



WESTMINSTER COLLEGE

THE POWER IN PURPOSE™



STUDENT HANDBOOK 2019 - 2020

Welcome from the Vice-President/Dean of Student Life

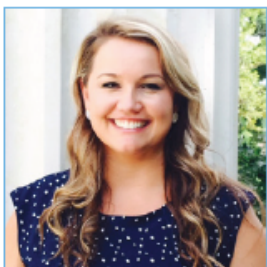
Dear Westminster Students,

It is with great pleasure that I welcome you to Westminster College for the 2019-2020 academic year. I have had the pleasure of working for this exceptional institution for 8 years and I look forward to supporting you in your journey this upcoming year. As the Vice-President/Dean of Student Life, I value the professional relationships I establish with students and look forward to supporting your personal and professional goals.

“The mission of Student Life is to complement and enhance learning that extends beyond the classroom. Student Life strives to foster an inclusive student body by empowering students with tools, experiences, and providing a safe/supportive environment needed to achieve both academic success and personal well-being.”

We are excited for you to learn about all the programs and services we have to offer and helping you making the most out of your time at Westminster. The Student Handbook is a valuable reference to campus resources, programs, policies, and procedures. We encourage you to familiarize yourself with this essential need to know information.

I also highly encourage you to get involved inside and outside of the classroom, be open to new and challenging experiences, conduct yourself in accordance with our core values, and take advantage of the variety of services available to support your personal and professional development. Please do not forget to make time for self-care, fun, and sleep! It is going to be a great year and we look forward to supporting your academic and personal success at Westminster College!



KASI LACEY, PH.D.
Vice-President/Dean of Student Life

Statement of Authority

The Westminster College Student Handbook is a comprehensive resource for students regarding information and policies about the College. Students are responsible for knowing its content and are accountable to live with integrity, fairness, respect, and responsibility according to the expectations and policies outlined within.

Revised 8/15/19

TABLE OF CONTENTS

I. STUDENT SERVICES		4
ADA/Equal Access Policy	Hunter Activity Center	7
Athletic & Recreation Facilities	Information Technology	8
Bookstore	Kent & Judith Mueller Student Center	8
Campus Address & Mail	Library Resources	8
Campus Security	Lost & Found	9
Dining Services	Student Personal Property Loss	9
Center for Faith & Service	Transportation to Fulton	9
Student Financial Planning	The Student Success Center	9
Financial Disclosure	The Wellness Center	12
II. GENERAL ACADEMIC POLICIES		15
Academic Advising	Complaint Resolution	19
Academic Review Board	Student Respect Toward Faculty	19
Appeal Procedures	Honor Code	20
Class Attendance & Verification of Care	Withdrawal Policy for Military Deployment	20
College Duty Policy	Withdrawing from the College or a Class	20
III. GENERAL STUDENT POLICIES		23
Alcohol and Drug	Inspection of Property	47
Event Registration	Missing Student Policy	48
Assault	Motor Vehicle Regulations	48
Athletic Conference Conduct	Noise	49
College Identification Card	Parental Notification Policy	50
College Official Cooperation	Payment of Fees	50
Computer Use Policy	Posting of Materials	50
Copyright Law	Sexual Conduct Policy	51
Dishonesty & Falsification of Records	Title IX & Clery Act	52
Disorderly Conduct	Definitions	53
Disruptive Activity	Reporting Sexual Misconduct	55
Disruptive Student	The Conduct Process	58
Disturbing the Peace	Educational Programs	61
(FERPA) WC Institutional Policy	Skateboarding and Rollerblading	62
Firearms, Weapons, Fireworks & Explosives	Hoverboards	62
Gambling	Smoking	62
Good Samaritan/Medical Amnesty Policy	Snowballs & Water Balloons	63
Harassment & Discrimination Policy	Solicitors	63
Hazing	Stolen Property/Theft	63
IV. STUDENT CONDUCT PROCEDURES		64
Student Conduct Process	Appeals	67
Definitions of Student Conduct Sanctions	Academic Disciplinary Procedures	67
V. RESIDENCE LIFE POLICIES		69
College Housing Facilities	Pets	78
	Campus Meal Plans	72

Move-In Policies	72	Emotional Support Animals.....	78
Break/Holiday Housing	73	Room Inspections & Searches	78
Storage of Personal Items	73	Residence Hall/Facility Furnishings	78
Room Inventories & Check-In/Out	73	Cable Television Service.....	79
Damages.....	74	Student Appliances.....	79
Room Changes/Switches.....	75	Decorations & Wall Adhesives	79
Vacating Campus Housing.....	75	Windows, Window Blinds & Screens.....	79
Housekeeping and Maintenance	76	Noise & Disturbance.....	79
Room Entry and Lockout Procedures	76	Solicitation	80
Roommate Assignments, Mediation & Conflict	76	Fire Safety & Alarm Procedures.....	80
Housing Policy Violations.....	77	Tornado &/or Other Severe Weather Procedure....	81
Guests and Visitation	77	Institutional Scholarships for Room	
Prohibited Items	77	and Board	81
Grills & Barbecuing.....	78		

VI. STUDENT TRADITIONS & ACTIVITIES..... 83

Air Force, Army & Navy R.O.T.C	83	Interfraternity & Panhellenic Councils.....	84
Alumni Outstanding Senior Award.....	83	Intramurals	85
Alumni Weekend	83	Music Groups	85
Baccalaureate & Commencement.....	83	Student Organizations	85
Columns Ceremony.....	83	Skulls of Seven.....	85
Fall Family Weekend	83	Student Government Association	85
Honorary Greek Fraternities & Sororities	84	Student Publications	85
Leadership & Academic Awards.....	84	America's National Churchill Museum	86
Intercollegiate Athletics	84		

I. STUDENT SERVICES

ADA/EQUAL ACCESS POLICY

Westminster College pursues a non-discrimination policy with regards to all educational programs and employment. Westminster is committed to the full inclusion of students, faculty, and staff in the Westminster Community in accordance with the Section 504 of the Rehabilitation Act of 1972, the American with Disabilities Act (including Amendments of 2008) and the Fair Housing Act. 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) are directed to the College's ADA Coordinator. 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*](#)

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 Hunter Activity Center contains the multi-purpose Mabee Gymnasium, the SGA cardio room, the Confer Game Room (ping-pong and pool), the Daniels Indoor Track, and locker rooms. Priest Field, is a ten-acre section of campus and includes the Kent & Judith Mueller Stadium, 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. 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.

BOOKSTORE

Westminster College Bookstore is located in the lower level of Mueller Leadership Hall. All course materials including textbooks and supplies are available. Most books can be rented and many have digital versions as an option. Other items available include "Westminster" imprinted sweatshirts, t-shirts, shorts, jackets and many other memorabilia items. MasterCard, Visa, Discover, and American Express credit cards are accepted. 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 combination lock mailbox in the Hunter Activity Center. Even though a student's college residence is likely to change several times, the mailing address will be permanent. 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 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. If a student loses or forgets the mailbox number or combination, contact the Residential Life Office.

CAMPUS SECURITY

The college takes reasonable actions 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 personal or natural disaster and will not reimburse students for such losses. Students are encouraged to seek insurance coverage on their personal property.

Campus Security Officers conduct vehicle and foot patrols throughout campus on a 24/7 basis. Their primary responsibilities include, but not limited to maintaining a safe and secure campus, responding to incidents, providing assistance to our campus community, and participating in the enforcement of College policies and regulations.

Emergency Alerts

TextCaster is a text message-based alert system available to students, faculty, staff, parents, and community members. This is a free service, however, charges for text messages may apply based on your cellular phone carrier and plan. Examples of emergencies may include but are not limited to severe weather alerts, imminent safety threat, or campus closure. To sign up for TextCaster please visit the [sign up page](#). 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 campus incident will be filed immediately following its occurrence.

DINING SERVICES

Mueller Leadership Hall / Backer Dining 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 Thanksgiving, and spring break. Dining hall hours are posted [online](#).

Johnson College Inn (JCI)

JCI is located on the lower level of the Hunter Activity Center, all food is made fresh to order and is available for dine in or carry out. JCI also serves Kaldi's 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. 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) 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 19-meal plan. 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 (you must be logged into MyWC to access) 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.

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](#) (you must be logged into MyWC to access). 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

Sack lunches are coordinated through the respective team coach, faculty, or staff member and require at least a 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.

FreshX App

The FreshX App is provided through Fresh Ideas and provides the ability to securely load your credit cards and meal cards. You can pay or order directly from your phone.

CENTER FOR FAITH AND SERVICE

The Center for Faith and Service is located at 322 W. 6th Street. The Center for Faith and Service (CFS) includes three offices: the Office of Spiritual Life, the Office of Community Engagement, and the Office of Intercultural Engagement. The house in which CFS is located aims to provide a comfortable environment for students to hang out, study, pray, hold group meetings, meet with the chaplains, participate in service initiatives, and learn about experiences and worldviews different from their own. The Center for Faith & Service 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 programming (“Thursdays at 11”) provides opportunities for conversation about core values, self-reflection and purposeful practices. CFS 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 toward the common good. To contact staff from CFS, call 573-592-6213 or follow us on social media!

Office of Spiritual Life

The Chaplain/Director of the Center for Faith & Service and the Coordinator of Community Engagement/Chaplain Resident serve as the campus chaplains for a diverse, interfaith community. They are available to provide a listening ear and confidential source of support on campus. There are two designated religious spaces on campus: The Church of St. Mary the Virgin, Aldermanbury, located with the Churchill Museum - an important component of campus life and reflects the religious heritage of Westminster College, and the Interfaith Prayer Space, located in CFS offer a

place for quiet reflection, meditation, and prayer for any students who wish to use it. Worship services, Bible studies, book discussions, and events are held throughout the year to engage questions of faith and spirituality. Annual events include Lessons and Carols, Ash Wednesday Mass, Baccalaureate.

Office of Community Engagement

The Office of Community Engagement promotes mutually beneficial connections between the Westminster campus community and the surrounding communities. Westminster understands ethical service to include three main components: be responsive to an expressed need, take place within the context of an on-going relationship, and become integrated into who you are and the culture of your community. Community engagement connections take the forms of service opportunities, speakers, and partnerships with local organizations. The Office of Community Engagement also spearheads several annual service-related programs, such as, Service Scholars, Into the Streets, Alternative Spring Break trips, and fundraisers in response to local, national, or international need. The Office of Community Engagement maintains the Service Hours that students enter on the Westminster website and gives annual awards recognizing outstanding service by those in the Westminster community. The Coordinator of Community Engagement is also the Chaplain Resident, and shares Spiritual Life responsibilities with the Chaplain.

Office of Intercultural Engagement

The Office of Intercultural Engagement creates opportunities where members of the Westminster College community can gain the tools to thrive in a diverse environment in addition to developing the ability to better articulate the public issues of today. The Office of Intercultural Engagement understands that diversity is a fact of today's world, and offers programs such as Colors of Westminster and Diversity Dialogues that are centered on celebrating different cultures, traditions, and ways of life. Additionally, the Office supports the needs and concerns of historically underrepresented student populations and multicultural student organizations, including the student Diversity Council. Together with these student populations and organizations, the office creates awareness and celebrates the similarities and differences among the members of the Westminster community. This Office is maintained by the Intercultural Engagement Fellow.

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 (HAC)

HAC is the central building for meetings, programs, and activities for students, faculty and staff.. These may be reserved by sending a request to Reservations@westminster-mo.edu. The Mabee Gymnasium, located inside HAC, has a variety of sports equipment available for check-out through

the HAC Gym monitors. Spouses of students, faculty and staff, as well as children aged 16 and over in their immediate families, are welcome to use the facility. Children under the age of 16 must be accompanied by an adult. Any person using HAC must show their Westminster ID to gain access to the HAC gym. All visitors/guests must be accompanied by a Westminster student, faculty, or staff member with a limit of two guests per faculty, staff, or student. Locker space may be reserved in HAC by checking with staff in the office.

INFORMATION TECHNOLOGY

Westminster College provides computing resources to all students, faculty and staff. Computing resources provide access to a wide variety of software products, including e-mail and the latest in word processing, database and spreadsheet applications available with Office 365.

Students have access to publicly located personal computers in the Hazel Wing of Reeves Library and Coulter Science Center. Campus residential facilities (Greek houses and residence halls) are wired for one or 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 along with other IT resources can be found at <https://wcmo.edu/go/StuTech>

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@westminster-mo.edu.

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 organizations/groups are responsible for set up and breakdown and all items (food decorations, etc.) must be taken out of the building or placed in trashcans at the closure of the event. All groups are subject to charges after their event depending on cleanup needs. Priority is given to student functions when reserving. To make reservations, send requests to Reservations@westminster-mo.edu

LIBRARY RESOURCES

Reeves Library offers a diverse collection of full-text journals, print and electronic books, DVDs, academic databases and more to meet the research needs of the Westminster community. The library website for current students is available through MyWC. (<http://library.westminster-mo.edu/subjects/guide.php?subject=REEVES>) The website provides 24/7 access to over 27 million items available through the regional Arthur catalog and the statewide MOBIUS catalog. Students have access to 43,000 online journals from over four dozen key academic databases. [Your library log-in to request materials and for off-campus access is your Westminster ID number followed by WC.] The Hazel Wing is open 24 hours/day during the academic year, by using the keypad on the south Hazel wing after hours. Library hours are on the web (<http://library.westminster-mo.edu/subjects/guide.php?subject=LIBHOURS>). The staff is eager to assist with your information and research needs and can be reached by stopping by the main floor of the library or on the web through online chat, email (Reeves.Library@westminster-mo.edu), or text (573-260-5180).

LOST & FOUND

Items found in buildings or on campus should be turned in to Campus Security located at 710 Westminster Avenue. Lost items may be claimed at the office of Campus Security. Any item unclaimed after thirty days will be disposed of or donated. A student who has had an item stolen should report the theft to Campus Security and to the Fulton Police Department.

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. The College recommends 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 Shuttle Service (877-669-4826, 573-256-1991, or www.moexpress.com) or Show-Me USA, Inc. (1-888-844-3701 or 573-642-6551) for transportation to Kingdom City from Kansas City and St. Louis. Kingdom City is located seven miles from Fulton. New students with transportation questions should contact the Office of Enrollment Services.

THE STUDENT SUCCESS CENTER

The Student Success Center, both a designated space and an organizational structure, reflects our institutional mission focused on student achievement. The purpose of SSC is to create an environment promoting educational enrichment and growth in all five areas integrated in the Concept for Student Development. It brings together a wide array of student services and programs such as:

1. The Tomnitz Family Learning Opportunity Center (LOC)
2. The First-Year Experience Program
3. The Transfer Experience Program
4. The Career Development Center
5. The Internship Program
6. The WCares Program
7. The International Student Services

The Tomnitz Family Learning Opportunities Center

The Tomnitz Family Learning Opportunities Center (LOC) offers academic support to students through a variety of programs. The staff of the center offers assistance through Supplemental Studies courses, the Learning Differences Program, the Academic Enrichment Program, the Peer Tutoring Program, the Academic Achievement Program, and an Online Academic Resource Center. In addition to these programs, the Director of the LOC serves as the academic ADA coordinator for those students who need to seek reasonable academic accommodations.

ADA Accommodations

Westminster College students wishing to receive academic accommodations under the Americans with Disabilities Act must meet the following requirements each semester.

1. Present current documentation to the Director of the Tomnitz Family Learning Opportunities Center before any accommodations can be discussed. This documentation must include a diagnosis, an explanation, and recommended accommodations. Individualized Education Plans are acceptable documentation, and will be accepted. Documentation must come from a professional source with verifiable credentials.

2. Complete the accommodation request form, and set up a meeting with the Director to discuss the requested accommodations.
 - a. If the request form includes testing, then the student must also complete the LOC Testing Agreement Form.
 - b. If the request form includes note takers, then the student must also complete the Note Taker Accommodation Form.

* Students should also discuss the approved accommodations with their instructors, and notify these instructors of their needs.

Academic Support Services

LOC's academic support services assist students in developing those skills they will need in the classroom and in their profession and personal lives after College.

Academic Achievement Program (AAP)

The Academic Achievement Program is an academic support program designed to assist students who are placed or continued on academic probation. These students are required to participate in the AAP, which is designed to help students in an individualized program and environment to discover how to be academically successful at Westminster College. These students meet weekly with the Academic Achievement Program Coordinator, or another specified contact person, while they are on probation.

Academic Enrichment Program

The Academic Enrichment Program is a one to two-semester program offered during the freshman year to give special attention to incoming freshmen whose preparation for college is, in certain respects, inadequate. Students are selected for the Program by the Admission Committee on the basis of their high school records and Scholastic Aptitude Test (SAT) or American College Test (ACT) scores. This program focuses on the development of reading and writing skills to prepare students for the rigors of Westminster's curriculum. Currently this program utilizes a learning community model where students are placed into groups and take three or four courses together, and appropriate corequisite supplemental courses to develop learning strategies.

Learning Differences (Disabilities) Program/College Transition Workshop (LDP/CTW)

The Learning Differences (Disabilities) Program is a comprehensive disability support program that provides individualized learning support tailored to meet the specific needs of students with professionally diagnosed neurodevelopmental disorders, including but not limited to Attention Deficit/Hyperactivity Disorder, Dyscalculia, Dyslexia, Reading Comprehension Disorder, and Disorder of Written Expression.

Online Academic Resource Center

Students that want extra assistance or strategies for developing academic success across the disciplines can access various strategies on the Canvas Learning Management System. This online center provides a student access to the Peer Tutor Schedule, links to various web pages and videos on a variety of academic success strategies, and other [academic success tools](#).

Peer Tutoring Program

The Tomnitz Center coordinates Westminster College's Peer Tutoring Program (PTP), which offers academic support and mentoring to students enrolled in a variety of courses. Two popular areas of support are math and writing, and to support this demand, Westminster College has a Math and Writing Lab. These labs, located in Reeves Library, are open Sunday through Thursday, and offer support on a walk-in basis. In addition to these two labs, tutors/mentors are available for a variety of the courses offered in the general education curriculum. Tutors for these courses are recommended by the professors, and attend tutoring classes/training designed to provide them with a sound framework for fostering independent learning and understanding the learning process. The tutors also attend the classes for which they are tutoring at least once a week. Westminster College's Peer Tutoring Program

is certified through October 2019 by the College Reading and Learning Association (CRLA) and embraces the International Tutor Program certification requirements. For specific details on the schedule, visit the [LOC Canvas site](#).

Study Strategies and Supplemental Studies Courses (SSC)

The supplemental studies courses are designed to assist students with understanding how to become independent learners and develop strategies to be successful in specific courses that historically challenge students. These courses include Statistics, Algebra, Psychology, Ethics, History and occasionally other courses as demanded.

No more than two credit hours of developmental courses may be counted toward the minimum hours required for graduation. Therefore, students who take the CLS 090 classes and MAT 090 will need to complete additional hours to achieve the minimum required to graduate. The number of additional hours will depend on where the student places into the CLS sequence and the student's math placement, but these additional hours could total to as many as 6 credit hours.

Others Served

This group of students represents those students on campus not enrolled in the LDP who seek academic accommodations through the Americans with Disabilities Act (ADA). Typical reasonable accommodations include support through class notes, the provision of an alternate testing environment, and other technology-based support (readers, books on tape, etc.).

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 online and print resource library, job searching assistance, and a centralized internship program are career-related services available to all students. Every year informational sessions are offered on Job Searching, Resume Writing, Interviewing, Networking, and the Application Process to Graduate School, among others. Additionally, the center also hosts a 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 opportunities are open to all qualified students. Services are provided by professional staff to all levels of students, freshmen through seniors, with the majority of services offered free of charge.

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.

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 and must develop learning goals, submit weekly learning journals, participate in regular discussions with the faculty sponsor, and complete a final project. Working through the centralized internship office, internships may be arranged with a wide variety of organizations and institutions, including corporations and businesses, health care

facilities, social service agencies, environmental organizations, historical societies, recreational programs, museums, political organizations, and government agencies.

While students are encouraged to do internships for credit, Westminster recognizes that non-credit internships can be just as pivotal to a student's career development. Westminster values the learning that students can experience through non-credit internships and encourages those students to develop learning goals and add the experience to their resumes.

* International students must receive approval from the Coordinator of International Student Services and WC Internship Program/Assistant Director of Center for Career Development before applying for an internship.

The First Year Experience

The Westminster College First Year Experience has two overarching goals for all students entering Westminster. First, it aims to establish a foundation for student success, starting with the very first semester. In their first year, students are given the tools, knowledge of Westminster resources, skills, and understanding of campus life necessary to set and achieve their academic goals. Students are closely mentored and provided a complete, integrated experience aimed at educating the whole person and helping students to become life-long learners and leaders in a global community. Second, the First Year Experience helps students to become part of the Westminster Community, to learn its mission and values, to understand the resources and opportunities available to them as a Westminster student, and to encourage students to think about how they can contribute to building a better Blue Jay community.

The First Year Experience begins with New Student Week and proceeds through two courses in the first semester: WSM 101: Westminster Seminar, and LST 101: The Leader Within. WSM 101 promotes the development of critical thinking, reading comprehension, written and oral communication, and research skills. Transfer students also take a Westminster Seminar course, designed specifically for transfer students. LST 101 introduces students to the five domains of student development (intellectual, professional, social, ethical, and wellness) and provides them with the tools to take steps that will benefit their long-term plans for personal and academic success. These courses are complimented by attentive academic advising by a faculty advisor, support from upper-classmen peer mentors, and regular, effective Student Life programming throughout the year. The culmination of these experiences should bring a sense of purpose for all first year students, an identification of goals for each year in their Westminster experience, and a plan for assessing progress toward these goals in the subsequent years of the student's Westminster education.

The Transfer Experience

Transfer students face specific challenges when transitioning to another college. We strive to make students' transition to Westminster as smooth as possible by evaluating the credit they already earned and showing how it fits into our graduation requirements. During orientation day, transfer students have their first opportunity to learn how to navigate their new environment. Their initial academic advisor is also the instructor of WSM 102 Westminster Seminar, a 1-credit course designed to help the students acclimate to Westminster, set academic goals, and discover the resources and opportunities available to them. Once they declare a major, they get an academic advisor in their new program.

WCares Program

WCares, or Westminster Cares Program (WCP), supports the students struggling to acclimate to campus life by offering them the guidance and resources they need to achieve their personal, academic, and career goals. Based on a holistic approach to student success, WCares includes the collective efforts of faculty and staff to proactively address the challenges that affect a student's college experience. The program coordinator serves as the Chair of the Student Persistence Team, the Student Care & Price Leadership Career Specialist, and assists the Associate Dean of Student Success to

organize Academic Review Board meetings and other activities designed to increase student retention. Specifically, students will learn to set goals, track progress, identify, plan for, and overcome potential obstacles in their education and/or professional development. They will also evaluate and improve their skills in time and stress management, and will increase focus on self-care and systematic use of campus services (Math or Writing Lab, Reeves Library, Wellness Center, Center for Faith & Service, or the Learning Opportunities Center).

International Student Services

The office of International Students Services (ISS) provides support to prospective, newly admitted, and current international students, as well as those who graduated. This office facilitates international students' admittance to the United States by issuing documents that support students' applications for non-immigrant visas. It manages applications for Curricular Practical Training, Optional Practical Training, and transfers to graduate studies. ISS assists international students' transition to life in the United States and Westminster by offering a general orientation and information in the areas of employment, financial planning, health insurance, and income taxes. This office promotes interactions between domestic and international students, encourages the internationalization of the College, and works in collaboration with other campus offices to foster a diverse community.

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. Wellness 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.

Student Health Forms

All students are required to complete a Student Health form that will be confidential and placed in the students chart upon arrival to campus. 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. Any significant change in a student's health should be brought to the attention of the Director of the Health Clinic or the Vice President/Dean of Student Life.

Required Immunizations

All new full-time students entering Westminster College must have documented proof of measles, mumps and rubella, meningococcal vaccine, 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.

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**. The Wellness Center staff can help you determine if alcohol and other drugs are becoming a problem in your life or if you are concerned about a friend or family member. 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 and a complete list of public/private and inpatient/outpatient programs is available in the Wellness Center. All of these services are offered at no charge to Westminster's full-time students.

II. GENERAL ACADEMIC POLICIES

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. *"Reprinted [or Excerpted] with permission from NACADA: The Global Community for Academic Advising www.nacada.ksu.edu."* - See more at: [link](#)

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.

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:

- Associate Dean for Student Success and Chief Retention Officer
- Vice President/Dean of Student Life, or designee
- Wellness Center Director of Health or Counseling
- 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 relevant academic division chair, if the faculty member the student wishes to complain about is a department chair, or the Dean of Faculty. If the mediation by the Dean leads to no successful resolution of the issue, the individual(s) lodging the complaint may address their issue to the Professional Standards Committee for resolution. If the mediation by the Dean has led to a successful resolution, but the individual against whom the complaint was lodged then fails to meet the terms of the corrective action in the time frame stipulated, the Dean will submit the issue to the Professional Standards Committee for resolution. If the mediation by the Dean leads to no successful resolution of the issue, the Dean of Faculty may become the complainant and then address the issue to the Professional Standards Committee for resolution. If for any reason the Dean decides not to seek an inquiry by the Professional Standards Committee, the original complainant may address the issue to the Professional Standards Committee for resolution.

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 required to take attendance in all 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.

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 with the Student Care Specialist, office located in Student Success Center/Reeves Library.

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 Academic Dean. 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 Academic Dean’s Office 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 Academic Dean 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 Academic Dean 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 Academic Dean's Office'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 Academic Dean's Office'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 Academic Dean's Office'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.

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 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. Additionally, the Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint information, process and policy may be found [here](#). 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. Complaints filed with the institution are kept on file with the respective department (i.e. Student Life, Academics, etc.)

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. 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 Vice-President/Dean of

Student Life for official potential 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 on the eighth day of classes and ending on the 50th day of classes (see the academic calendar for dates). 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.

Medical Withdrawal

The college understands that certain health (physical or mental) 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 a student want to consider a medical withdrawal – whether it be from all or just some courses – the student should involve their academic advisor, the Vice-President/Dean of Student Life, and 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.*

** International students must consider their financial/scholarship status and how their financial eligibility may be impacted by a medical withdrawal from course credits. Additionally, only the a 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.

Withdrawal Forms/Process

The Notification of Withdrawal Forms are only available from the Student Care Specialist. If you are certain you will withdraw from all courses, use the Notification of Withdrawal form that requires you to collect signatures from requisite campus offices, if applicable: 1. Advisor; 2. Financial Planning Office; 3. Business Office; 4. Residential Life (if applicable); 5. Director of International Student Services (if applicable); 6. Student Care Specialist to state your reason for withdrawing and to indicate if your withdrawal will be for medical reasons. The student must meet with the Assistant Director of Counseling Services to complete required medical documentation, provided either by the Wellness Center or external health care provider for medical verification. This completed form, along with medical documentation from your health care provider will provide enough information for the Vice-President/Dean of Student Life and the Dean of Faculty to decide whether to approve or deny your partial or full medical withdrawal request. 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. Signatures may also be received electronically from the student, advisor and course instructor, if needed.

IMPORTANT NOTE: Until **ALL** signatures have been obtained for each course from which you are choosing to withdraw and documentation has been received from a health care provider, you should continue attending class(es). You are considered enrolled in the class until you receive official notification otherwise.

Readmission

If a student withdraws from the college and wishes to return, he or she must re-apply and be accepted by the Office of Admissions to re-enroll. If the student fully withdraws for medical reasons they will be required to submit medical documentation to the Vice-President/Dean of Student Life and/or Vice-President/Dean of Faculty in conjunction with their readmission application. It is not possible to withdraw from a course after the end of the withdrawal period except for military activation or medical reasons. A student may withdraw for medical reasons up to two weeks before the last day of semester classes. After this date, a student may be eligible to receive incomplete grades at the discretion of their professor(s). Withdrawal for medical reasons does not release a student from any financial obligations to 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).

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 7th 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.

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. In addition, when, in the judgment of the Vice President/Dean of Student Life and the Wellness Center health care provider, 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 an extended period of time. At the time of the involuntary withdrawal, the instructor for the course must submit a grade (either a WP (Withdrawn Passing) or a WF (Withdrawn Failing)) for the student's work in the course to the date of withdrawal, will be noted on the student's transcript and does not calculate into the student's grade point average.

Involuntary Medical Withdrawal

Westminster College strives to maintain a safe and healthy environment that is supportive to one's academic and personal goals. An involuntary medical withdrawal is an action initiated in extraordinary circumstances for medical, mental health, and/or substance misuse related concerns that are impacting one's ability to function safely within the college environment. 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. The college reserves the right to mandate immediate medical care, implement reasonable accommodations, devise a personalized success plan, seek evaluation by an independent and qualified professional, 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. If a student has pending disciplinary action and is involuntarily placed on leave, the student conduct process will proceed upon their return.. In the case of an involuntary medical withdrawal, decisions made by the Vice President/Dean of Student Life and Wellness Center health care providers. 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. Room and board costs will be prorated based upon the date of the involuntary withdrawal.

III. GENERAL STUDENT POLICIES

ALCOHOL AND DRUG

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 impedes the intellectual and social growth of students and has a negative impact on the Westminster community. 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.
- 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. Furthermore, the College prohibits **unlawful** possession, use of, or distribution of illegal and prescription drugs, including alcohol, by students and employees on Westminster property or at any College-sponsored activity.

Westminster College takes a strong stance on the possession and use of 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.

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 intoxication, sexual misconduct or seek medical attention for immediate medical needs because they fear being charged with policy violations (as outlined in the College's Sexual Conduct Policy or Medical Amnesty Policy).

The presence or possession of drug paraphernalia, illegal substances, and misuse of legal (prescription) drugs are all regarded as violations of the Westminster College's 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.

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.

Parental Notification regarding alcohol and drug use:

Revisions to the Family Educational Right and Privacy Act (FERPA) in 1998 permits schools to notify parents of students who are under 21 if such students have been found in violation of the College policies regarding alcohol and other drugs. The Vice-President/Dean of Student Life or designee may use this policy to intervene in situations where alcohol or drug abuse has threatened the health or safety of the individual student and/or campus community.

Biennial Review

A biennial review of the alcohol policy, rehabilitation programs, disciplinary procedures, and requests regarding considered changes to the policy will be reviewed during even numbered years in the spring. The review is conducted and summary report prepared by the alcohol/drug task force, chaired by the Vice-President/Dean of Student which includes student, faculty, and staff representation. The summary report will be kept on file with the Office of Student Life.

Federal, State, and Local Government Requirements

Local, state, and federal laws prohibit the unlawful possession, use and distribution and sale of alcohol and illicit drugs. 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. Summaries of the relevant federal, state, and local laws which govern the use and possession of alcohol are as follows:

- A person under age 21 cannot consume or possess alcoholic beverages.
- No person can misrepresent his or her age for the purpose of obtaining alcohol.
- No person shall sell, dispense, or give to any intoxicated person or one simulating intoxication, any alcoholic beverage.
- No one can have open containers of alcohol in a motor vehicle on a public street.
- No one can use or consume any liquor at an elementary or secondary school or on premises, or within 100 feet of a church.
- No one can sell or give alcohol to a minor.
- No one shall operate a motor vehicle on a public street while intoxicated.
- 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.

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 Age and Space Restrictions:

- 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.
- 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.

Alcohol-Free Areas:

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;
- Townhouse social lounge (unless approved for a registered party);
- Exterior lawns, sidewalks, parking lots, driveways, etc. Unless specifically designated on an approved event registration form or approved by the Vice President/Dean of Student Life.
- Those persons who do not drink have the right to live on campus and attend social events without pressure to consume alcohol.
- 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.
- The residents of these alcohol-free areas will have responsibility for ensuring that the designated spaces do remain alcohol free.

Approved locations – Thursday 6:00pm through Sunday 6:00pm:

- Front porches and lawns of Fraternity Houses (unless prohibited by their respective Inter/national organization). The sidewalk adjacent to the lawn is not allowed and serves as the boundary of the approved location
- Locations approved via the event registration form and/or approved by the Vice President/Dean of Student Life.
- NOTE: Approved locations may be temporarily restricted during special campus events by the Vice President/Dean of Student Life.

Approved alcohol in Fraternity Housing:

- Alcohol must not exceed 15% ABV. Any alcoholic beverage with an alcohol content (ABV) above 15% is prohibited in the fraternity housing/approved exterior locations.
 - Examples of approved alcohol include, but not limited to: Beer, Malt Liquor, Shandy, Breezers, Coolers, Wine (grape, table, light, and sparkling).
 - Examples of prohibited alcohol that exceed 15% ABV include, but not limited to: Vodka, Gin, Rum, Whiskey, Tequila, Fortified Wine, Schnapps, Cognac, Jägermeister, and Everclear.
- If found in violation of this policy students and/or organizations will be subject to sanctions as deemed appropriate by the designated conduct staff member and/or Dean of Student Life.

Behavioral Expectations:

- 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.
- 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 resulting from 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.
- Each student is responsible for his or her own behavior at all times and under all circumstances.
- 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.
- 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.
- Possession or use of alcohol by students who are not 21 years of age is prohibited.
- 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.”
- 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).

- 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.
- 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.
- 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.
- 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.
- Approved locations shall be kept free of cans, bottles, and other litter.
- Exceptions to these regulations may be granted through special requests made to the Vice President/Dean for Student Life.

Beverages and Container Requirements:

- Kegs of beer, party balls, or common source containers of alcohol one gallon or larger are not allowed anywhere on the campus.
- 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.
- Transportation of alcoholic beverages to and from rooms must be in sealed containers and in non-transparent bags.
- 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.
- 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 and in good standing wishing to host a social event where alcohol may be consumed must pre-register their event two weeks in advance with the Office of Student Involvement or the Office of Greek Life using the [event registration form](#) (located on MyWC). All registered events must be approved by the Office of Student Life. Failure to do so subjects all groups to sanctions outlined for alcohol-type offenses.

Event Registration Process

Below is a list of types of events that a chapter might host. Please review the type of event the chapter is hosting and the required elements for those specific events.

Non-Alcoholic Events: Events that are non-alcoholic do not possess any alcohol. For non-alcoholic events, if there are 65 or more people in attendance the event then needs to be registered and approved. The maximum capacity for guests and attendants for a registered social event at a fraternity facility is 150.

Alcoholic Events: Alcoholic events are events where alcohol is provided through BYOB or a Third-Party vendor. If the chapter is hosting an alcoholic event, the event must be registered regardless of the number of guests attending the event.

On-Campus Events: Events that are qualified as on-campus events are events that take place at any location on Westminster's campus (fraternity facility, Backer Dining Hall, Mueller Student Center). On-campus events can be alcoholic and non-alcoholic in nature.

Off-Campus Events: Events that are qualified as off-campus events are events that take place at any location off Westminster's campus. Off-campus events must be registered regardless of if the event is alcoholic or non-alcoholic in nature and regardless of the number of attendants. This registration process is to ensure that the selected vendors are certified and to provide information to Westminster staff and security about the event in the case of an emergency situation.

Alumni Weekend Events: Alumni Weekend events are any events, on-campus or off-campus, during Alumni Weekend. All alcoholic and non-alcoholic events during Alumni Weekend are required to be registered.

What Constitutes a Social Event?

The following is a means of looking at a function and deciding if it could be considered a party. If you answer yes to just one of these questions then it qualifies as a chapter event.

1. Would an observer associate it with the chapter?
2. Did the incident involve expenditure of chapter funds?
3. Was the purpose of the event to be a party?
4. Did members supply alcohol?
5. Were there a large number of members present with alcohol?
6. Was the event publicized/advertised by the chapter or any individual member(s) of the chapter?
7. Was the perception of the gathering a "party"?
8. Was your chapter name assuming responsibility for the event?
9. Was the chapter advisor, or any of the executive officers of the chapter, aware of the incident before it took place, and did they not prohibit it from taking place; or did not take steps to insure that the activity in question was in compliance with the applicable University policies, local ordinances, or Greek standards of conduct, etc.?
10. Did the chapter advisor, or any of the executive officers of the chapter, knowing the identity of chapter members involved in the incident, refuse(s) to divulge such identity to the appropriate authorities (of the University, the police, the Judicial Board, etc.)?
11. Was the incident actively or passively endorsed by other members of the chapter?
12. Was the event publicized either in written form or by word of mouth as a chapter event?
13. Did the incident take place on chapter property, or occur on/in a location which has been contracted for by the chapter or in private residence for the purpose of holding a chapter sponsored event?

If the registered event is held at a location external to campus with a capacity above 150, the event can have more than 150 people in attendance. The risk management policies at the respective establishment that the event is held at should be followed, with proper checking of IDs and monitoring of guest behaviors. A guest list must be submitted two business days prior to the event, regardless of if the event is held on or off campus.

To register an event on or off campus, an online form can be completed on MyWC, which can also be located on the Greek Life tab of the website. The guest list can be emailed or brought in paper copy to the Student Life Office two business days prior to the event.

The registration form must be submitted online at least (14) days prior to the event. Once the form has been reviewed, the point of contact noted on the form will be sent an email outlining whether or not the event has been approved. If the event has been approved, the Event Guest List should be submitted to the Residential and Greek Life Office or through email to GreekLife@westminster-mo.edu at least two (2) business days prior to the event. If the guest list is not submitted, the event approval will be revoked. A finalized guest list is due at least **24 hours** prior to the event start time.

Required Elements for On-Campus Event:

- ✓ Completed registration paperwork by the above deadlines
- ✓ Email with approval from Chapter Advisor
- ✓ Guest list submitted 2 business days before the event, with list updates due 24 hours prior to the event start time.
- ✓ BYOB guidelines
- ✓ If a third party is used, there must be a certificate of insurance and liquor license for the vending services.

Required Elements for Off-Campus Event:

- ✓ Completed registration paperwork by the above deadlines
- ✓ Email with approval from Chapter Advisor
- ✓ Guest list submitted 2 business days before the event, with list updates due 24 hours prior to the event start time.
- ✓ BYOB guidelines
- ✓ Third Party vendor license
- ✓ Certificate of insurance for establishment
- ✓ Certificate of insurance for transportation agency

Locations on campus for Registered Events:

Mueller Student Center:

- Maximum Capacity – 275 with seats, 450 standing
- Can have a third party vendor (Fresh Ideas has first right of refusal) or can be BYOB
- There will be one entrance/exit door
- Security officers will monitor inside of the entrance/exit door to ensure safety and to distribute wristbands to attendants who are 21+

Backer Dining Hall

- Maximum Capacity - 288
- Can have a third party vendor (Fresh Ideas has first right of refusal) or can be BYOB
- There will be one entrance/exit door
- Security officers will monitor inside of the entrance/exit door to ensure safety and to distribute wristbands to attendants who are 21+

Locations off campus for Registered Events:

- If the event is held off campus, the policies of that establishment in regard to number of occupants will be observed.
- Proper ID checking, wristbands or marker to show who is 21+, and sober monitors are still required at off campus events.
- For off campus events, the third party providing the alcohol services will need to be noted on the Event Registration Form. In addition, a certificate showing that the establishment is a licensed third party vendor will need to be submitted with the Event Registration Form due ten (10) business days prior to the event.

Event Registration Opening and Closing

For each on campus event, a security officer and a staff member will open up the registered event. Thirty minutes prior to the event, the security officer and staff member will arrive to the facility. During this time, the officer and staff member will meet with all of the sober monitors and risk managers to walk through the risk management procedures for the event. All members and guests need to be outside of the house thirty minutes prior to the event to check in and receive their wristband.

The BYOB registration table and ID and Guest List check in table need to be set up thirty minutes prior to the beginning of the event. In addition, during this time the staff member or security officer will distribute wristbands to members who are 21 years of age.

At the end of the registered event, the security officer will ensure that everything had been closed down. If there is a third-party vendor serving alcohol at the event, the officer will ensure that the vendor has left the event prior to leaving the event. After the closing of the event, any other events that occur after that end time need to comply with the Event Registration Policy. Any violation in the policy will result in a conduct hearing and could result in the sanctions outlined below.

Reserving Space for Events

Please contact Dianne Hammerstone to reserve a space on campus for respective chapter events. If damage occurs during an event, the organization who reserved that space during will be charged to repair the damage.

Time of Social Events

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 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.

Event Clean Up

It is an expectation that all yards are maintained and presentable no later than 8:00 am every morning. This includes, the yard, parking lot, sidewalk, porch, street area, and other outdoor areas. Failure to do so may result in a monetary fine for the organization, and repeated non-compliance could result in College disciplinary action.

Guidelines for Events with Alcohol Present

Registration

All social events, with or without alcohol, will be registered by the sponsoring organization(s) within ten (10) business days of the date of the event. The sponsoring organization must complete the Westminster College Social Event Registration Form that is available online on MyWC under the Greek Life tab. On-campus locations where registered events are permitted include individual fraternity 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.

Promotion of Social Events

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.

BYOB “Bring Your Own Beverage” Events

The sponsoring organization will use the BYOB Checklist as a guide for managing the social event. For social events, the sponsoring organization(s) will follow their organizations inter/national fraternity or sorority guidelines for the limits of alcohol that are allowed to be brought by an individual guest to the social event. For jointly sponsored events, the most restrictive policy is to be followed.

Individual guests can only consume the alcohol that they personally brought to the event.

Individuals who are under 21 years of age may not bring in any open containers, including water bottles, open plastic drink bottles, open cans of soda, cups, flasks, etc. Alcohol products above 15% ABV is prohibited in any chapter facility or at any chapter event, unless provided through a licensed third-party vendor. Sponsoring organizations will not charge individuals for admissions.

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.

Guest List Management and ID Check

Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to 150 attendants and must not exceed local fire code or building code capacity of the chapter/organizational premises or host venue. All guests will be checked against the guest list and their legal identification will be checked. Those guests who are over 21 years of age, and brought alcohol with them to the event, will be wrist banded. Those guests who are under the age of 21 or did not bring alcohol with them, both hands will be marked with an X on both hands. Guests must sign in on the guest list next to their name, following the presentation of their ID. Anyone who appears under the influence of alcohol or drugs will be denied admission to the event and may be subject to disciplinary sanctions.

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 event 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 Greek Life no later than 48 hours prior to the event. Open parties, meaning those with unrestricted access by non-members of the fraternity or sorority, without specific invitation, where alcohol is present, are forbidden. Member organizations are responsible for developing and managing a guest list for their events. Member organizations are expected to follow their inter/national fraternity and sorority guidelines for guest list management. Guest lists can be updated 24 hours prior to the event.

Wristbands

Members and guests who are 21 years of age and bring alcohol to the event will receive a nonadjustable wristband. Members and guests who are under 21 years of age or did not bring

alcohol to the event will receive an X on each hand. Monitors must not serve anyone who is impaired due to intoxication, even if the person has alcohol remaining.

Alcohol Management

The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor. Any guest that brings alcohol to the event will check it in at the entrance at a designated table. Individuals working the BYOB check in table must be 21 years or older. Alcohol will be dispensed one drink at a time and the individual must return their empty can to the BYOB check in table to receive their next drink. Any alcohol checked in at the door will not be returned to an individual is impaired due to intoxication, who is asked to leave or is removed prior to the end of the event. Leftover alcohol can be picked up the following day or will be discarded.

Third Party Vendor Events

For third-party vendor events, the sponsoring organization must select that as the event option in the Westminster College Social Event Registration Form on MyWC. No member or guest may open a “tab” for the purchase of alcohol at any Third Party Vendor event. When group transportation is being provided by the sponsoring organization, one central meeting place will be determined for pick-up and drop-off of all event attendees. All organizations that are housed in university owned facilities will meet at a neutral location on campus before departing to their Third Party Vendor events. These spaces will need to be reserved by emailing reservations@westminster-mo.edu. A group cannot gather in a neutral location on campus without reserving the space. If damage is caused to the space or if incidents occur as a result of this meeting, the organizations will meet with the Director of Greek Life and/or the Vice-President/Dean of Students to address these concerns. Mueller Student Center for the Meet and Greet and has to be reserved with Diane. Marsh Jones is the back up if Mueller is already reserved.

Event Themes

If using a theme, member organizations hosting events will have a theme that is an appropriate representation of the organizations values and not be demeaning to any individual, group, or population. Sponsoring organizations will list the theme of the event on the Fraternity and Sorority Event Registration Form. Sponsoring organizations are encouraged to use the theme to inform the food, drink, decoration, and music choices at the social event. If the event theme is different than the theme noted on the registration form and it is inappropriate in any way, the event will be closed by Westminster College Campus Security.

Social Event Monitors and Risk Team

The sponsoring organization(s) will have one (1) sober monitor for every fifteen (15) individuals at the event. At least two (2) monitors for alcohol collection and distribution who must be 21 years of age. At least one (1) monitor for managing the guest list system. At least one of these monitors must be an Executive Board Member. These monitors are expected to be sober and will not consume any alcohol during the event. The event monitors will manage the event and be the point of contact for any and all responses to the event. The cell-phone number for each monitor must be provided on the Westminster College Social Event Registration Form for any responses. Specialty clothing may be worn by the monitors to set them apart from the rest of the attendees.

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. There should be one centralized location for distribution of food and non-alcoholic beverages. 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. ***If food and non-alcoholic beverages are not provided at the start of the event when it is opened, the start time of the event may be delayed until the food is provided or the event might be cancelled.***

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 bar/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 bar/tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a bar/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.

Additional Recommendations

- Alcohol is not to be sold, given away, or provided to any members, guests, alumni/ae, parents, or others at any social event. Drinking games in any form, with or without alcohol, are not allowed. The sponsoring organization(s) will make a reasonable effort to ensure that no members or guests are using borrowed or fake ID's at event
- No kegs or communal sources of alcohol are permitted.
- No beer bongs, party ball, pitchers, shot rooms, beer pong, or other activities that encourage inappropriate drinking behavior are permitted.
- It is necessary to put up temporary fencing to create a secure and controlled environment. There should only be one entrance point for all attendants. All temporary fencing must be removed within one hour after the end of the event. The chapter must purchase the fencing at their own cost.

Expectations of Campus Security Officers

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 and on-call Student Life staff member 30 minutes prior to start of the event to discuss their respective roles in supervision of the event and to walk through the Event Registration policies. The cost to hire Campus Security is \$18 per hour per security officers.

Alumni Weekend Registration Guidelines

Alumni Weekend events are required to be registered, regardless of event type or number of guests. The registration paperwork must be submitted by 5:00PM, two weeks (10 business days) prior to the scheduled event. One week prior to the registered event, the Director of Greek Life will schedule a

meeting with the Chapter President, Event Manager, or Risk Manager, to talk through the registration form and finalize the paperwork.

- For Alumni Weekend events there will be a mandatory event registration.
- Fencing needs to be provided outside on the lawns as is used for other registered events.
- Guests list will be provided for Alumni Weekend events.
- This event needs to be free of hard-alcohol
- BYOB or Third Party vending services can be used at these events.

Sanctions for Event Registration Policy Violations

At any point in the Event Registration process, an event can be cancelled if the process is not completed or if there are violations of the Event Registration Policy leading up to or during the event. If an event is held without the proper registration or if any information on the registration paperwork was falsified or altered after the submission, the event can be considered an unregistered event and could be subject to the following sanctions. In addition, if there are any policy violations during the event itself, the student organization could be subject to the following sanctions as well. Sanctions typically will stand for the semester or calendar year depending on the severity of the violation and cooperation of the individual(s) or organization.

First Offense - \$250 fine; review event registration policy and have all members sign that they have reviewed the policy; additional sanctions as decided by the Vice President/Dean of Student Life and or designated Student Life staff member.

Second Offense - \$500 fine; Conduct Warning, educational presentation which could include: co-sponsoring with a campus organization or department to provide an education presentation, additional policy review, or a pre and post-test of the Event Registration Policy; additional sanctions as decided by the Vice President/Dean of Student Life and or designated Student Life staff member

Third Offense - \$1,000 fine; Social Probation; additional sanctions for the third offense could include but are not limited to college funding restrictions, restrictions in campus involvement (i.e. intramurals), and/or other restrictions as decided by the Vice President/Dean of Student Life and or designated Student Life staff member.

Additional offenses will be handled on a case by case basis and could include additional fines, probationary periods, discussions with inter/national fraternity and sorority organization, and/or suspension/dismissal of a campus organization.

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. Aggravating factors such as property destruction, threats to the well-being of others, and disrespect of staff will be taken into consideration. Please see General Student Conduct Procedures section for detailed description of conduct hearing, adjudication, definitions of conduct warning/disciplinary probation status, and appeal procedures.

First offense – Students will normally be placed on Conduct Warning, assigned a minimum of 10 hours of on-campus service, Judicial Educator online alcohol training, 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 Vice President/Dean of Student Life. The student may also be sent to the Oath and Values 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.

Group Alcohol Offenses

A group is defined as 3 or more individuals, living group, fraternity, or organization who provides possesses, sponsors, has in its presences or on its property, or host 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 similar events that would be defined as an unregistered party. First group alcohol offenses may result in disciplinary probation and a minimum fine of one thousand (\$1000). 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, college funding restrictions, student organization participation/membership, and/or other restrictions as decided by the Vice President/Dean of Student Life and or designated Student Life staff member.

****These sanctions are not all encompassing and the sanctions can be decided upon based on the discretion of the Vice President/Dean of Student Life and or designated Student Life staff member.***

Sanctions for Drug Policy Violations

First offense - 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 Vice President/Dean of Student Life 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.

Second offense - 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 Vice President/Dean of Student Life 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.

Third offense - 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.*

Health Risks & 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.

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.

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. Dean of Student Life) due to an alcohol and/or drug 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.

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

The St. Louis Intercollegiate Athletic Conference (SLIAC), 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.

Athletes and fans participating in competition with other institutions are representing Westminster College and should conduct themselves in a manner fair to all involved. 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, attempting to strike, or other physical 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 and will be subject to conduct sanctions. 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 Life. A fee of \$30 will be charged for a replacement and billed to the student's account.

COLLEGE OFFICIAL COOPERATION

Failure to respond to a reasonable request made by a College official will be considered a violation 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.

Please note: Failure to properly set up wcmo.edu email account and check it along with MyWC on a regular basis does not absolve students from adhering to information that is communicated to them via email or MyWC.

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](#). 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 handled by the Vice President/Dean of Student Life.

DISORDERLY CONDUCT

When, in the judgment of the Vice President/Dean of Student Life or 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 responsible 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 will not 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 Wellness Center health care providers, 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.

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 permitted, the noise level must be kept low enough as to not disturb neighbors or other members of the Westminster and/or Fulton communities.

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.

Annual Notification: Students will be notified of their FERPA rights via the Westminster Web Site at www.westminster-mo.edu or by requesting a copy of the policy available in the The Academic Dean's Office'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. 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 them.

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.

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 The Academic Dean's Office'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.

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 @wcmo.edu).

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 Academic Dean's Office'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 copy of the Department of Education's Code of Federal Regulations, Part 99 - Family Educational Rights and Privacy is available in the The Academic Dean's Office'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 in its entirety is found 3.31 in the Faculty Handbook and below is an abbreviation.

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.

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.

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.

Procedures for Addressing Harassment and Discrimination Complaints - Prevention is the first and best tool to eliminate harassment and discrimination. However, any person who believes they are being harassed or discriminated against, or any member of the Westminster community who witnesses an incident of harassment or discrimination, should make a report to the Director of Human Resources, located in Westminster Hall, room 145, or at ext. 5226, the Vice President / 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

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).

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.

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 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. All individuals have a right to be treated with respect and free from any form of physical, mental, and/or emotional abuse. 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 (provided below), and individuals who engage in behaviors that constitutes hazing may be subject to criminal prosecution.

Definition of Hazing

Any intentional act or situations that is created 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. A person's willingness to participate in an act of hazing does not justify, exempt or excuse the act. Hazing creates an environment/climate in which dignity and respect are absent.

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
- 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 Vice-President/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.

Missouri Anti-Hazing Law

§ 578.365. Hazing -- consent not a defense -- penalties [Effective January 1, 2017]

1. A person commits the offense of hazing if he or she knowingly participates in or causes a willful act, occurring on or off the campus of a public or private college or university, directed against a student or a prospective member of an organization operating under the sanction of a public or private college or university, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Acts of hazing include:

(1) Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or forced smoking or chewing of tobacco products;

(2) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or

(3) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

2. Public or private colleges or universities in this state shall adopt a written policy prohibiting hazing by any organization operating under the sanction of the institution.

3. Nothing in this section shall be interpreted as creating a new private cause of action against any educational institution.

4. Consent is not a defense to hazing. Section 565.010 does not apply to hazing cases or to homicide cases arising out of hazing activity.

5. The offense of hazing is a class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a class D felony.

Conditions That Create a Hazing Dynamic

New members often wish to be accepted into any group and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. 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 or oriented for a period of time, but membership in any group that puts a new member in a lesser role, unrelated to the original conditions for membership, is inappropriate and unfair to the new members.

Hazing behaviors can emphasize a power imbalance and can cause humiliation, emotional, and physical distress to students. Hazing behaviors can range in severity but all hazing behaviors constitute as hazing as is a violation of campus policy. Examples of hazing are included below. These examples are intended to be illustrative and not all-inclusive:

- Physical injury
- Requiring new members to practice periods of silence
- Requiring calisthenics such as sit-ups, push-ups, etc.
- Kidnapping, imprisonment, or personal servitude
- Intentionally causing or inducing mental or emotional stress
- Degradation, humiliation, or compromising of moral values

- Forced consumption of any substance
- Placing an individual's health or safety at risk
- Impairment of physical liberties, which include specific restrictions or interference with academic endeavors
- Pressuring or coercing any person to participate in activities that are inconsistent with the University's community standards or policies or applicable law

Reporting Hazing

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 573.592.5269

Office of Greek Life 573.592.5139

Office of Student Life 573.592.5242

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 Center for Faith & Service and/or The Wellness Center.

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 and will follow General Student Conduct Procedures as outlined in the handbook. 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.

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.

MOTOR VEHICLE REGULATIONS

The College must regulate vehicle parking in order to ensure respect for all members of the community. All Westminster students must register their motor vehicles with Security at 710 Westminster 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. 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.

A student wanting to appeal a motor vehicle infraction should log into MyWC and follow the instructions listed. 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 Security Office. If a student does not have a vehicle in Fulton, he/she may fill out a parking fee waiver form no later than the 7th day after classes start (census date). The form is located on MyWC under the student tab then under e-forms.

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 is only permitted 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.

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.

Violators 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 situations 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

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. These groups must receive approval from the Office of Student Life 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. Materials shall not be posted on College structures, including windows, doors, trees, refuse containers, utility poles, fountains, benches, walls, fences, or vehicles.

1. Materials may not be placed on vehicles parked on campus grounds.
2. 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.
3. Materials designed to promote the consumption of alcoholic beverages or tobacco products are not permitted.
4. 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.
5. Painting is not permitted on sidewalks or structures.

6. The hanging (attachment) of banners is prohibited, except in consultation with the appropriate department head or Student Life Office.
7. Writing signs, ads, promotions or placing drawings of a non-instructional nature on any classroom chalkboard or dry-erase board is prohibited.
8. Groups may request 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.
9. 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 no later than 30 days after posting or no 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. 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. Westminster College does not tolerate Sexual Misconduct in any form which includes sexual harassment, sexual assault, dating/domestic violence, stalking, and related retaliation. Sexual Misconduct is a serious offense and is a violation of the College's core values of fairness, integrity, respect, and responsibility.

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 respond to 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 below includes definitions of terms, prevention information, procedures, and resources available in the event of Sexual Misconduct.

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. Attempts to commit Sexual Misconduct 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 reports 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

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 Director of Human Resources 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 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 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:

<p><i>Director of Human Resources</i> 573-592-5226 mandy.march@wcmo.edu Westminster Hall 146</p>	<p><i>Vice President/Dean of Student Life</i> 573-592-5269 or 573-592-5242 kasi.lacey@wcmo.edu HAC-Craighead Office</p>
<p><i>Vice President/Dean of Faculty</i> 573-592-5212 david.roebuck@wcmo.edu Westminster Hall 127</p>	<p><i>Director of the Learning Opportunities Center</i> 573-592-5304 karen.tompsonwolfe@wcmo.edu Westminster Hall 34</p>

Clery Act

Policy: Annual Disclosure of Crime Statistics

The Clery Act requires colleges and universities that receive federal funding to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety. The Violence Against Women Act (VAWA) amendments to the Clery Act expand the rights afforded to campus survivors of sexual assault, dating/domestic violence, and stalking. The Annual Security Report (ASR) is disseminated to employees and students every October 1st. The ASR includes statistics of campus crime for the preceding 3 calendar years, policy statements, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, dating/domestic violence, and stalking. 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.

[Click here](#) to view a link to the most recent ASR. Crime statistics may also be obtained at the Office of Student Life or by contacting the Director of Campus Security at 573-592-5555.

DEFINITIONS

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:

- Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the effective consent of that person
- Rape: The 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
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent

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. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy. 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, physical, psychological abuse or the threat of such abuse.

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
- 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

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
- "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 audiotaping of sexual activity, going beyond the boundaries of consent (such as letting friends surreptitiously watch

you having consensual sex), engaging in Peeping Tommerly, and knowingly transmitting an STD or HIV to another person.

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 in college activities 2) is used as a basis for evaluation in making academic or employment decisions affecting an individual 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 Terminology:

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.*

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.
 - A specialized/trained sexual assault nurse examiner (SANE) is available at the University of Missouri hospital to conduct an examination or “rape kit”. 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.

- Utilize the College's resources to seek support. Confidential support individuals as outlined in this policy are available and can discuss your reporting options if you choose to report. If you chose to report, you can report to campus authorities and/or local law enforcement. Incidents of Sexual Misconduct are often 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. However, it is always your personal choice to whether or not your report to campus officials and/or law enforcement.

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 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:

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:

- *Director of Campus Security*
573-592-6231
jack.benke@wcmo.edu
710 Westminster Avenue
- *Director of Human Resources/Title IX Coordinator*
573-592-5226
mandy.march@wcmo.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 she/he can talk with who can provide completely confidential advice and assistance. The College's Confidential Support Persons include members of the Wellness Center staff (i.e. Director/Nurse Practitioner, Assistant Director Health Clinic Coordinator, Counselors, and Assistant Director) and the Chaplain.

- *Assistant Director of Counseling Service*
573-592-5361
Sarah.stevens@wcmo.edu
Lower Level of Westminster Hall/The Wellness Center
- *Director of the Center for Faith & Service*
573-592-5262
kiva.nice-webb@wcmo.edu
329 West 7th 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. Talking to any of these individuals **does not** constitute making a formal report of the incident to the College and therefore the College will not be in a position to respond to the report by initiating disciplinary or other proceedings discussed in this policy.

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 Misconduct should occur, the Wellness Center is on-call and counselors will be contacted by Campus Security to offer appropriate services.

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, 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.

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 College officials.

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 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 meet with the complainant to discuss accommodations and no contact order. During this meeting Director of Campus Security or his/her designee will be contacted to meet with the complainant.
- After the complaint is made, the Director of Campus Security or his/her designee will meet with the complainant.
 - At this meeting, the Director of Campus Security 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 Director of Campus Security 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 Director of Campus Security 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 Director of Campus Security 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 for the respondent.

- 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 Director of Campus Security 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 Director of Campus Security or his/her designee 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 Director of Campus Security or his/her designee may consult with the College’s Title IX Coordinator in making this determination. If the Director of Campus Security or his/her designee 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 Director of Campus Security or his/her designee will notify the complainant of that determination, and the complaint will be processed accordingly. If the Director of Campus Security or his/her designee determines that the alleged conduct could constitute a violation of the Sexual Conduct Policy, the Director of Campus Security 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 Director of Campus Security or his/her designee with written and/or tape-recorded statements. However, if Campus Security has already taken written statements from the complainant and the respondent, the Director of Campus Security or his/her designee 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 be completed in a timely manner. 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 Director of Campus Security or his/her

designee may extend this timeframe for good cause, with written notice to the parties of the delay and the reason for the delay.

Findings

- The Director of Campus Security or his/her designee will complete and provide an investigative report to the Title IX Coordinator summarizing the evidence collected, an analysis of evidence and a determination of whether there is a policy violation based on a preponderance of evidence – that is, whether it is more likely than not that a policy violation occurred.
- The Title IX Coordinator will review the investigative report. Once the Title IX Coordinator signs off on the investigative report, the Vice President/Dean of Student Life will be notified of the determination.
- The Vice President/Dean of Student Life will receive a decision notification letter setting forth the reasoning for the determination. The parties may request to read the investigative report upon receiving the Decision Notification Letter.

Sanctions for Sexual Misconduct

Sanctions for any student found to have violated the College's Sexual Conduct Policy may include warning, probation, suspension, dismissal/expulsion, withholding diploma, withholding degree, transcript notation, organizational sanctions or other actions.

Appeals

Both the complainant and the respondent have a right to appeal the determination of the investigative report. 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 48 hours of receipt of the Decision Notification Letter (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 Director of Campus Security or his/her designee 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
- 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 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 Decision Notification Letter, Vice President/Dean of Student Life, or the President of the College. 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 investigation, 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 investigation. 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 investigation 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 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/Prevention Programs

The College has comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns that are intended to end sexual misconduct, dating/domestic violence, sexual assault, and stalking. Programs to prevent sexual misconduct, dating/domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students

and employees. The ongoing educational programs are overseen by the Title IX Coordinator/Director of Human Resources and Vice-President/Dean of Student Life. All prevention programs are:

- culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and empirically based and assessed for value, effectiveness, or outcome
- in consideration of environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels
- accessible to students, faculty, and staff and accommodated based upon one's ability status, language, and/or learning style

SKATEBOARDING AND ROLLERBLADING

Persons who engage in rollerblading or skateboarding activities on the Westminster campus do so at their own risk. The College does not assume 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 (vaping pen, juuls, etc.), 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. 8th Street to 4th Street. The complete policy and more information can be found at [link](#).

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. 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”, educational/online program, and disciplinary action. The number of infractions is cumulative over the student’s tenure at Westminster College. 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 and will complete online judicial educator program on smoking. If the fine is not paid on time, it will double and 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 double and placed on the student account.

Third Offense – Students will normally be assessed a \$75 fine and re-administered the online judicial educator on Smoking. If the fine is not paid on time, it will double and 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/ 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 as outlined in the Student Conduct Procedures and/or criminal charges. Any theft should be reported upon discovery to campus security and/or law enforcement.

IV. 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 own behavior. Students 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.

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.

The Vice President/Dean of Student Life oversees conduct policies and procedures. Other members of the College community may be involved in the adjudication process, depending on the type, frequency and severity of the policy violation. Violations of campus policies may be adjudicated by the following:

Academic Policies: Faculty members, The Academic Dean’s Office, 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 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 Vice President/Dean of Academic Affairs

Abuse of College Student Conduct Procedures: Abuse of College student conduct procedures is a violation of college policy in itself and could pose additional sanctions. This includes, but is not limited to:

- failure to respond to and attend a meeting request of a college student conduct officer
- falsification, distortion, or misrepresentation of information to a college student conduct official
- disruption or interference with the operation of the college student conduct process
- attempting to discourage an individual’s proper participation in, or use of, the college student conduct process
- attempting or committing an act of retaliation against a person or student organization that has reported a policy violation

The Vice President/Dean of Student Life may discuss, consult, and advise with any student/witness, to include, student organizations, whose conduct is called into question before or after initiating formal disciplinary procedures. Through this process the student will be given the opportunity to present their personal version of the incident or occurrence. Students shall attend such consultations as requested by the Vice President/Dean of Student Life.

Confidentiality: At Westminster College, academic and disciplinary records are kept separate. Information from disciplinary records is not available to unauthorized persons 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 conduct 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 of the College, the Academic Dean, or the Vice President/Dean of Student Life may at any time suspend a student from the College, housing, or any other element of the College, pending formal procedures when it is found and believed that the presence of a student on campus, due to 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

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. Typically, 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 police report. Reports should be submitted as soon as possible following the occurrence.

Information or Conduct Hearing Meeting: Following the review of the report, a designated staff member will schedule a meeting(s) with the students(s) to gather information about the incident and determine if a policy violation has occurred. The standard of proof used is Preponderance of Evidence. *Based on the outcome of the information or conduct hearing meeting, the Vice President/Dean of Student Life or designated staff member 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 student has been found responsible for violation of Westminster College policy and depending upon the type, frequency, and severity of the policy violation sanctions will be issued accordingly.

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:

Educational – Educational sanctions may include, but are not limited to: Judicial Educator online course participation, 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 utilized to facilitate the student’s learning from the experience.

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 an amount equivalent to the fine may be offered.

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.

Community Service – supervised community service may be required and depending upon the violation may be restricted to on campus only.

Conduct Warning – a formal written notice provided 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, as stated in the warning may be cause for more severe disciplinary action. Typically, 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 they risk, at a minimum, a proportionally larger punishment than the one normally associated with the offense, or suspension/dismissal from the college. During the Conduct Warning period, students or organizations will **not** be in good standing with the college, which may restrict certain activities and/or privileges afforded to campus constituents. For example, request for letters of recommendations for awards or recognition will be denied by Student Life staff.

Disciplinary/Social 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. Student organizations on disciplinary probation will also be on social probation, restricting all registered social events for their respective organization. Typically, 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 and defined in the written notice of suspension as well as required criteria or conditions for reinstatement. Suspension is 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.

** It should be noted that these are merely guidelines and ultimately the sanctions for all policy violations are at the discretion of the Vice President/Dean of Student Life.*

APPEALS

Appeals are a means of ensuring that students' 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 to adhere to proper procedures as outlined in the Westminster College Student Handbook,
- 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 be processed as supported, modified, or removed.

Status during Appeal: In cases of suspension or dismissal, when 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. This permission will only be provided should such continuance does 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 conduct hearing or determined by the Vice President/Dean of Student Life. The campus is off-limits to students who have been Suspended or Dismissed and may be trespassed from private property.

ACADEMIC DISCIPLINARY PROCEDURES

Please see the Faculty Handbook for the OVB policy in its entirety as below is an abbreviation.

The Oath and Values Board (OVB) upholds and promotes the tradition of the Westminster College Athenian Oath, endeavors to secure the cooperation of the faculty, staff, and student body to this end, investigates violations of the Oath, and is empowered to act upon violations of the Oath whether they are academic or conduct related. The OVB has been established to promote habits of academic integrity and personal responsibility. All students are bound by their oath and their honor not to engage in dishonest behavior or bring harm to any member of our community. Any member of the College community who has reason to believe that a violation of the Oath has been committed shall report such an act to the OVB.

Membership

The OVB shall be composed of five seniors, four juniors, and three sophomores (as determined by semesters of full-time attendance at college for the period in which they will serve). The OVB will

also include three faculty members who will be selected by the faculty and one of those three faculty members will serve as the primary Faculty Advisor for the OVB. The Dean of Students will also appoint a member of Student Life to act as the primary Student Life Advisor for the OVB. At no time shall the membership of the OVB include more than three people from any one fraternity, sorority, or living unit (defined as 15 or more people residing together in one place). Student members in good standing will automatically retain their membership on the OVB the following year.

V. RESIDENCE LIFE POLICIES

Residence Life Policies

The Office of Residential Life strives to create an engaged and supportive community while providing enriching learning opportunities through campus and hall programming. 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.

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), the Westminster Apartments, the Westminster Grove Townhouses, and are in close proximity to campus. Residence hall rooms typically contains two beds, desks, and wardrobes.

Quadrangle

The Churchill Quadrangle is comprised of Gage, Marquess, Rice, Scott, and Sloss Halls, which are suite style and typically assigned to first year students. Within each quadrangle building there are up to nine suites with four two-person rooms and a bathroom in each suite.

Triangle

The Westminster Triangle is comprised of three residence halls including Sweazey Hall, Wetterau Hall, and Weigle Hall. These traditional hall residences are typically assigned to upper class students and includes a lounge and kitchen area. The Triangle Halls also has separate floors in each building and lounges dedicated to our three campus sororities.

Apartments

The Westminster Apartments include two buildings with 32 beds, located on Fifth Street. Each apartment has four single bedrooms, two bathrooms, kitchen, living room, and all modern appliances. Each apartment also has its own washer and dryer. All utilities, college wireless, routine and emergency maintenance is covered in the rental agreement, as well as a small amount of custodial service in common community areas.

Townhomes

The Westminster Groves include five 24-bed Townhouses located at the corner of Seventh Street and Hickman Avenue. Each townhouse has four single bedrooms, one double bedroom, three bathrooms, kitchen, living room, and all modern appliances. Each unit also has its own washer and dryer. All utilities, college wireless, routine and emergency maintenance is covered in the rental agreement, as well as a small amount of custodial service in common community areas.

Fraternity & Sorority Facilities

Westminster College also manages three International Fraternity facilities. For these chapters, the college is responsible for the maintenance and routine upkeep of the structure. Residents of these facilities sign a housing contract with the College, which outlines room and board responsibilities and charges each year. This includes the following fraternities:

- Beta Theta Pi at 502 Westminster Ave.
- Phi Delta Theta at 500 Westminster Ave.
- Sigma Alpha Epsilon at 315 W. Fifth St.

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 at 604 Westminster Ave.
- Kappa Alpha Order at 602 Westminster Ave.

The College recognizes three national women's sororities: Kappa Alpha Theta, Kappa Gamma, and Alpha Gamma Delta. Each of our women's organizations has a social lounge and chapter room in one of our upper class residence halls in the Triangle: Theta/Wetterau, Kappa/Weigle, and Alpha Gam/Sweazey Hall.

Open/Closure

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 closing dates will typically be 24 hours after a student's last final or the day after Commencement.

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. 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 to live off-campus and can provide appropriate documentation of those circumstances.

If a student does not meet these conditions above and would like to apply for a housing exemption, please see Housing Exemption Request policy below.

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 requests.

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. 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. Given that fraternity men enter into different 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 Life 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.

Housing Selection Process

All new students desiring to live in college residence halls must complete a [housing selection agreement](#) (must be logged into MyWC). The housing selection agreement is reviewed by Student Life staff to carefully match students with their ideal roommate. New students are assigned to rooms in the summer and are notified of their assignment and roommate via their Westminster email.

Room selection for students in upperclassman residence halls is made during the spring semester for the following academic year. Depending upon the desired residence hall, students will select their respective roommates to form a group or pair. Each group or pair is then assigned a number (based upon status and GPA) and entered into a lottery system for selection.

Single Room

Single rooms for an upcharge of \$1000 year (\$500 semester) are available and based upon a lottery selection system and pending availability in that given year. Students who have a documented medical need will also be provided a single room; however, are charged the medical single rate and not charged the \$1000 upcharge.

Housing Exemptions Request

Westminster College recognizes that certain situations and/or living conditions affecting our students may require special housing accommodations while they are living on-campus. As such, students need to submit a personal request for [special housing accommodations](#) with attached documentation prior to housing assignments being issued (for new students), or room selection (for continuing students). Students must submit this form each year as conditions may have changed that will impact their previous approval.

The staff of Residential Life and/or Greek Life will work closely with our campus Wellness Center and Vice President/Dean of Student Life Office to verify all documentation for special requests for housing, and even then, it is at the discretion of these entities and in conjunction with space availability that dictates whether an offer of accommodations can/will be made.

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.

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 in order to get a response before the housing selection process takes place. Students may be able to submit forms after this deadline at the discretion of Residential Life, but no decision will be made on these requests until June 1.

**Please make note that because all forms are completed and subsequent forms are turned into the Office of Residential Life, it does not guarantee that all requests will be accommodated or granted.*

Housing Review Board

The Office of Residential Life utilizes a Housing Review Board to hear requests for exemptions or special consideration to any campus housing policies. The Board is composed of professional staff members in the following areas:

- Residential Life
- Greek Life
- Wellness Center
- Financial Aid
- Academics
- Student Life (when deemed necessary)

The Board will then consider the request and the student's written statement prior to making a decision. The majority of the policy exemptions that are considered by The Board include residency requests and special meal plan requests. The Office of Residential Life may elect to refer other policy issues to the Board depending upon the nature of the request. The student will be notified via email of the Board's decision.

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.

Campus Meal Plans

All students who reside in a college owned residence hall (all of the Quadrangle and Triangle) 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 the 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 (must be logged into MyWC) 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 upon the week they submit their request.

Students living in other campus housing (with full kitchen service) are not required to be on a meal plan, unless otherwise passed by the President of the College at a later date. 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 Life and can be charged to a student's account. The smallest meal block may only be purchased directly through Fresh Ideas.

Move-In Policies

New Student Move-In will occur prior to opening the 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 online through MyWC. Unless there is a justifiable reason for the request, the student will incur a \$75/night charge which will be assessed directly to their student account. In addition, any early arriving student who provides housing access for another, non-approved student will be subject to disciplinary procedures.

On or before August 1, the faculty and staff are invited to send the Office of Residential 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 the Office of Residential Life; fall student athletes, Resident Advisors, Freshman Seminar Mentors, and Student Government/Campus Activity Board leadership.

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.

Storage of Personal Items

Limited storage is offered on a first-come, first-served basis during the summer months and is available throughout the year. Storage consists of individual lockers available for rent in the basement of Marquess Hall, and private storage cubes in the basement of Cedar in the Westminster Grove. There is a \$50 non-refundable rental fee for each term (Fall, Spring, or Summer), which includes a padlock. ***Storage is limited to the items that can fit within the reserved storage locker or cube.***

Bulk items (such as large furniture or appliances) may be stored in specific areas within the College-owned Greek housing facilities as jointly determined by the Vice-President/Dean of Student Life or Director of Residential Life and the respective Chapter Advisors. In the College owned greek housing facilities items are stored at the risk of the individual and rooms must be accessible to security and plant operations for cleaning and fire inspection purposed. Any items that do not meet the criteria for bulk items must be taken home by residents upon check out and the student or respective chapter may be billed for left items.

The College’s policy on loss of student personal property also applies to 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 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. Personal items left in Residence Halls, Residential Houses, Westminster Apartments, and Westminster Grove after the official closing of campus housing will be disposed of at the discretion of the Office of Residential Life and the Plant Operations staff.

Room Inventories and Check-In/Out Process

Each resident of college-owned housing will have a Room Condition Report form for their housing assignment. For those living in a college-owned fraternity house, this form will be filled out by Residential Life staff prior to student arrival, and each student will be responsible for making any changes they determine necessary and signing the form which will be stored in the Residential Life office. For living in all other college-owned housing options the form will be filled out with an RA, documenting the move-in condition of the room and any outstanding damages or missing items. This will be reviewed with the student who will be asked to sign the form. The Office of Residential 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 Condition Report form and to return their keys prior to leaving campus. Failure to complete a checkout or be present during checkout will result in a fine of two hundred fifty dollars (\$250). If the student is moving from their room mid-semester, the date they complete their checkout and sign the Room Condition Report form is the date that will be used to prorate or adjust their housing charges.

Emails will be sent leading up to each check-out period outlining the complete list of checkout responsibilities for residents. Such responsibilities include but are not limited to:

- Schedule a checkout time with a RA. It is recommended giving the staff at least 24 hour notice to retrieve your Room Condition Report 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 in 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 6:00p.m., the charge goes into effect at 6:01p.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 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. The charges are determined by Plant Operations and then communicated to Residential Life. After checkout paperwork is processed, students will be assessed charges, which will be sent to the Business Office to add to 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 Life will notify the Business Office to remove some or all of the fees. 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: 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, each member of the community will receive notice from the Office of Residential Life with a summary of the damages/charges associated with the repair/replacement, and a quote of the expected cost per person. The community will be given one week (seven days) to identify the person(s) responsible. If no person (s) are identified then each member of the community will be charged for their shared portion of the damage on their next monthly bill. Damages to common areas will be divided evenly among all members of the living area.

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 person (s) 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 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 two 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, the Office of Residential Life 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, those involved must participate in a mediation process prior to being considered for a move. The Office of Residential Life will have the authority to accept or deny a request for a room change.

If a student occupies a room and that has a vacancy, the student will be given a week to find a roommate and/or choose to buyout the space. If they are not able to find a roommate or choose not to pay the remainder of the cost (pending availability on campus), they will be notified about the possibility of having a roommate at any time during the course of the academic year. A student cannot deny another student from occupying this space. Students who are in a room/space with vacancy are not permitted to remove unused furniture from the room. All college rooms/facilities must retain all sets of furniture at all times.

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, it is the responsibility of the student for coordinating their own checkout process with the Office of Residential Life.

In situations where a student is medically withdrawn, a student is permitted three (3) business days to notify Residential Life of their plans to leave campus. The Vice President/Dean of Student Life may approve extensions to this policy at their discretion. When a student is administratively withdrawn, a student must adhere to the instructions given by the Vice President/Dean of Student Life. The student may still be held responsible for full room and board charges for the entire semester. In situations where a student is academically dismissed at the conclusion of the fall semester, they have one week (seven days) after receipt of letter of academic dismissal to notify the Office of Residential Life of plans to remove belongings from campus owned housing. If items are left in campus owned housing one week prior to the beginning of the spring semester, they may be destroyed or removed and the student will be charged.

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.

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. When 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@wcmo.edu) 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 will result in fines and/or charges 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 not permitted to loan their keys to another person for entry into unauthorized areas. Students found in violation of this policy will 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.

If a student loses their room key, it is important for them to immediately notify their RA, or another member of the Residential Life staff. When a key is unaccounted for, it creates an unsafe environment not only for our students but also within the 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 that needs to be serviced in the Triangle and \$250 for all other campus living quarters. This fee is assessed to the student account of the student who originally lost the key.

Roommate Assignment, Mediation and Conflict Management

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 assigned 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 is experiencing living challenges with their roommate, suitemate, or other community member, they are encouraged to contact one of their Resident Advisors (RA) in their building for assistance. The RAs have 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 Office of Residential/Student Life. 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. *Please note that during the beginning of each term, a room freeze is in effect for the first two weeks of the semester. Moves will not be permitted to occur during this time. Once the room freeze comes to a close room changes will be considered; however, the roommate conflict mediation process will begin as early in the semester as necessary.*

During the mediation process students will be encouraged to make their own decisions about potential moves or room switches. The Office of Residential 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, Residential Life staff reserves the right to move one 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 as well as guests.

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 their guest at all times. The host will be held responsible for any damages, theft, or disturbance caused by their 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 six (6) nights in a thirty (30) day period. This policy applies even if the roommate gives permission for the guest to stay in the residence.

Students deemed to be in violation of our visitation policy, or appear to be abusing the policy may be contacted by a Residential Life 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

Halogen/heat lamps
Fireworks/Explosives

Incense/Candles
Space Heaters

Open Flames
Toasters/Toaster oven

Coiled cooking units
Illegal Drugs
Alcohol (if underage)
Personal mattresses

Extension Cords
Petroleum Distillates
Pets/Animals/Fish
Live Holiday Trees

Weapons/Guns
Waterbeds
Heated bedding

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 Campus 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. All grills and charcoal must be stored outside campus building. If these conditions are not met, the students may be documented for creation of a fire hazard, the Fire Department may be notified, and the grill will be confiscated. 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. Students found violating the campus pet policy will be subject to \$250 fine and may potentially be evicted from College housing this includes unapproved Emotional Support Animals.

Emotional Support Animals (ESA)

Students can apply for an Emotional Support Animal as defined by the Americans with Disabilities Act. Please see [Emotional Support Animal Policy](#) for a full description of the policy and process for application. These requests are looked at on a case-by-case basis and are not guaranteed to be approved. To apply for an ESA you must complete the [Emotional Support Animal Request form](#) and turn into the Wellness Center or Residential Life.

Room Inspections and Searches

Westminster College reserves the right to inspect and/or search college-owned or managed buildings or property, including residence halls, apartments, townhouses, theme houses, and 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. This policy also applies to fraternity houses not owned by the college. If a fraternity knowingly hides, covers up/conceals, denies access to college officials or withholds information from the college that fraternity will be subject to the disciplinary process from the Vice President/Dean of Student Life.

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 furniture 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 Life. Students are expected to retain all 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 subject to disciplinary action where appropriate.

* Residents are not allowed to bring their own personal mattresses unless it is medically approved in advance by the Wellness Center and the Office of Residential Life.

Cable Television Service

The College contracts with Spectrum for its digital Spectrum U streaming cable service. SpectrumU lets you watch live TV anytime, anywhere on campus using your phone, tablet, laptop, desktop or Roku® device. No account or login is necessary — just download and start streaming. For more information please go to [IT Resources on MYWC](#). If you have any issues with the service please e-mail 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 for purchase 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, command hooks, etc.) 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 in all campus housing including fraternity houses.

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 or an exit from the room, building or suite. Students who use the windows for entrance and exit during non-emergency situations may face disciplinary consequences. The College recommends that students lock their windows any time they are closed. Failure to do so presents a huge liability to the student and those living in their area.

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 cause annoyance to other residents. Stereo speakers may be confiscated from those students whose 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. The fraternity houses, whether they are college-owned or not, must stay in compliance with the Fulton City noise ordinance at all times. Those organizations that continuously fail to remain in compliance with the Fulton City noise ordinances will be subject to disciplinary actions from the Office of the Vice President/Dean of Student Life.

- 1st Offense- \$250 fine per semester
- 2nd Offense- \$500 fine per semester and Disciplinary Probation
- 3rd Offense- removal of equipment from house/and or campus facility along with chapter suspension from all activities for a designated period of time

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 10:00pm. Sunday-Thursday evenings and 12:00am/midnight on Friday and Saturday evenings. “Quiet hours” are in effect until 8:00am on Monday-Friday mornings and until 10:00am 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 12:00am (midnight) on school nights and 2:00am 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

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, they should:

1. Activate an alarm
2. Call the Fulton Fire Department (911)
3. Notify the Resident Advisor or other staff and other students
4. Call Campus Security (573-592-5555 or 573-544-7191)

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 throughout the semester, and RAs (or other College staff) will indicate where each respective hall will meet in case of fire emergency. During fire drills if prohibited or illegal items are discovered, students will be subject to disciplinary action. Students are required to abide by the instructions given during emergency situations, including the directive to vacate any facility actively in alarm.

Hallways in campus housing areas 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 through the Office of the Vice President/Dean of Student Life or their designee.

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. Students are also encouraged to sign up for Textcaster alerts on the Campus Security website to receive notifications about safety concerns on campus.

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:

- | | |
|--|----------------------------------|
| • Gage, Marquess, Rice and Scott Halls | Basement in hall |
| • Sloss Hall | Basement of other Quad buildings |
| • Wetterau, Sweazey, and Weigle Halls | Basement lounges |
| • Westminster Apartments (5 th St.) | Basement of Beta Theta Pi |
| • Westminster Grove Townhouses | Basement of Cedar or Hickory |
| • Residential houses | Basement of house |

If you live in 302 W. 5th or 309 W. 5th, your shelter 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 ensure that these awards are used for this purpose only, the following regulations apply:

- The room portion of the award may be used to fund campus housing only and is intended to cover the rental charges associated with living in a double room in a residential hall.
- The board portion of the award will cover up to the cost of a 19-meal plan in the College dining hall. Students who live in an on-campus residential house, Westminster apartment, Westminster townhouse, 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 stipend and meal block 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 the cost of a residence hall double and 19-meal plan being paid by the student. **Students receiving scholarships for room and board 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 for off-campus housing, applied to non-room and board expenses, or converted into cash for other uses.

VI. STUDENT TRADITIONS & ACTIVITIES

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.

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.

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.

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 inter/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. The Interfraternity Council follows guidelines and recommendations from the North-American Interfraternity Conference (NIC). 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 Greek Standards document, and their inter/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 or sorority property or at a fraternity or sorority 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.

For additional information and policies regarding the role of Greek letter organizations, Formal Recruitment, New member Education, and Fraternity & Sorority Facility policies visit: [Greek Life Manual](#) on MyWc.

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.

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 apply through Student Government Association. To apply you must fill out the [Registration Form](#), have 5 members, 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 [Clubs and Organizations](#).

SKULLS OF SEVEN

The Skulls of Seven, founded in 1898, is a selective 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.

AMERICA'S NATIONAL CHURCHILL MUSEUM

America's National Churchill Museum is a national historic site in the United States. It is composed of the Church of St. Mary the Virgin, Aldermanbury, a church designed by Sir Christopher Wren and built in London in 1667, and the undercroft museum with permanent exhibits dedicated to the life and legacy of former British Prime Minister Sir Winston Churchill, who made his famous "Iron Curtain" Speech on the Westminster Campus in 1946. The Museum also houses the Clementine Spencer Churchill Reading Room, a research room and occasional classroom containing books and archives related to the Museum and its mission. The Museum regularly organizes special exhibitions, events, and hosts dignitaries from the United States, Great Britain and beyond.

There is no admission charge for students at Westminster College, their families, alumni, and children twelve and under who are accompanied by a parent. Museum hours are 10:00 a.m. to 4:30 p.m. daily. The Museum 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*