should be submitted as soon as possible after the event takes place.

*Information or Conflict Resolution Meeting:* Following the review of the report, a designated staff member may schedule a conflict resolution meeting or a meeting with the students(s) to gather information about the incident.

*Based on the outcome of the information or conflict resolution meeting, the Vice President/Dean of Student Life will determine the disposition of the violations(s) and may decide among the following options:*

1. A Westminster College policy has not been violated and no further action will be taken.
2. A violation of Westminster College policy could have occurred and may be administratively settled by mutual consent (mediation) of the involved parties on the basis acceptable to the Vice President/Dean of Student Life. Mediation is encouraged as an alternative means to resolve most disciplinary cases. Depending on the situation, the Vice President/Dean of Student Life may inform complainants and accused students about the availability of campus mediation resources. The Vice President/Dean of Student Life, in the exercise of his or her discretion, may decline to hear a complaint until the parties in a non-academic misconduct case make a reasonable attempt to achieve a mediated settlement. To be binding in a disciplinary case, any mediated settlement must be approved by the Vice President/Dean of Student Life. Such disposition shall be final and there shall be no subsequent proceedings.
3. A violation of Westminster College policy could have occurred and may be appropriate for hearing by the appropriate student conduct body. These include:
  - Staff Hearing – Staff hearings are utilized for most cases arising from a first and/or minor policy violations in campus housing and may be a natural evolution of an information meeting. These are generally heard by Student Life staff.
  - Administrative Hearing -- Administrative hearings are utilized in most serious cases or issues of campus-wide concern with Student Life staff and/or occasionally the Vice President/Dean of Student Life as hearing officers.
  - Student Judicial Board Hearing – Student Judicial Board (SJB) is a panel of students trained to hear serious cases or issues of campus-wide concern.

### **STUDENT CONDUCT BOARD (SCB)**

The student/peer student conduct process allows students to shape their campus community by holding students accountable for the choices they make and the consequences of those choices.

The Student Conduct Board is composed of nine student justices selected in the spring semester. The intention of the board is that its members will be a representation of the Westminster College student community. Five of the nine members of SCB are needed in order to convene a hearing, unless permission is given by the accused student to proceed. The Vice President/Dean of Student Life or his/her designee act as advisor to SCB.

In the event of a referral to the Student Judicial Board (SCB), the SCB Chairperson or Vice President/Dean of Student Life shall give written notice to the student charged with the misconduct, indicating 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. Prior to attending the hearing, the student charged must submit a list of witnesses and any physical or documented evidence that they would like to present during the hearing to the Vice President/Dean of Student Life's office so that it can be included in the hearing documents that are presented to the board and the Vice President/Dean of Student Life and/or his/her designee. Students attending Student Conduct Board hearings are encouraged to meet with the Vice President/Dean of Student Life with any procedural questions prior to the hearing. Hearings are not open to the public. If the student chooses not to attend the hearing, the hearing will be held in his/her absence.



### Student Rights Upon Hearing

A student appearing before the Student Conduct Board 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 other means that the student desires relevant to the alleged violation; (5) to be informed in writing of the findings of the Student Conduct Board and any disciplinary action it recommends; and (6) to petition for review or appeal.

### Student 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 Vice President/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). Advisors may not address the board directly or take an active role in the adjudication process. Their contact is limited to discussion between the advisor and the accused student.

### Official Report of Findings and Determination

The Board shall consider the case on the merits and shall determine whether the student charged has been found to be in violation of the college's policies, regulations, or values. That decision will be communicated within three (3) working days of the hearing.

## **DEFINITIONS OF STUDENT CONDUCT SANCTIONS**

In the event a student or a student organization is found responsible for a policy violation, sanctions may be imposed. Sanctions which may be imposed include, but are not limited to:

**Conduct Warning** – a formal written notice to the student that they have violated the rules of the college and that continuation or repetition of specified conduct found unacceptable within a period of time stated in the warning may be cause for more severe disciplinary action. 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. Occasionally, a Conduct Warning may extend for a year. 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.

**Required Compliance** – the carrying out of a college regulation or administrative directive as a condition for avoiding further disciplinary action and/or remaining in good standing.

**Restitution** – reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation and may be combined with other penalties. In unique situations, restitution may take the form of a student's institutional scholarship(s) reduced or rescinded.

**Fines** – not to exceed \$100 for any single violation (\$1,000 for a group). An option of supervised community service work at the stated minimum college wage in amount equivalent to the fine may be offered.

**Community Service** – supervise constructive projects.

**Educational Sanction** – may be added to any level of sanctioning. Educational sanctions may include, but are not limited to: service projects, letters of apology, housing transfers, counseling, loss of privileges (such as the opportunity to visit or reside in college housing or park on campus), educational programs, behavioral contracts, chemical dependency assessments and treatment, etc. Educational sanctions are usually added to facilitate the student’s learning from the experience.

**Disciplinary Probation** – the most severe and serious warning a student may receive and still remain enrolled in the college. Disciplinary probation 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. Generally, the same rules on length and additional offenses while on Conduct Warning apply to Disciplinary Probation, however, situations may arise where it is prudent to extend a disciplinary period beyond a year.

**Suspension** – separation from the college for a specified period of time, usually the remainder of the semester. Parameters of the suspension, such as exclusion of a Westminster College student from classes, exclusion from other privileges or activities, or exclusion from the Westminster College campus, may be set defined in the written notice of suspension as well as required criteria or conditions for reinstatement. Also known as finite suspension.

**Dismissal** -- permanent termination of student status of a Westminster College student without possibility of readmission to Westminster College, also known as expulsion.

**Sanction Guidelines:** For some policy violations, sanction guidelines have been established to demonstrate to students the possible outcomes associated with being found responsible for such violations. It should be noted that these are merely guidelines to be used and ultimately the sanctions for all policy violations are determined by the Vice President/Dean of Student Life.

### **Smoking**

**First Offense** – Students will normally be placed on Conduct Warning, assigned hours of campus service, and assessed a \$25 fine. If the fine is not paid on time, it will likely increase or be placed on the student account.

**Second Offense** - Student will normally be fined \$50 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 or other campus housing.

**Third Offense** - Suspension or dismissal from the College.

### **Alcohol**

Please refer to the “sanctions for alcohol policy violations” contained in the Alcohol Policy section of this Handbook for sanction guidelines.

### **Controlled Substances**

Please refer to the “sanction for controlled substances” contained in the Controlled Substance section of this Handbook for sanction guidelines.

## APPEALS

Appeals are a means of ensuring that student's rights are upheld and that all students receive fair treatment as they go through the student conduct process. Appeals must be written and submitted within 72 hours of issuance of sanction notification (except in the case of new evidence). The appeal will be evaluated to determine if valid grounds exist for a review of the case. The student will be notified within one week if and when the case will be reviewed and/or the appeal will be heard. All appeals of primary decisions are submitted to the Vice President/Dean of Student Life. Appeals may be heard by the Student Judiciary Board, the Vice President/Dean of Student Life, or the Vice President/Dean's designee. In all cases, the Vice President/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.

Appeals may be made for the following reasons:

- Failure of the SJB or administrative hearing to adhere to proper procedures as outlined in the Westminster College Student Handbook, SJB manual, etc.;
- Unusual conditions or the addition of new, relevant information;
- Excessive or inconsistent sanctions.

*A student may not appeal based only upon his/her dissatisfaction with a sanction.*

Appeals will result in one of three possible actions:

- Supported
- Modified
- Removed

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 Vice President/Dean of Student Life in writing for permission to attend classes pending final determination of the appeal. The Vice President/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 Student Judiciary Board, Vice President/Dean of Student Life, or the President. The campus is off-limits to students who have been Suspended or Dismissed.

## V. RESIDENCE LIFE POLICIES

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The Office of Residential & Greek Life is an integral part of the educational program and support services at Westminster College. Our campus housing facilities and trained hall staff provide a significant co-curricular learning experience for all Westminster students. Our Residential Life staff strives to create an engaged and supportive community while providing enriching learning opportunities through campus and hall programming. The staff 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, Scott, and Sloss Halls, which comprise the Churchill Quadrangle. Within each Quadrangle building are up to nine suites with four two-person rooms and a bathroom in each suite. Every residence hall room contains two beds, desks, bureaus and closets.

Westminster upper class students live either in one of the four upper class residence halls, college apartments/townhouses, residential houses, or five national fraternity houses. Single rooms in College housing are on a space-available basis.

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 upper class 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.

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.

Another housing option for upper class students are the two, 32-bed Westminster Apartments on Fifth Street. Each apartment has four single bedrooms and two baths, a kitchen and living room, and all modern appliances. Each apartment also has its own washer and dryer. All utilities, cable TV, college LAN, and a campus phone are also provided. Routine and emergency maintenance will be covered in the rental agreement, as well as a small amount of custodial service in common community areas. Campus security patrols the complex.

An additional housing option for upper class students are the five 24-bed Westminster Grove Townhouses located at the corner of Seventh Street and Hickman Avenue. Each townhouse has four single bedrooms, one double bedroom, three baths, a kitchen and living room, and all modern appliances. Each unit also has its own washer and dryer. All utilities, cable TV, college LAN, and a campus phone line are also provided. Routine and emergency maintenance will be covered in the rental agreement, as well as a small amount of custodial service in community common areas. Campus security patrols the complex.

All of our campus housing facilities and relevant policies are founded with the College's four core values in mind: fairness, integrity, respect and responsibility. These values serve as the guiding principles for all Westminster students, and they are expected to uphold these values while living in College owned, managed, or approved housing facilities.

### College-Owned, Managed or Approved Housing Facilities

Westminster College has many different housing facilities that are either owned, managed, or approved for campus housing and fulfill the campus residency requirement.

**College-owned facilities** include all of the residence halls in the Quadrangle (Gage, Marquess, Rice, Scott and Sloss Halls), the Triangle (Weigle, Wetterau, and Sweazey), and Emerson Hall, and each of the Residential Houses available for student occupancy in close proximity to campus.

Although Westminster College leases the Westminster Grove Townhouses on Seventh and Hickman, as well as the Westminster Apartments on Fifth Street from a local developer (Masters Properties, LLC), these properties are **managed** by Westminster College. Residents in these facilities will not see any difference in how they are serviced or billed. Because of the lease agreement with the developers, residents of the Grove or Apartments have the option of signing a five- or ten-month lease with the College. The opening and closing dates for all residence halls, houses, apartments and townhouses will be the same: opening dates will be advertised with all campus move-in dates (and will typically be the day after New Student Move-In); closing dates will typically be 24 hours after a student's last final, or the day following Commencement. All campus and housing policies apply to these facilities.

Westminster College also **manages** three of our five men's International Fraternity facilities. For these chapters, the college is responsible for the maintenance and routine upkeep of the structure. Residents of this facility sign a housing contract with the College, which outlines room and board responsibilities and charges each year. At this time, this includes the following fraternities:

- Beta Theta Pi (founded 1867), 502 Westminster Avenue
- Phi Delta Theta (founded 1880), 500 Westminster Avenue
- Sigma Alpha Epsilon (founded 1949), 315 West Fifth Street

The College recognizes our remaining two men's fraternity facilities as **college approved** housing as long as the facilities meet the College Minimum Standards for Housing. Students who live in these facilities are considered campus residents and their occupancy fulfills the terms of the College's Residency Requirement. All campus policies still apply to these facilities, but they are managed by each fraternity's own Housing Corporation. This includes the following fraternities:

- Delta Tau Delta (founded 1939), 604 Westminster Avenue
- Kappa Alpha Order (founded 1890), 602 Westminster Avenue

The College recognizes three national women's fraternities: Kappa Alpha Theta (chartered 1981), Kappa Kappa Gamma (chartered 1981), and Alpha Gamma Delta (chartered 2009). Each of our women's organizations has a social lounge and chapter room in one of our upper-class residence halls. Each women's fraternity also contracts a residence hall floor in each of their respective buildings to offer chapter housing opportunities; Theta is in Wetterau Hall, Kappa is in Weigle Hall, and Alpha Gam is located in Sweazey Hall.

### Housing Accommodations Request

Westminster College and the Office of Residential & Greek Life recognize that certain situations and/or conditions affecting our students may require special housing accommodations while they are living on-campus. As such, students are encouraged to submit a personal request for special housing accommodations prior to housing assignments being issued (for new students), or room selection occurring (for continuing students). The Residential & Greek Life staff will work closely with our campus Wellness Center to insure the College is making a reasonable effort to meet a student's request for accommodation. Please note that requested approval may be based upon space and

availability of appropriate accommodations, the nature of the request and whether the application meets our advertised deadlines (below).

Please be aware of the following deadlines when submitting your application and/or documentation:

**New Students:** To have one's request considered for the start of a fall semester, the deadline to submit this application is June 1 of the same calendar year. If a student will first attend Westminster and live on campus for the spring term, please submit your application by December 1, immediately prior to the semester you plan to enroll.

**Continuing Students:** To have one's request considered, the deadline to submit this application is January 15 immediately prior to the start of the campus room selection process.

*\*\*Students should submit updated medical documentation once each calendar year, or as necessary if their condition, diagnosis or treatment plans change.*

Students must fill out the "Request for Special Housing Accommodations," available both online and in our office, for their request to receive full consideration. This form outlines what information the College needs from the student and their licensed healthcare provider before a decision can be made.

#### Housing Review Board

The Office of Residential & Greek Life utilizes a Housing Review Board to hear requests for exemptions or special consideration to any campus housing policies. The Board makes every attempt to meet in person; however, sometimes they may correspond via e-mail in the interest of timely consideration. The Board is composed of professional staff members in the following areas:

- Residential & Greek Life (Director and Assistant Director)
- Financial Aid
- Wellness Center
- Business Office
- Academic Affairs (Associate Dean of the Faculty)
- Student Life

If a student wishes to be considered for an exemption to current campus policy, they must submit their request, in writing and by the published deadline, to the Office of Residential & Greek Life. The Board will then consider the request and the student's written statement prior to making a decision. The student will be notified of the Board's decision, in writing, no more than one week (seven days) after their request is heard by the Board. This correspondence will also outline the student's appeal process if they wish to appeal the decision of the Board. All appeals will be directed to the Vice President and Vice President/Dean of Student Life, or his/her designee.

The majority of the policy exemptions that are considered by the Housing Review Board include residency requests and special meal plan requests. The Office of Residential & Greek Life may elect to refer other policy issues to the Board, depending on the specific nature of the request. In rare cases, the Board may also be used to hear roommate conflicts or mediation.

#### Residency Policy

As a Residential College, Westminster requires all admitted degree-seeking students with freshman, sophomore, or junior academic standing at the beginning of each academic year to live in one of the college residence halls, fraternity houses, college-owned houses, college apartments, or townhouses. Any student who wishes to be granted an exception to this policy must complete a Housing Exception Request Form and submit it to the Office of Residential & Greek Life. Forms can be found on the Residential Life website. 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 very rare for new students.

Otherwise, exceptions to this policy may be requested by students who:

1. Are living at home with their parents and commuting from within Callaway County;
2. Are 22 years or older or have senior status (88 credit hours) prior to the first day of classes;
3. Are married or the primary care giver of a child(ren);
4. Have a special circumstance that may require them to live off-campus and can provide appropriate documentation of those circumstances.

A student is permitted to submit one Housing Exception Request form during each academic year, and there is one opportunity to appeal this request. The Housing Review Board makes decisions on these requests. Students whose requests are denied by the Housing Review Board are allowed one appeal each academic year. Appeals are submitted in writing to the Vice President/Dean of Student Life. This is the final appeal of the request process. Typically these requests are made and considered for the start of a new academic year, and the exemption runs for the duration of that year. In rare instances, mid-year exceptions may be considered.

Depending on the need and availability of campus housing, exceptions may be granted more or less liberally than previous years. Very rarely are decisions made based upon the exceptions granted the year before, but rather, are considered with the forthcoming year in mind.

Students who fail to comply with the residency policy or disregard the result of their request and therefore reside off-campus without approval will be responsible for full room charges and may also be subject to additional disciplinary action.

#### Residency Exception for Transfer Students

If a student is coming to Westminster as a transfer student, they may qualify for an automatic exception to our campus residency requirement if they have earned an Associate's degree at another institution. If the student is transferring under other circumstances, the normal exception guidelines will apply to their request.

#### Residency Exception for Fraternity Men

The College recognizes occupancy in all of our fraternity houses as compliance with our Residency Policy as long as the facilities meet the College Minimum Standards for Housing. However, because fraternity men enter into different housing agreements with their respective House Corporations, they must gain approval from both the College (through the above outlined process) in addition to their House Corporation.

If a student makes an exception request to the College prior to receiving fraternity approval, the Office of Residential & Greek Life (RGL) will hold their request until confirmation is received from the relevant House Corporation. Receiving permission from one party, without confirmation from the other, does not grant an exception to the residency policy.

The College supports the fraternity's efforts to fill their facility and maintain housing agreements with their members. Therefore, the College refrains from making residency exception decisions that may impact a fraternity's potential occupancy, without their support.

#### Campus Meal Plans

All students who reside in a college owned residence hall (all of the Quadrangle and Triangle, including Emerson Hall) must participate in a campus meal plan. The meal plans offered include:

- 19 meals/week\*, plus \$100 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- 15 meals/week\*, plus \$75 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- 10 meals/week\*, plus \$50 Blue Jay Bucks each semester (for use in JCI or other meal needs)

*\*Unused meals do not carryover or cannot be “banked” from one week to the next.*

First time, full time students (i.e. freshmen) are required to participate in the College’s largest meal plan. All other students are permitted to select from one of three approved college meal plans. Any non-freshman living in a residence hall will default to the 19-meal plan each semester. If they wish to select the 15- or 10-meal plan, they must fill out a “Request to Change Meal Plan” form in the Office of Residential & Greek Life prior to census date (seven days after the start of classes each semester). Requests to lower one’s meal plan after census date will not be approved. However, a student may raise their meal plan at any time during the semester, and their semester charges will be prorated based up the week they submit their request.

Requests to change meal plans will not be received by phone or e-mail. The student is required to fill out the appropriate form to make this request in person.

Students living in other campus housing (with full kitchen service) are not required to be on a meal plan. They will default to “no meal plan” on their College bill unless otherwise requested via their housing contract, or the “Request to Change Meal Plan” form. Students in these areas may opt into meal blocks instead of a regular meal plan, which allows a student to eat a set number of meals at any time throughout the academic semester. Meal blocks are offered in the following bundles:

- 10 meals
- 50 meals
- 80 meals

The two largest blocks may be purchased through the Office of Residential & Greek Life and can be charged to a student’s account. The smallest meal block may only be purchased directly through Fresh Ideas.

For additional information on the College meal plan and food service provider, Fresh Ideas, please visit their portion of the Westminster website.

### Vacating Campus Housing

In some situations it may be necessary for a student to vacate campus housing in the midst of an academic term. If this occurs, the student is responsible for coordinating their own checkout process with the Office of Residential & Greek Life.

In situations where a student is medically or administratively withdrawn, a student is permitted one week (seven days) to notify RGL of their plans to leave campus. The Associate Dean & Director of Campus Life may approve extensions to this policy at their discretion.

If a student is academically dismissed at the conclusion of the fall semester, they have until the first day of classes in the spring semester to contact RGL to coordinate their moving plans. Failure to do so may result in disposal of their remaining belongings.

In situations where a student must vacate campus housing for disciplinary reasons, they may still be held responsible for full room and board charges for the entire semester. This policy may be appealed to the Associate Dean & Director of Campus Life, with one final appeal being heard by the Vice President/Dean of Student Life.



For all other situations, room charges will be refunded based on the date of official withdrawal or the last date of occupancy, whichever is later. When students withdraw during a semester, they leave rooms vacant that cannot be filled; therefore, no refund of room charges will be made after the seventh day of the semester (per the campus refund policy in the College Catalog). Board charges will be refunded on a pro-rated basis, based on the end of the billing cycle that the meal plan is cancelled. Miscellaneous fees will not be refunded. The preceding policy is part of the financial contract the student makes with the College. Westminster College assumes that by entering the College and registering, the student accepts these terms.

#### Move-in Policies

On or before August 1, faculty and staff are invited to send the Office of Residential & Greek Life names of students who need to return to campus early and a suggested move-in date. If approved, these students are permitted to return to campus prior to all campus move-in dates free of charge. The following groups are often considered for early return, but still require approval from RGL: fall student athletes, Resident Advisors, Freshmen Seminar Mentors, and Student Government/Campus Activity Board leadership.

As a general practice, New Student Move-in will occur prior to opening facilities for continuing students. Continuing students will often have their own move-in dates and expectations, separate from those of our new students. Anyone wishing to be considered for an early return must fill out the "Request for Early Return" form and submit it to the Office of Residential & Greek Life. Unless there is a justifiable reason for the request, the student will incur a \$75/night charge for each day they wish to reside on campus prior to their approved move-in date. This charge will be assessed directly to their student account. In addition, any early arriving student who housing access for another, non-approved student will be subject to disciplinary procedures.

Traditionally, returning student move-in will be scheduled for the day after New Student Move-in, and aligns with the date our campus meal service begins. During the spring semester, new students will move-in and participate in a two-day welcome and orientation program a few days prior to the start of classes. Returning students will have a separate arrival date which again aligns with the start of our campus meal service.

#### Student Insurance and Loss of Personal Property

The College will take reasonable action to secure College buildings and all property against vandalism, theft, and fire. Students are responsible for protecting and securing their own property as well as their roommates'/suitemates' personal property and College property. However, the College is not responsible for the security of personal property or its loss due to man-made or natural disaster and will not reimburse students for losses. This also applies to personal items stored illegally on campus or in unapproved areas.

We recommend that all students determine if their personal property is covered by their family's homeowner's insurance policy. If not, then they are encouraged to secure a renter's insurance policy through a local insurance agency.

#### Break/Holiday Housing

The college residence halls are typically closed during regular college holidays and vacations. Residents who need to remain on campus during holidays and breaks must register for break housing. If a student is approved to stay on campus, they are still expected to follow all regular campus policies and expectations. Permission to remain on campus is a privilege which may be rescinded if a student fails to comply with these expectations.

### Summer Storage of Personal Items

Storage is only offered during the summer months, and is available from May 1- September 1 of each year. Any items left in storage after September 1 is subject to removal and/or disposal. *Storage is limited to the items that can fit within the reserved locker or cube.* Thus, furniture is not permitted in any College storage area.

The College has very limited space for student storage of personal items, and all space comes on a first come, first served basis. We have individual lockers available for rent in the basement of Marquess Hall, and private storage cubes are available in the basement of Cedar in the Westminster Grove. There is a \$25 charge to rent these areas from the College, and the College provides locks for each of these units which students are required to use. Once a student has removed all of their belongings from campus storage, in accordance with our advertised deadlines, they will receive a \$20 refund of their rental fee.

Student items left in the common area of College facilities (hallways, lounges, closets, basements) will be disposed of at the discretion of the Office of Residential & Greek Life and the Plant Operations staff. Students are not permitted to store any personal items in Residential/Theme Houses, Westminster Apartments or the Grove during the summer.

The College's policy on loss of student property also applies to student items stored over the summer. While the College will provide limited storage, the College assumes no liability for any damaged, lost or stolen items. Students are still encouraged to acquire renter's insurance (or their parent's homeowners' policy) to cover their belongings while at Westminster during the academic year and if applicable, while using College storage facilities.

### Room Inventories and Check-in/out Process

Each campus resident will have a Room Inventory form for their housing assignment. This form will be filled out by the RA, documenting the move-in condition of the room and any outstanding damages or missing items. This will be reviewed with the student, and the student will be asked to sign the form. The Office of Residential & Greek Life uses this form to assess damages at the conclusion of the academic year, or whenever the student leaves the current housing assignment. It is the student's responsibility to play an active role to notify their RA if/when they find anything missing or damaged and to send in work orders in a timely manner.

When a student checks out of their housing assignment, they need to arrange a time to meet with their RA to complete the "checkout condition" of the Room Inventory and to return their keys. Failure to complete a checkout or be present during checkout will result in a fine of fifty dollars (\$50). If the student is moving from their room mid-semester, the date they complete their checkout and sign the Room Inventory form is the date that will be used to prorate or adjust their housing charges.

Student responsibilities of a checkout:

- Schedule a checkout time with your RA, or any other member of the RA staff if they are unavailable. We recommend giving the staff at least 24 hour notice to retrieve your Room Inventory Form.
- Remove all personal items from your room. Your room should only have college-issued furniture remaining at the time of checkout.
- Thoroughly clean your room. Vacuum/wash your floors, empty all trash, wipe down College furniture (inside and out), clean room blinds and windows, and remove all forms of adhesive from walls, doors and ceilings.

- Insure all College issued furniture is returned to the room and in working condition. Beds must be constructed.

Failure to do any of the above items will likely result in monetary fines. In addition, students who fail to checkout by the advertised closing deadlines of the College will forfeit their housing deposit, and are additionally subject to a \$75/day fine for each day they stay past this deadline. This charge goes into effect immediately after the closing deadline has expired (i.e. if the halls/houses close at 6:00 p.m., the charge goes into effect at 6:01 p.m.) This applies at the end of each academic semester, and any summer moving deadlines given to summer residents.

### Damages and Charges

Students are responsible for damages which occur to their room during occupancy and for the costs of any College issued items missing from the room at checkout. While a student staff member may conduct the final inspection and checkout, fines are not assessed until professional staff tours the facilities. These professional staff members are the final authority of damage and charge decisions. After checkout paperwork is processed, students will be assessed charges; and they will be sent to the Business Office for posting on their student account. An e-mail will also be sent to students who incur charges, outlining the nature and amount of the damage. There will be a one-week window for a student to submit an appeal for charges, and if overturned, the Office of Residential & Greek Life will notify the Business Office to remove some or all of the fees.

Listed below is a sampling of the standard replacement/damage charges:

Replace window blinds (large)	\$45.00
Replace window blinds (Small)	\$25.00
Replace bulletin board	\$15.00
Replace door peephole	\$10.00
Replace mattress	\$120.00
Replace window screen	\$45.00
Replace bed ends (2 piece set)	\$90.00
Lost/missing room key	\$50.00
Cleaning/Maintenance fee	25.00/hour
Failure to checkout	\$50.00
Removal of abandoned items	\$25.00/hour

Damage to walls/ceiling will be billed when conditions are beyond typical wear and tear. Billing amounts will vary depending on whether a wall requires spackle and touch-up paint, or the entire wall requires repainting. Charges will cover the cost of the supplies and staffing necessary to repair the damage.

If two or more students share a living space, damage charges will be equally divided among the residents unless the responsible party absolves their roommate of any role in the original damage.

### Common Area Damage

At various times during the year, damage may occur to a shared community space within our residential facilities. This may include, but is not limited to: building/suite hallways, bathrooms, lobby space, etc. If this does happen, the community may be held responsible for the damage unless the individuals responsible can be identified.

Once common area damage occurs, the community will receive notice from the Office of Residential & Greek Life with a summary of the damage, the charges associated with the repair/replacement, and a quote of the expected cost, per person, if the entire community is charged. They will also be given one week (seven days) to identify the person(s) responsible. If that does not happen before the

one week deadline, each member of the community will be billed for their shared portion of the damage on their next monthly bill.

This same process may be used if a community fails to maintain an appropriate level of cleanliness in their living environment. If it is deemed that a custodian is spending an extensive amount of time to return the community to a reasonable level of order and cleanliness, the overtime charges may be distributed among the residents unless the responsible party(ies) can be identified.

#### Room Changes/Switches

On occasion, students may request to change housing assignments. All requests to change rooms or switch rooms with another student must be submitted to the Office of Residential & Greek Life and receive approval from our staff. Students who move illegally will forfeit their housing deposit (\$200), and must return to their original housing assignment.

The College has a room freeze at the start and conclusion of each semester. During the beginning of each term, a room freeze is in effect for the first three weeks of the semester. Moves will not be permitted to occur during this time. At the end of each term, the room freeze is in effect for the last two weeks of the semester to provide students a quiet and undisturbed study environment. In the event that room changes are approved to occur during the winter break, RGL may allow students to stay on campus and complete their move the day after finals conclude.

Students must have a justifiable reason to change rooms. If the rationale is due to a roommate conflict, they must participate in some sort of mediation process prior to being considered for a move.

#### Room Occupancy

At this time, the College does not permit students to purchase or “buyout” remaining vacancies in a specific room or housing facility. If a student occupies a room and it is under occupancy, the student may be asked to accept a roommate at any time during the course of the academic year. Unless a student is paying for a private room, they are not permitted to deny another student from occupying this space.

Students who are in a room/space with vacancy are also not permitted to store unused furniture. All college rooms/facilities must retain all sets of furniture at all times.

#### Housekeeping and 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. In a resident fails to maintain an appropriately clean and tidy living space, they may be subject to fines and/or charges for College staff to bring the space up to a minimum standard.

Requests for maintenance, such as broken locks, electrical problems, plumbing, and carpentry needs, should be directed to the Plant Operations e-mail (workorder@) 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. Failure to gain prior approval may result in fines being assessed to the responsible party.

#### Room Entry and Lockout Procedures

To ensure the safety and well-being of our entire campus community, students will not be granted access to facilities and/or buildings of which they are not a current resident. This includes common

area access (exterior door or hall lounges) and private resident rooms. Students are also not permitted to loan their keys to another person for entry into unauthorized areas. Students found in violation of this policy could be subject to disciplinary action.

If a student has become locked out of their building, room or residence hall, they can call campus security to gain access to their space. Security will respond, confirm the student should receive access, and then grant them access.

Each student will be granted one lockout, per academic year, free of charge. After this first lockout, students will be charged \$25 for their second offense, and \$50 for their third offense. These fines will be posted directly to their student account. If a student has more than three lockouts in one academic year, their name will be forwarded to the Vice President/Dean of Student Life, or their designee, and they may face disciplinary charges.

If a student loses their room key, it is important for them to immediately notify their RA, or another member of the Residential & Greek Life office staff. When a key is unaccounted for, it creates an unsafe environment for both our students and facilities. Because of this, the College will change the lock(s) of the area, and issue new keys to all residents whose safety may be compromised.

Depending on the number of locks and keys which need changed the cost to issue new hardware and keys varies by the number of doors which are impacted. As a general rule, there is a \$50 charge for each door which needs serviced. This fee is assessed to the student account of the student who originally misplaced or lost the key.

#### Roommate Assignments, Mediation and Conflict Management

The Office of Residential & Greek Life makes housing assignments for new students around July 1 each year. New Westminster students will be matched with a roommate(s) based upon the information submitted on the Housing Questionnaire. Once housing assignments have been made, students will be notified of their placement and the contact information for their anticipated roommate(s). These assignments are subject to change for administrative reasons, although every opportunity is made to keep assignments once students have been notified. If a student wants to make a specific housing request, the priority deadline for consideration is June 1.

If a student is experiencing living challenges with their roommate (suitemate or other community member), they are encouraged to contact one of their Resident Advisors (RA) for assistance. Their RA has been trained in conflict mediation and will be able to offer several solutions or strategies to support the student. If the RA has exhausted their resources or maximized their options for resolution, they will reach out to a professional staff member in the RGL office. At that time, the professional staff member may intervene in the mediation process and work with the student(s) involved to find a reasonable resolution to the situation.

Typically, during roommate conflict and mediation, the problem can often be attributed to one common issue: communication. Therefore, the beginning steps of the mediation process often focus on finding safe ways to communicate with one another. Students are coached to find appropriate ways to approach difficult topics and are encouraged to use RA staff as mediators to their dialogue.

If students are unable to find resolution to a situation, the Office of Residential & Greek Life may need to intervene. We may also collaborate with our colleagues in The Wellness Center to try to find an agreeable solution. We may utilize one or more of the following means to mediate an escalating situation:

- Individual meetings with involved students
- Mediation with conflicting students
- Conversations with other members of the affected community

- Discussion with RA staff

During this process students will be encouraged to make their own decisions about potential moves or room switches. Residential & Greek Life will rarely make a decision on which party or parties should be moving, and the students will be empowered to make this decision on their own. However, in the event that the situation is elevated to a point where others are being negatively impacted by the original conflict, the staff in RGL will reserve the right to move one or more students for the overall health of the community. In these cases, the decision is not one based upon disciplinary action or sanctions, but is something that must occur when the involved students' efforts have not resulted in a positive resolution to the problem.

### Housing Policy Violations

Students who violate any of our Residential Life housing policies may receive a written warning, monetary fines, or be subject to campus disciplinary consequences. All Westminster students should have a thorough understanding of all of our housing policies, whether they reside on or off-campus. These policies apply to all students in college housing, even if they are just visiting.

### Guests and Visitation

Any person in college-owned or managed housing who is not assigned to live in the room they are located in is considered a guest. The student(s) assigned to the room is considered the host, and the host is responsible for the conduct of his/her guest at all times. The host 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, regardless of whether they are a Westminster student.

Students are permitted to invite guests to their room, but are advised to adhere to common standards of decency and be sensitive to their roommate's rights to privacy and use of the room. If a student wishes to host a guest overnight in their assigned residence, they must consider the following:

- They may invite an overnight guest only if they give advance notice and/or receive permission from their roommate(s).
- Guests are not permitted to stay longer than three (3) consecutive nights at any time.
- Guests are not permitted to stay more than fifteen (15) nights in a thirty (30) day period.

Students deemed in violation of our visitation policy, or appear to be abusing the policy may be contacted by a RGL staff member to discuss the policy and their perceived compliance. In some situations, a student may face disciplinary action for repeated violations of this policy. In addition, the guest may be escorted off campus and/or advised not to return.

### Prohibited Items

The following items that are prohibited in campus housing facilities:

Halogen/heat lamps	Incense/Candles	Open Flames
Fireworks/Explosives	Space Heaters	Toasters/Toaster ovens
Coiled cooking units	Extension Cords	Weapons/Guns
Illegal Drugs	Petroleum Distillates	Waterbeds
Alcohol (if underage)	Pets/animals (including fish)	Heated bedding
Personal mattresses	Live Christmas/holiday trees	

### Grills and Barbecuing

Charcoal grills are permitted under specific safety conditions, but students are not permitted to keep lighter fluid in their rooms/residence. Gas grills, smoker grills, etc. are prohibited. A Resident Advisor or Security must approve the location for grilling prior to use. Grills must be used on a level

surface, at least twenty (20) feet from any vehicle or campus structure, including buildings, trees, shrubbery, etc. Grills must not block any egress from any campus building and must not impede pedestrian or motor vehicle traffic. Attention should be paid to wind speed and direction so that other students are not bothered by blowing smoke. Students should never leave a lit or hot grill unattended and when finished grilling, coals must be doused with water until cold. Cold coals must be discarded in the approved container located in the Churchill Quadrangle. 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.

### Pets

Pets are not permitted in any of our college owned or managed facilities. Pets are not allowed to “visit” students in these residences or stay indoors for any period of time. 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.

Students found violating the campus pet policy will be subject to a \$75 fine for their first offense and may potentially be evicted from College housing for subsequent violations.

### Room Inspections and Searches

Westminster College reserves the right to inspect and/or search college-owned or managed 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 Vice President/Dean of Student Life or other appropriate College officials and must be done in the presence of a witness. In some cases, the Fulton Police Department may be called to assist with a search.

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.

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

### Residence Hall/Facility Furnishings

All furnishings and equipment provided in each resident’s room and other campus community areas are the property of the College and are provided for the convenience of the residents. Residents are not permitted 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 Office of Residential and Greek Life.

Requests made to Plant Operations or RGL to remove furniture will not be granted. Students are expected to retain the College issued furniture provided in their room for the duration of their occupancy. This applies to all college owned and managed facilities (except for the two fraternity houses unowned by the College. Their respective House Corporation is responsible for adopting and enforcing their own policy on room furnishings.). Students who violate this policy may be charged full replacement costs of missing furniture items, and/or be subject to disciplinary action where appropriate.

### Cable Television Service

The College contracts cable television service through Charter Communications. The cost of this service is already included in the student's room charge. Westminster has a digital cable service, which means that all campus hook-ups must use a digital cable receiver box to receive signal. To checkout a cable receiver box and relevant hardware/cables, a student must visit the IT Helpdesk to sign for this equipment. This equipment is very expensive, therefore there is a significant charge to repair or replace lost, stolen or damaged items. The student is solely responsible for these charges, when applicable.

If a student has problems with their cable service or cable hardware (i.e. cable box or connector), they should e-mail [help@westminster-mo.edu](mailto:help@westminster-mo.edu) to request a repair.

### Student Appliances

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. Students in any campus housing are only permitted to have one refrigerator per resident and one microwave oven per room. In the event that a student's appliance becomes a hazard and overloads our circuit breakers, they may be asked to remove some items from their room for precautionary reasons.

### Decorations and Wall Adhesives

Because of the damage caused to walls, woodwork, and doors, care must be taken in hanging decorations in a student's room. The only recommended product for hanging decorations is the 3M Command product which is available in the College Bookstore. However, students must follow the product user guidelines to prevent any damage from occurring.

Students will be assessed a charge for any damages or marks on the wall, floor, or ceiling that result from tape, tacks, adhesives, or other methods of attachment. Adhesive that is not removed when the student checks out (i.e. poster tack) will be removed by the College, at the student's expense. Any damages beyond normal wear and tear will also be the student's financial responsibility.

Because of the potential for significant wall damage, dartboards are prohibited.

### Windows, Window Blinds, and Screens

Windows, window blinds, and screens have been installed in each room for safety and health reasons. The blinds and screens 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.

In addition, student room windows are not meant to be an entrance to the room, building or suite. Students who use the windows for entrance and exit during non-emergency situations may face disciplinary consequences.

Also, the College recommends that students lock their windows anytime they are closed. Failure to do so presents a huge liability to the student.

### Noise and Disturbance

The use of radios, stereos, sound systems, televisions, etc. is permitted in all College housing facilities. 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 in campus housing facilities, (i.e. trumpets, drums, and guitars) is highly discouraged. Amplified sound systems are prohibited. Students may practice their musical



instruments in Champ Auditorium, and piano and choral activities in the Hunter Activity Center/Glass Music Room. Noise in other college residences (fraternity houses) or in off-campus residences must be within Fulton City ordinances and not be disruptive to neighbors, businesses, or the College.

Anyone living on campus is 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”. All students are encouraged to both comply and uphold the campus’ courtesy hour policy. In order to provide an atmosphere conducive to study, relaxation, and sleep while classes are in session, “quiet hours” begin at 10:00 p.m. Sunday-Thursday evenings and 12:00 am/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.

#### Solicitation

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.

If someone is soliciting in your living area or appears to be suspicious, students are advised to contact Campus Security immediately. Students are also advised that they should never give money (cash or check), or provide personal information to anyone who has not gone through the Office of Student Life for proper approval. It is important that students report this behavior so that these people can be held accountable.

#### Fire Safety and 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, s/he should:

1. activate an alarm;
2. call the Fulton Fire Department (911);
3. notify the Resident Advisor or other staff and other students; and
4. call Campus Security (592-5555, or 544-7191).

When a fire alarm is sounded, each student must leave the building immediately. Campus Security, College officials, or emergency personnel will direct students to safe shelter. All students in campus housing will conduct fire drills in the fall semester, and RAs (or other College staff) will indicate where each respective hall will meet in case of a fire emergency. Students are required to abide by the instructions given during emergency situations, including the directive to vacate any facility actively in alarm.

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.

Students who tamper with the fire alarm system or any safety equipment (including smoke detectors and/or fire extinguishers) will be subject to campus disciplinary proceedings.

### Tornado and/or Other Severe Weather Procedure

In the event of a severe weather watch, Campus Security will notify all campus community members and remind students to be cautious of a potential severe weather outbreak. Remember, a *watch* means that conditions are favorable for a weather incident (tornado or severe thunderstorm). If the watch is upgraded to a *warning*, this means that the weather condition is actually occurring in your area. Students are advised to watch local news broadcasts (KOMU: Channel 8, KMIZ: Channel 17, or KRCG: Channel 13) for up-to-date information.

In the event of a tornado warning, the City of Fulton will sound the local sirens; and you are advised to immediately seek safe, underground shelter. Students should remain in their shelter location until Campus Security or a Residential Life staff member notifies them that the warning has expired and conditions are again safe.

The majority of our housing facilities have basement facilities that can be used for shelter, and all of our general campus buildings have directions posted for emergency evacuations and/or shelter. If you cannot get to a shelter area below, go to the lowest level of a building away from any windows or doorways. Please see the chart below for additional information about where to shelter in a severe weather emergency:

Facility	Shelter location
Gage, Marquess, Rice and Scott Halls	Basement in hall
Sloss Hall	Basement of any other Quad building
Wetterau, Sweazey, and Weigle Halls	Basement lounges (i.e. Sorority Lounges)
Emerson Hall	Basement of Beta Theta Pi fraternity house
Westminster Apartments (5 <sup>th</sup> St.)	Basement of Beta Theta Pi fraternity house
Westminster Grove Townhouses	Basement of Cedar (entrance off of 7th St), or Hickory community room
Residential houses*	Basement of each house*

**\*If you live in 302 W. 5<sup>th</sup> or 309 W. 5<sup>th</sup>, your sheltering location is the Beta Theta Pi Fraternity house. There is not a basement facility to provide shelter on location.**

### 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 insure that these awards are used for this purpose only, the following regulations apply:

- The room portion of the award may be used in campus 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 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 after 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.

## **VI. STUDENT TRADITIONS & ACTIVITIES**

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### **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).

### **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.

### **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.

### **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.

## **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.

### **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 led by the Skulls of Seven.

### **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.

### **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.

### **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.

### **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.

## **HONORARY GREEK FRATERNITIES & SOCIETIES**

Alpha Chi—National Scholarship Society (1974)  
Alpha Lambda Delta—First-Year Student Academic Honorary Society (2014)  
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 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)

### **LEADERSHIP & ACADEMIC AWARDS**

Each year during the Spring semester the Emerson Center for Leadership and Service presents awards to individuals and groups of the Westminster College community that have demonstrated outstanding campus contributions. Academic honors and awards are announced at the opening session of the Undergraduate Scholars Forum.

### **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.

### **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.

### **INTERFRATERNITY AND PANHELLENIC COUNCILS**

The Interfraternity Council (IFC) is the governing body of the five 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. Similarly, the Panhellenic Council is the governing body for Westminster's three women's social fraternities, and works to promote, educate and regulate the best interests of its members and all organizations. Westminster's Panhellenic Council follows guidelines and resolutions set forth by National Panhellenic Council (NPC)

All members of our Greek community 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 fraternity/sorority, or both. Organizations 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 organization.

#### **Formal Recruitment & Membership**

The Interfraternity Council conducts a formal recruitment early in the fall semester open to any unaffiliated student. An allocation system is used during formal recruitment and throughout the academic year designed to balance the number of new members in each fraternity. If a student is interested in seeking membership after the formal recruitment process has concluded, they should

talk to the leadership of the particular chapter they are interested in to learn if they are still accepting new members.

The Panhellenic Council also conducts a formal recruitment at the start of each fall semester, open to any unaffiliated student. Westminster's Panhellenic Council follows all resolutions and recommendations for recruitment as outlined by NPC. An allocation system is also used for the women's process, and the Panhellenic Council and College work to ensure parity among all organizations. In some instances, chapters may be able to participate in year-around recruitment and offer membership to unaffiliated students through continuous open recruitment. However, it should be noted that not all chapters may participate in year-around recruitment.

#### Affiliate Program (IFC only)

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 fraternity activities during their affiliate status.

#### New Member Education Program

The purpose of the fraternity and sorority 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 organization. Each organization has their own new member education program, and the curriculum will vary among each group. For women's organizations, their new member education immediately follows formal recruitment and occurs in the fall semester. Their new member education program concludes with an initiation ceremony.

For men seeking membership in a fraternity, their new member education program begins after their affiliate period has passed and they begin their spring semester at the College. Their programs vary slightly from the women's programs, and typically involve significant time at the fraternity house of their selected organization. As a general rule, IFC limits the amount of time that new members should spend doing new member tasks. If a chapter wishes to have all new members remain on campus for a particular weekend during the semester, it should be announced at the start of their education period. Each fraternity should also 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, and typically occurs around mid or late March.

#### Social Fraternity House Management (Men only)

For facilities not owned and operated by the College, the fiscal responsibility for the operation of the men's social fraternity houses lies with the fraternity House Corporation (College and chapter alumni) and current membership through the officers of each chapter. The House Corporations are responsible for determining the charges for room and board, maintenance and cleaning schedules, and overall operations of the housing facility.

All facilities, regardless of ownership, are required to pass an annual fire and safety inspection each summer before students can occupy the facility at the start of each academic year. Because the fraternity houses are considered College approved housing and their property is owned by the College, the College has specific expectations regarding the appearance and upkeep of the facility

and surrounding grounds. Each chapter is responsible for maintaining their yards, parking lots, dumpsters, and various other fraternity space. It is an expectation that all yards are maintained and presentable no later than 8:00 am every morning. Failure to do so may result in a monetary fine for the organization, and repeated non-compliance could result in College disciplinary action.

#### 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. Students are encouraged to talk to current chapter leadership to learn specifics about the costs and billing schedules for their own organization.

### **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 throughout the fall and spring semesters at Westminster.

### **JOHN FINDLEY GREEN LECTURES**

Sir Winston Churchill's speech was one of the John Findley Green Lectures. Established in 1936 as a memorial to John Findley Green, the supporting fund for the lectures stipulates, "that the speaker shall be a person of international reputation whose topic shall be within the aim of those lectures and who shall present it with regard for Christian tolerance and practical benevolence." The roster of Green lecturers which have taken place at Westminster College includes theologian Reinhold Niebuhr, former President Harry S. Truman, Nobel laureate physicist Sir George Paget Thomson, Vice President Hubert H. Humphrey, author and scientist C. P. Snow, Senator J. William Fulbright, FBI Director Clarence Kelly, former President Gerald R. Ford, former Prime Minister of Great Britain Edward Heath, the Honorable Clare Booth Luce, Secretary of Defense Caspar Weinberger, President George Bush, philosopher Paul Ricoeur, former President of the Soviet Union Mikhail Gorbachev, former U.S. Ambassador to Russia, Robert S. Strauss, former British Prime Minister Margaret Thatcher, Lech Walesa, Nobel Laureate and former President of Poland, former CEO of MTV Networks International Bill Roedy, and musician and political activist Bob Geldof.

### **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.

### **LECTURES AND DIVERSITY EDUCATION 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 Involvement, along with the Student Body Vice President, advises this group, which sponsors a variety of 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, Concerts and Comedy, Intramurals, Social, Special Events, Publicity, and Public Relations) work to bring additional forms of entertainment and activities to campus.

## 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 a capella 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.

## 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 Involvement), a list of officers, and a faculty or staff member as a sponsor on file with the Director of Student Involvement. 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. A complete list of college recognized student organizations can be found at <http://www.westminster-mo.edu/studentlife/activities/clubs/Pages/default.aspx>.

## RISK MANAGEMENT (General)

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 go to <http://www.westminster-mo.edu/studentlife/policies/Pages/default.aspx>.

## RISK MANAGEMENT (Social)

All students are expected to have a thorough understanding of the College's social risk management policies. In particular, Greek organizations are required to adhere to all of the institutional policies and expectations as well as the guidelines of their own inter/national organization. A complete listing of all social risk management policies can be found at: <http://www.westminster-mo.edu/studentlife/greek/Pages/RiskManagement.aspx>

## 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.



## **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.

## **STUDENT PUBLICATIONS**

Students may earn College credit for their contributions to these publications as well as gain practical experience in journalism.

*The Columns* campus newspaper is published on line several times each semester with funding from the Student Government Association.

*Janus* is published under the supervision of the English Department. *Janus* is published and available for distribution before the end of spring semester with partial funding from the Student Government Association.

## **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 the Virgin, 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. The Memorial and Library is closed Thanksgiving, Christmas, and New Year's Day.

# *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*