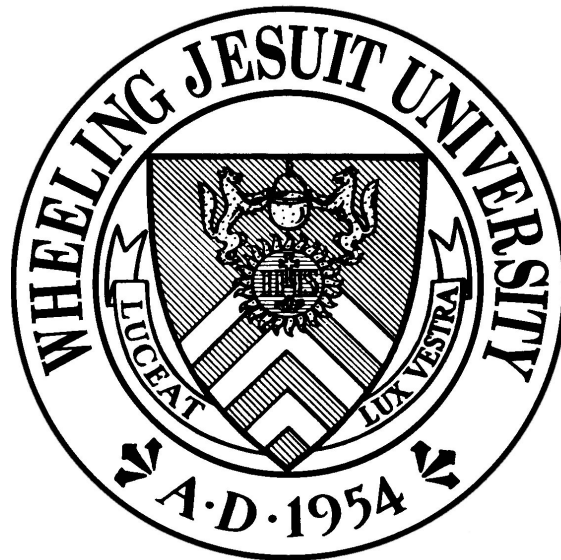


Wheeling Jesuit University

Student Handbook

2011-2012



Division of Student Development

201 Swint Hall

304-243-2350

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I. Introduction to Students

Welcome to Wheeling Jesuit University. This handbook can help you get the most from your experience at Wheeling Jesuit University, and provides you with important and current information about campus facilities, policies, resources, and services. This handbook is best used as the primary source of information of general university policies and procedures and should be considered one of your most important reference materials; most of the policies in the Student Handbook are non-academic. It is students' responsibility to read and be familiar with all information contained in this handbook. Students should also review the Academic Catalog for general university information and academic policies, procedures, and course information.

The spirit of policies governing student life at Wheeling Jesuit University, and the University's enforcement of these policies, are rooted in the following tenants of our rich Jesuit tradition.

- ***Cura Personalis***: Latin for "care of the whole, individual person"
- ***Discernment***: A process for making choices when the option is not between good and evil, but between several possible courses of action all of which are potentially good.
- ***Finding God in All Things***: As members of a Jesuit community, we are all invited to search and find God in every circumstance of life.
- ***Jesuit Pedagogy***: Jesuit teaching style that recognizes that everyone, in some capacity, serves as a teacher and mentor.
- ***Magis***: Latin for "more," suggesting a spirit of excellence.
- ***Service of Faith & Promotion of Justice***: To grow in faith and to have that faith reflected in action to change unjust social structures.
- ***Women and Men for Others***: Generously serving our neighbors, especially when challenged by social forces and self-interests.

It is expected that students and university employees keep our University values at the forefront of their experience while being a part of our university community.

Note: the above are adapted from the 2002 Xavier University publication, Do You Walk Ignatian?

Interpretation and Revision:

Any question of interpretation or application of the Student Handbook shall be referred to the Dean of Student Development and/or his/her designee.

The Student Code of Conduct shall be reviewed annually under the direction of the Dean of Student Development and his/her designees. However, there may be situations requiring immediate changes to policy and/or procedures; students will be notified of any such changes. The most current edition of the Student Handbook can always be found online at www.wju.edu. Policies and procedures may change due to necessity and/or at the discretion of the Dean of Student Development or his/her designee.

The Mission of Wheeling Jesuit University

Educating for Life

The Jesuit traditions of educational excellence and service to others guide all of the programs at Wheeling Jesuit University. By integrating learning, research, and economic development with classical knowledge and Christian revelation, the University seeks to foster competence, creativity, and innovation throughout and beyond the campus community. Graduates of the University enter

the workforce with socially responsible goals, a lifelong appetite for learning, and the desire to make our universe a better place.

Educating for Leadership

To model the Jesuit concern for local and global neighbors, the university welcomes people of all creeds, races, and nationalities to share in the intelligent pursuit of excellence. The university promotes close student-faculty contacts and encourages students to develop their full potential for leadership. Through a grounding in the liberal arts and, above all, the example of Jesus Christ, the university endeavors to produce intelligent, moral leaders who will champion the Jesuit values of faith, peace and justice. Wheeling Jesuit University envisions a dynamic leadership role for the university in the lives of its students and in the world at large.

Educating Men and Women for Service

In its employees and students, its research, and its outreach, the university is national and international. Yet as the only Catholic institution of higher learning in West Virginia, Wheeling Jesuit also values its distinctive mission to the immediate area, educating local men and women, and returning them to enrich their own communities. Wheeling Jesuit University firmly believes its graduates will enter the professional world prepared to use their God-given talents not solely for personal fulfillment but as men and women in service with and among others.

Statement on Human Rights

The members of the Wheeling Jesuit University community respect the dignity and worth of the individual and strive for the preservation and protection of fundamental human rights. While requiring for themselves freedom of inquiry and communication, members of the university community accept the responsibility that this freedom requires: interpersonal concern, objectivity and high standards of ethical behavior.

Wheeling Jesuit University does not discriminate on the basis of race, color, sex, creed, national origin, age, marital status, sexual orientation or disability, in matters relating to employment, in the consideration of candidates for employment, or in the consideration of eligible students for admission, awards, or financial aid.

The university is committed to providing its employees and students with an environment free from implicit or explicit behavior used to control, influence or otherwise negatively affect the well-being of any member of the university community. Therefore, the university explicitly prohibits and vigorously opposes any form of harassment directed at one's race, color, sex, creed, national origin, age, marital status, sexual orientation or disability.

"Harassment" in most cases refers to an unwelcome emphasis on any of these characteristics in such a way as to create an intimidating, hostile, or demeaning work, living and/or educational environment. Any form of harassment will result in appropriate disciplinary action; however, harassment that involves physical abuse or the violation of another individual's privacy or property may result in immediate separation from the university.

Although harassment is not intended or perceived, generally, romantic relationships between a person in power and a subordinate (i.e., faculty/student, supervisor/employee, employee/student), even where coercion is not involved, are considered inappropriate. Such relationships may exploit the trust and dependency of students and subordinates or impede professional judgment. This statement will be interpreted and applied in a manner consistent with accepted standards of mature

behavior, academic freedom and the freedom of expression. The university has established procedures to address harassment, which includes a Neutral Third Party Committee. Details about this committee can be reviewed in the Anti-Harassment sections of the Student Handbook and in the various employees' handbooks. Questions, concerns or complaints can be directed as follows:

University Employees: Director of Human Resources, CET 307E, 243-2069.

Students: Dean of Student Development, Swint Hall 201, 243-2350.

To contact a member of the Neutral Third Party, contact the secretary at either number listed who will provide the names and phone numbers of the members.

II. Campus Information and Student Services

Attending the university is more than just going to classes and reading books to attain a college degree. While both of these activities are critical to a student's success in college and the educational mission of the university is primary, life outside the classroom is a vital part of each student's growth and development.

This section of the Student Handbook details facilities and services available to students to aid students in their academic endeavors as well as their personal growth and development during their tenure on campus. All students - commuters, residential, and adults - are strongly encouraged to be active members of the university community.

No single section is an exhaustive source of information. All sections of this handbook should be reviewed, particularly Section III on **University Policies** and Section IV on **Student Code of Conduct**.

Facilities and Services:

The university often uses abbreviations for rooms and locations. The following lists of abbreviations for campus buildings and locations on campus:

Academic Resource Center (Ignatius Hall)	ARC
Acker Science Center	ASC
Alma Grace McDonough Center (Athletics, Physical Plant, Physical Therapy, and the the Student Health Center)	MCD
Benedum Room (Dining Room)	B-room
Campion Hall (Men's upperclass and first-year residence hall)	CAM
Campus Shop (Swint Hall)	CS
Center for Educational Technology (President's Office, Challenger Center, Human Resources, University Relations, Advancement, Alumni Office)	CET
Chapel of Mary and Joseph	CH
Donahue Hall (Classrooms, Faculty Offices, Academic Administration)	DON
Ignatius Hall (Co-ed upperclass residence hall, , ARC, English Language Institute, classrooms, student publications office)	IGN
Kirby Hall (Women's upperclass and first-year residence hall)	KIR
McHugh Hall (Men's first-year residence hall)	MH
National Technology Transfer Center (Student Accounts, Financial Aid, Registrar, Admissions, faculty offices)	NTTC
Sara Tracy (Women's primary first-year residence hall)	ST
Steenrod (Graduate and older students residence apartments)	
Swint Hall (most Student Development Offices, including the Dean's office, Residence Life, Student Life, Safety & Security, Career Development, and Performing Arts Student Government Office, RATT, Benedum Room, Game Room, Library)	
Thomas More Hall (Co-ed upperclass residence hall)	TM

ACADEMIC RESOURCE CENTER (ARC): The ARC, located on the ground floor of Ignatius Hall, the ARC provides academic assistance including tutoring, writing, and reading skills development.

ALMA GRACE MCDONOUGH CENTER: The McDonough Center houses the Athletic Office, Erickson Alumni Center, Student Health Center (counseling and basic medical services), Swimming Pool, Racquetball Courts, Fitness Center, Performance Gym/Indoor Track, the Physical Plant department, and the Physical Therapy department.

BENEDUM ROOM: Meals are served in the Benedum Room within Swint Hall. Resident students on the board plan present their Cardinal Card to receive scheduled meals. Commuters not on a meal plan, along with employees, may have meals in the “B-Room” at costs; there is a specific charge for breakfast, lunch, and dinner. Commuters and employees may also use their Cardinal Cards to eat via “munch money” or being on an employee or commuter meal plan. While meals are served throughout the day and are all you can eat, food may not be taken out of the Benedum Room unless in food service approved “take-out” containers in accordance with an official take-out program.

CAMPUS SHOP (Bookstore): Campus Shop, ground floor of Swint Hall, sells textbooks required for courses and other academic materials, clothing, posters, snacks. Campus Shop hours during the academic year: Monday-Thursday: 9 AM to 5 PM; Friday: 9 AM to 4 PM. Special hours at the beginning of each semester and during special event weekends will be announced prior to those times.

CARDINAL CARD: This Wheeling Jesuit University identification card, given to all employees and students, provides access to several campus buildings, the Library, the Benedum Room (for those on a board meal plan), and (when “munch money” is placed on the card”) can be used as a debit card for purchases in the bookstore, Kiosk, the Ratt, and the Benedum Room. To place “munch money on your Cardinal Card (for use as a debit card), contact the Business Office on the first floor of McDonough Center. Cardinal Cards are available during regular business hours in the Office of Residence Life, Swint 209. All new students and employees receive a Cardinal Card free of charge; a replacement fee of \$10 applies to subsequent cards.

Cardinal Cards are the property of Wheeling Jesuit University and are non-transferable; students who allow someone else to use their Cardinal Card will result in Student Conduct action. Students are expected to carry their Cardinal Cards with them at all times and are required to produce Cardinal Cards upon the request of any duly authorized person (University administrators, residence hall staff, faculty, or Safety and Security officers). A student who leaves the University during the course of an academic year should turn in his/her Cardinal Card to the Office of Residence Life as a part of the withdrawal process. Falsification of Cardinal Cards and/or using another person's Cardinal Card will result in student conduct action.

CHAPEL SERVICES: The Chapel, the Campus Ministry Office, and a large meeting room are located in the Chapel of Mary and Joseph, across from Swint Hall. Sunday masses are held at 11 AM, 6:00 PM, and 9 PM, and weekdays at Noon during the academic year. When the University closed for scheduled breaks mass times may change and/or offerings will be cancelled.

EMAIL: Upon enrollment to the University, each student is assigned a Wheeling Jesuit University email address; students are expected to check their University email account at least weekly during

their enrollment. Use of email is a primary means of communication between the University and student. Failure of the student to respond in a timely manner to official University email communications may be interpreted as a students' failure to comply with University processes and requests.

FACILITY RESERVATIONS: Recognized student organizations can reserve available campus facilities by filling out the on-line reservation form at <http://www.wju.edu/internal/reservations/form.asp>. Meetings/activities must be for University functions. The student organization is responsible for all guests/visitors and must ensure compliance with University policy.

FIRE REGULATIONS: Wheeling Jesuit University takes seriously its commitment to prevent fires and the misuse or abuse of fire protection equipment. Students need to be familiar with buildings on campus and the most convenient exits from them in case of fire. If an alarm sounds, the following should be observed:

1. Leave the building immediately; do not use an elevator; if exit is blocked by fire or smoke, use an alternate exit.
2. If smoke is in the path of an exit, get as low as possible and crawl to the exit.
3. After exiting the building, get well away from the building and follow instructions of University or fire department officials.
4. Do not re-enter the building unless permitted to do so by authorized fire or University officials.

See the *Residence Hall Policies* section of this handbook for specific hall information in regard to Fire Regulations. Tampering with fire equipment is illegal. Violations will result in severe sanctions, including fines, suspension, dismissal, and/or prosecution.

FITNESS CENTER: The Fitness Center in the McDonough Center offers students, and employees nautilus and free weights, during posted hours. An active Cardinal Card is required to gain entry into the Fitness Center. To best serve students and employees, the Fitness Center is not open to university visitors and alumni. The Fitness Center is overseen by the Athletic Department.

GUESTS: Students are responsible for their guests/visitors, must ensure compliance with all University policies by their guests/visitors and can be held accountable for the behavior of their guests/visitors.

KEYS: Keys to all University facilities are the property of Wheeling Jesuit University. Keys are the sole responsibility of the student and should not be given to anyone else under any circumstances, and should not be reproduced. Report lost room keys immediately to the Office of Residence Life and Conferences so that the lock can be changed to ensure student safety; a lost key will result in a charge for key replacement, changing the core, and changing the cylinder for the lock(s)

LIABILITY: Wheeling Jesuit University has taken reasonable precautions to safeguard the private property of students on campus. The University assumes no liability, however, for private property lost, damaged, or stolen on the campus or at any event sponsored by the University. Students are strongly advised to ensure their personal belongings are appropriately secured at all times; this includes taking responsibility for locking their residence hall rooms.

LOST AND FOUND: Check the Office of Safety and Security, lower level of Swint Hall. Items will be tagged and kept for six months, then disposed of or donated.

MAILROOM/MAIL: Every full-time residential student is assigned a campus mailbox in the Mailroom, lower level, Swint Hall. Full-time commuter students may request a mailbox.

SECURITY ESCORT SERVICE: Any student who would like to have a security escort across campus, at any time, may contact the Office of Safety and Security, X-2486. A Security Officer or Student Security Assistant will escort students.

TROY THEATER: The Theater, in Swint Hall, is used for student productions, academic symposia, concerts, debates, dance performances, and conference event programs.

Student Development Offices

Wheeling Jesuit University's Division of Student Development works closely with colleagues across campus to support students in their common educational experience outside of the classroom; please don't hesitate to call on us for assistance. Office hours are generally 8:30 AM to 5:00 PM, Monday through Friday. Contact specific offices for appointments outside normal office hours.

Division of Student Development

The Division of Student Development, through a variety of departments, serves the students of Wheeling Jesuit in a unified and developmental manner. Led by the Chief Student Development Officer, the Dean of Student Development.

Dean of Student Development

SW201, 243-2350

The dean oversees all operations within the division, is the chief student development officer, the senior administration within the division, and serves as a member of the University senior executive team. The dean is also the primary contact for non-academic student conduct and behavioral concerns; the dean may work closely with the Chief Academic Office to respond to student concerns in regard to violations of academic honesty. The dean works closely with the Student Government Association to respond to ever-changing student and campus life needs and concerns.

Career Development

SW210, 243-2464

Career Development assists students and alumni in self-assessment and career planning, ranging from the discernment of career choice to the documentation of talents and experience on resumes and in cover letters. The Director also coordinates post-college employment information, internship opportunities, and provides job search guidance.

Health Center

MCD 219, 243-2275

The Health Center provides basic ambulatory primary health, and counseling services for students. Students may see a campus nurse, and/or a licensed professional counselor for evaluation and treatment. Counseling promotes students' growth and development through confidential counseling, educational programming, and referral to local agencies and services. Students may walk-in or schedule appointments by calling the office. Students pay a health service fee to cover their unlimited use of the Health Center.

Performing Arts

SW106, 243-2095

The Performing Arts Series is a proud tradition at Wheeling Jesuit University. A joint endeavor of the extracurricular and the academic University, the series produces plays, musicals, and concerts for the university and local community throughout the academic year.

Residence Life and Conferences

SW209, 243-2257

Residence Life and Conferences provide a community-oriented environment encouraging and supporting the development of social, intellectual, interpersonal, and personal skills within the university's undergraduate residence halls and graduate/older student apartment housing. The department selects, trains, and supervises all residence hall staff, oversees all aspects of residence hall life, and works with students to create a vibrant and responsible residential community on campus. This office is also the first to respond to residential student conduct and behavioral concerns and helps maintain campus-wide student conduct records.

Safety and Security

SW206, 243-2486 or x2911 (on campus)

Safety and Security serves as a resource for campus safety, handles all parking and traffic regulations, and assists students with personal safety issues. Security maintains a 24-hour presence on campus, enforces all university regulations, and maintains a close and cooperative relationship with the local police. The Director maintains records of campus incidents and crimes that occur on campus as required by the Clery Act.

Student Life

SW201, 243-2361

Student Life is charged with creating a vibrant student leadership and activity environment on campus by providing numerous social, cultural, recreational, and educational activities including film, comedy, live music, dances, trips, and major concerts. The Director of Student Life works closely with the Campus Activities Board, oversees the student-run Rathskeller pub and /mini-mart, campus-wide facility reservations systems, the Swint lounges and game room, the online activities calendar, the commuter student organization, and new student programs including orientation and family weekend. Student Life works closely with the Student Government Association to oversee the intramural program, the annual Homecoming Weekend, and the allocation and usage of the Student Activity fee funds.

Other Student Services Offices

Athletics

MCD, 243-2365

Wheeling Jesuit's Athletics department encourages personal and group physical fitness, and is responsible for all inter-collegiate competitions, club sport programs, the McDonough Center, and Fitness Center. For more information about specific athletic teams visit <http://www.wju.edu/athletics> .

Bishop Hodges Library

SW, 243-2226

The Bishop Hodges Library posts regular hours during the fall and spring semesters:

Monday - Thursday	8:30 AM - 12:00 Midnight
Friday	8:30 AM - 4:45 PM

Saturday	12:00 Midnight - 5:00 PM
Sunday	12:30 PM - 12:00 Midnight

Hours during breaks, final exams week, and summer sessions vary and will be posted outside the Library.

Registrar

NTTC 2nd Floor, 243-2238

The Registrar maintains all student academic records, and registers all students for courses, add/drop courses.

Campus Ministry

Lower Level, Chapel of Mary and Joseph, 243-2385

Wheeling Jesuit Campus Ministry, located on the lower level of the Chapel of Mary and Joseph, offers prayer and reconciliation, celebration of the sacraments, worship, retreats, spiritual direction, and service. Through word and sacrament, prayer and service, reflection and action, we enter the Ignatian way of life, making our love of God in Christ active in our world. Campus Ministry staff also serve as active participants in students' understanding of our common Jesuit values and their faith development; ministry staff actively program events to engage students in their spiritual exploration during their college years.

Financial Aid

NTTC 2nd Floor, 243-2304

Financial Aid provides information and assistance to students and parents meeting their financial obligations with the university; coordinates all aid programs; coordinates on-campus student employment, and helps students and their families plan for educational expenses.

International Student Center/English Language Institute

IGN G13, 243-2412

The International Student Center assists International students attending the university; coordinates activities promoting interaction among international students and the Wheeling community; and handles all immigration matters for those students and the university.

The English Language Institute is a language school for students from non-English speaking nations who want to learn English. ELI students take classes offered through the ELI program throughout the year and live in campus housing with WJU students while studying on campus.

Office of Adult and Continuing Education

Donahue 131, 243-2250

The Office of Adult and Continuing Education supports adult students as they pursue their bachelor's degree including: Bachelor of Science degree in Business Administration (BSBA) with an emphasis in Accounting; Bachelor of Liberal Arts (BLA); Bachelor of Arts in Organizational Leadership and Development (BOLD); Bachelor of Science in Nursing (RN-BSN/MSN) (offered online); and Bachelor of Science in Healthcare Leadership (BSHL) (offered online). Each major typically includes the core curriculum of the University, in all areas of the liberal arts: English, Mathematics, History, Religion, Philosophy, Psychology, and Social Science.

GRADUATE OFFICE: For information about admission to Graduate Programs, current student files, and semester registration materials for most graduate programs, contact the Graduate Office secretary at 304-243-2344.

Hours: 8:30 AM – 5:00 PM Monday - Friday

**Service for Social Action Center
ASC, 243-8728 or 243-4361**

The Service for Social Action Center (SSAC) coordinates service and course-based service-learning activities for members of our campus community. Students have the opportunity to truly understand and become "men and women for others" through the partnerships of our student clubs, service programs, and academic courses with organizations in Wheeling, Appalachia, and across the country. Throughout the year, the SSAC identifies service projects, tracks participation, and provides support with spiritual reflection and skill development. The SSAC provides these for students, clubs, residence halls, sport teams and programs including the Arrupe Scholars, and First Year Experience. The SSAC also offers assistance for faculty who want to incorporate a service-learning component in their courses, applying the skills and theories learned in the classroom to "real world" projects.

**Student Accounts
NTTC 2nd Floor, 243-2222**

Students make payments on accounts and address questions about billing and charges.

**Student Government Association (SGA)
SW106, 243-2443**

Student Government is an opportunity for students to get involved in the governance of the university. Members of the executive committee meet weekly with administration to discuss student concerns and propose changes to better meet students' needs.

Residence Hall Information

Residence halls provide opportunities for student personal growth and development. The Residence Life Staff works to create an environment encouraging academic excellence, social competence, independence, and a sense of community life. Live-in professional Resident Directors and para-professional student mentors, Resident Assistants, provide programming, guidance, and support for campus residents.

The following people are available to assist students in the residence halls.

Associate Dean for Residence Life and Conferences: The Associate Dean coordinates and supervises of all residence halls, staff members, and Residence Life processes including room assignments, residence hall programming, facility management, and residential student conduct. The Associate Dean also coordinates the university conference program for external guests, with support from the Conference Services Coordinator.

Resident Directors (RDs): Each Resident Director is responsible for the coordination, supervision, and implementation of all operations and functions in his/her residence hall/s. There are three RDs on campus and each supervises one of the following areas: 1) Sara Tracy & Kirby (female first-year and upperclass housing) 2) Champion and McHugh Halls (first year and upperclass male housing) 3) Ignatius & Thomas More Halls (upperclass coed housing).

Resident Assistants (RAs): Resident Assistants are upper-class student para-professionals who assist students in their growth and development. The RA serves as a role model, peer mentor, educator, information provider, and supervisor to the residents of his/her building.

Conference Services Coordinator (CSC): This position is an additional paid responsibility for an university employee (usually a Resident Director) and assists that Associate Dean with all aspects of the university conference program.

Dining Services – Parkhurst

Wheeling Jesuit University Dining Services

Parkhurst Foodservice manages the Wheeling Jesuit University Dining Services. The Benedum Room (B-Room), in Swint Hall is the student dining room serving students on meal plans, employees, and visitors. A Kiosk with take-out items operates on the lower level in the Acker Science Center. Guests can also request a take-out option while eating in the Benedum Room during specified times.

Resident/Commuter Meal Plans and Flex Dollars

All first year students are required to have the 225 block meal plan. Upper-class resident students may select and change their meal plan through Residence Life in Swint Hall. The selected meal plan option will automatically carry over from one semester to the next unless the participant requests a change during the first two weeks of each semester.

Commuter students may choose any meal plan but have the additional options of the 50 or 70-block meal plan. Money placed on the Cardinal Card, through the business office, can be used in the dining service. It will carry over from fall semester to spring semester, but not from one academic year to the next. Additional money can be added to all meal plans at any time during the semester. Residential students whose academic requirements prevent them from eating in the Benedum Room on a regular basis (i.e. health science students doing clinical rotations off-campus) may request the 70 or 50-block meal plan. Requests should be submitted to the Office of Residence Life and Student Conduct.

CARTE BLANCHE MEAL PLAN

Credit Hours determine which meal plans a student may choose from. Each level may choose that meal plan or any other plan with more meals.

- 225 Block Plan and 100 Flex Dollars (All Freshmen Required. All students may choose.)
- 175 Block Plan and 100 Flex Dollars (27-59 Credit Hours)
- 125 Block Plan and 100 Flex Dollars (60+ Credit Hours)
- 100 Block Plan and 200 Flex Dollars (60+ Credit Hours)
- 70 Block Plan and 100 Flex Dollars (Commuter Plan)
- 50 Block Plan and 150 Flex Dollars (Commuter Plan)

Dining Features

Dining is available throughout the day, 7 days a week, including breakfast, lunch, dinner Monday-Friday and brunch and dinner Saturday-Sunday. Dining Services are overseen by the Dean of Student Development who works closely with our contract foodservice vendor to ensure food services meet campus needs.

Visit the Dining Services website at <http://www.wju.edu/foodservice/default.asp> for current operating hours and prices.

The Kiosk & Starbucks Coffee Shop

The Kiosk and Starbucks Coffee Shop, located in the Swint Annex, caters to students/staff/faculty on the run. Flex dollars and cash may be used at this dining location. Features include hot and cold sandwiches, salads, vegetables, nachos and hot pretzels, a wide variety of beverages, desserts.

The Catering Program

Students can schedule catering for special events. Catering can be provided economically for a casual event or full service catering is available for a formal event. Please call Parkhurst Dining Services to plan an event with catering.

Dining Service Guidelines

- A valid *Cardinal Card* is required to enter dining facilities and access campus meal plans. The Office of Residence Life, Swint 209, will replace lost or stolen cards at a nominal fee of \$10 per lost card. Guests not on a meal plan can still eat in the B-room at a cash-cost price, using munch money or cash.
- No food can be removed from the dining facility, unless in an approved “take-out” container and following the “take out” guidelines.
- All students who live in the residence halls are required to purchase a residential student meal plan. Meal plans are for use by the owner, and may not be sold or given to others for use in the dining facilities.
- Guest meal passes are available in the Office of Residence Life, Swint 209, and students are eligible for 5 guest meal passes per semester. Guest meal passes will be deducted from students’ overall meal balance.
- Sick trays are available upon request for students who cannot attend meals.
- Students must enter and exit the dining facilities through the designated doors; this prevents the unfortunate incidence of theft from occurring by persons entering the dining hall without proper payment for services
- Clean shoes and appropriate attire are required when in the dining facilities.

Contact:

Questions, comments, or general correspondence regarding Dining Services should be directed to:
Parkhurst Food Service General Manager

243-2320

<mailto:aweaver@wju.edu>

Safety and Security Procedures

Safety and Security personnel assist students and visitors to the campus, regulate and enforce traffic and parking regulations, enforce university policies/behavioral expectations, make rounds of the campus, and inspect campus for safety/maintenance concerns. Officers do not have law enforcement authority but do enforce university policies. This office also maintains records for campus crime reporting via the federal Clery Act and reporting of campus crime statistics, which can be found on the university website.

Students and other members of the university community should be familiar with the following Safety and Security procedures:

1. To reach a security officer call ext. 2486 from an on-campus phone or (304)243-2486 from any other phone.
2. The Office of Safety and Security is located in the annex of Swint Hall.
3. For a security escort across campus at any time can contact Safety and Security at extension 2486. A Security officer or Student Security Assistant will escort students to any location on campus.

Services for Students with Disabilities

IGN. G-24, 243-2427

Wheeling Jesuit University is committed to providing accessible facilities and appropriate academic accommodations to students with physical or learning disabilities. This university complies with Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act of 1990 providing appropriate academic or physical accommodations for students with documented disabilities.

To receive accommodations under Section 504 and ADA, students with disabilities need to self-identify to the university, provide current and comprehensive documentation (current within three (3) years) concerning the nature and extent of the disability, and communicate their needs to the Wheeling Jesuit University Disability Services Director before they begin their studies on campus. A disclosure form should be completed and returned to the Disability Services Director located at the Academic Resource Center in G24 Ignatius Hall.

Questions about services for students with disabilities should be directed to the Director of the Academic Resource Center at 304-243-2427.

Student Leadership Opportunities

As a Jesuit university, students are empowered to take responsibility to help create a vibrant campus community while also using their unique talents and abilities in student leadership opportunities. Formal leadership opportunities through campus recognized clubs and organizations are supervised out of the Student Life office within the Division of Student Development; formally recognized student clubs are eligible for funding through the Student Activity Fee.

Student Activities/Events: Official co-curricular campus wide activities/events should be approved by the Director of Student Life or his/her designee. Academic events are to be approved by the Academic Dean. By seeking the proper sources of approval, students will also garner increased university-wide support for campus programming.

WJU Student Activities/Events During Final Exams: Academic or co-curricular student activities should not be held/conducted during the final exam week as specified by the University Academic Calendar. Exceptions may be granted by the Director of Student Life or his/her designee for co-curricular activities or the Academic Dean for academic events.

Students are encouraged to contact the Director of Student Life for questions and concerns with formal student leadership opportunities, which include the following:

Student Government: Student Government helps form policy, allocates funds to recognized clubs and organizations, supervises all student body elections, consults with administrators, and many other tasks pertaining to the welfare of the student body. Students elected by the student body serve as senators and as officers on the Executive Board. Officers on the executive board: Student Government President, Vice President, Secretary/Treasurer, Student Advocate, Academic Affairs Representative, Senate Chairperson, and the Student Development Representative. The SGA President meets regularly with the Dean of Student Development and the Academic Affairs Representative meets regularly with the Academic Dean to address student concerns throughout their campus experience.

Student Senate: Includes four elected Senators at large, all class officers, a commuter representative and a representative from the Inter Hall Council. The Student Senate meets as a governing body weekly to address student concerns and hear requests for funding and other venues of support from student clubs and organizations.

Clubs and Organizations: Student Life and Student Government supervise University clubs, organizations and intramural sports.

Adventure Society	International Students Club
Appalachian Experience Club	Justice and Peace in Our Time (JAPOT)
Athletic Training Club	
Campus Activities Board	
Cheerleading Club	Mendel Club
Chemistry Club	
Circle K International	
	Philosophy Club
	Political Science
Commuter Club	Psychology Club
Computer Club	Sense and Nonsense
Criminal Justice Association	Spanish Club
	Student Nurses Association
French Club	Students for Life
Health Sciences Club	Teaching Club
	Theater Guild
History Club	
Hockey Club	Tom's Shoes Club

Other Students Leadership Positions:

Campus Activities Board
Class Officers
Inter-Hall Council
Luceats (first-year student orientation mentors)
Peer Teaching Assistants (First-Year Seminar mentors)
Resident Assistants (para-professional residence hall mentors)

Student Government Executive Board
Student Senate

Publications:

Cardinal Connection (student newspaper)
Jewelweed (literary journal)

World Wise (international perspective newsletter)

Intramural Sports:

Intramural Commissioners
Basketball - Men's/Women's
Football - Men's/Women's
Bowling - Co-ed
Indoor Soccer - Co-ed
Softball - Men's/Women's
Volleyball - Co-ed

Students who are interested in joining any of these organizations should watch for information at the start of each year for meetings and registrations. Each fall a Student Organizations Fair is held to get students acquainted with the various opportunities on the campus. Students are highly encouraged to develop new clubs and organizations; questions regarding student clubs and organizations should be addressed to the Office of Student Life at 304-243-2361.

III. University Policies

Academic Honesty Policy

The academic community at the University prides itself on intellectual growth as well as stimulating and encouraging moral development. This is accomplished through nurturing and maintaining an environment of honesty, trust and respect. The responsibility to maintain this environment rests with students as well as faculty members

Graduates of Wheeling Jesuit University place a high value on the education and degree they have received. This can be attributed to high standards for excellence and the aforementioned environment of honesty, trust and respect. Students involved in academic dishonesty are contributing to the breakdown of this system. Failure to fulfill this responsibility can result in:

- Lack of trust in the student body
- Loss of individual integrity
- Loss of individual self-esteem
- Loss of University integrity
- Loss of value of a degree

Wheeling Jesuit University recognizes that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. The quality of a Wheeling Jesuit University education is dependent upon the community acceptance and enforcement of the Honor Code.

The Student Honor Code (Adapted Spring 2002 by Student Government): We, as unique members of the Wheeling Jesuit University community, strive for constant improvement of ourselves through discipline, honesty, and responsibility. While embodying the values of integrity, accountability, and respect for others, we wish to be instruments of hope, justice, and righteous action.

For more information about academic honesty, contact Academic Affairs, Student Development, or your department chair.

Academic Honesty Guidelines

What is academic integrity?

Academic integrity means giving credit where credit is due in an academic setting. It is an ethical obligation of all people who perform intellectual work including students, faculty members, and administrators to preserve the importance of academic integrity. If the source of intellectual work is not correctly cited, then the person who uses that source has stolen the property of someone else and has engaged in theft of intellectual property.

Why is academic integrity important?

1. Lack of academic integrity is unfair to yourself. When you come to the University, you are committing yourself to engagement in learning and growth. If you cheat, then you have cheated yourself out of important experiences that could change your life.
2. Lack of academic integrity is unfair to others. Other students will be disadvantaged if you have access to illicit information because it will diminish the meaning of grades. Grade inflation hurts all students' grades. In addition, it is unfair to future employers and clients: if someone hires you as their accountant or their nurse, he or she expects you to have the expertise in all areas of that field. You are cheating your employer or client by not having the information that you represent yourself as having.
3. Lack of academic integrity lowers the reputation of the school. A poor reputation will make this University's degree much less valuable. If grades are inflated because of cheating, then the grades earned will have little meaning to those organizations for whom student grades are important. As a result, graduate programs, future employers, and University accreditation boards will take a dim view of the viability of the school as a place of learning.

What is a violation of academic integrity?

1. It is unethical to present as your own work the ideas, representations, or work of another.
2. In addition, if you permit someone else to present your ideas, representations, or work as theirs, then a violation of academic integrity has occurred.

What things count as ideas, representations, or work?

In essence, it is anything that comes out of intellectual work, whether it be ideas or the ways in which those ideas are represented. Some concrete examples of intellectual property include: an idea, or words from a document, a published piece of work, a computer program, images on a web page, an oral presentation, a math problem, a lab report, a clinical assessment, and/or an answer on a test. If you are unsure, of the originality of your idea or concept, consult your faculty member for discussion and/or proper citation.

What is meant by academic assignments and evaluation?

Academic assignments and evaluations are the tools that your instructor may use to measure your intellectual growth and understanding. Examples include papers, exams, quizzes and presentations.

What sort of actions would be considered violations of academic integrity under the first definition above?

One major category of violation would be the practice of any form of deceit in the proceeding of an academic evaluation. Some specifically prohibited behaviors during an academic evaluation are as follows:

Depending on the aid of others in a manner either expressly prohibited or not authorized by the instructor, in the research, preparation, creation, writing, or publication of work submitted for academic credit or evaluation.

Some examples of this type plagiarism include:

- Using Cliff Notes, Spark Notes, or other types of materials, in the preparation of a paper
- Looking over others' exams to see if they have checked the same True/False answers
- Using devices or referring to materials or sources not authorized by the instructor, including all types of technology: e-mail, websites, camera phones, or stored information on a calculator
- Referring to crib notes during an exam

- Possessing, buying, obtaining, or using a copy of any material intended to be used as an instrument of academic evaluation prior to its administration
- Buying papers off the Internet
- Listening to somebody in an earlier class describing what will be on the quiz you will take in a later class
- Submitting the work of another person in a manner that represents the work to be one's own
- Allowing one or two people in a group project do all of the work
- Presenting as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources
- Fabricating data from empirical research
- Changing data to make a lab turn out the way you want
- Making up sources and experts for a paper

Other prohibited behaviors that have to do with ethical actions in the larger academic community are as follows:

- Attempting to influence or change one's academic record other than in cases of misrecording of grades, Some examples of this might be:
- Paying a Registrar worker to change final grades
- Adding a score to a student's record in a teacher's grading record

What sort of actions would be considered violations of academic integrity under the second definition above?

The second definition refers to active violations of academic integrity on another's behalf. If a student knowingly allows another student to cheat, then both students have violated academic integrity. Some specifically prohibited actions include:

Providing aid to others in a manner either expressly prohibited or not authorized by the instructor, in the research, preparation, creation, writing, or publication of work submitted for academic credit or evaluation

Some examples of this type of plagiarism include:

- Letting someone look over your old paper for a class as he/she prepares a similar paper for his/her class
- Allowing someone else to look at your exam to see if he/she has checked the same True/False answers
- Possessing, selling, obtaining, or giving a copy of any material intended to be used as an instrument of academic evaluation prior to its administration
- Selling previously written papers
- Telling somebody in another class what will be on the quiz you took in an earlier class
- Knowingly permitting one's work to be submitted by another person in a manner that represents that work to be the other persons

What are consequences for violating academic integrity?

Among the sanctions that may be imposed upon finding that an offense related to academic integrity has been committed include:

- A. Dismissal from the University without expectation of re-admission.
- B. Suspension from the University for a specific period or time.

- C. Dismissal from the department in which the offense occurred, and/or exclusion from courses offered in that department, permanently, or for a stated period of time.
- D. Dismissal from the course in which the offense occurred with or without the opportunity to re-enroll at a future date.
- E. Reduction in grade, or assignment of failing grade, in the course in which the offending paper or examination was submitted.
- F. Reduction in grade, or assignment of a failing grade on the paper or examination in which the offense occurred.

These sanctions may be imposed individually, in whole or in part, or in any combination. Sanctions D, E and F are within the authority of the individual faculty member to impose, subject to appropriate discussion with the student or students, during which the department chair may or may not be present. Section C is under the specific authority of the department chair, in consultation with department faculty and with the concurrence of the Academic Dean and/or his/her designee.

In all cases, the student has the right to confidentiality and to a fair hearing of the matters at issue. If the situation is not resolved at the department level, it is brought to the Director of Undergraduate Student Success who then brings the case to the Academic Life Committee for discussion and vote. In such instances, both the student and a faculty member of his or her choice and the faculty member bringing the allegation have a right to appear before the Academic Life Committee to make statements about the truth or falsity of charges. Having heard all parties, the Committee makes a decision. The Committee's decision is subject to appeal to the Academic Dean, whose hearing of the case and subsequent action constitutes an exhaustion of all required academic remedies.

The Director of Undergraduate Student Success may keep a general file of letters from faculty recording informal resolution of student violations of academic integrity (those instances in which the student admits the violation to the faculty member and agrees to a sanction without the action of other parties.) Information from this file may be provided by the Academic Dean's office to a faculty member, department chair, or the Academic Life Committee in the instance of a further violation. These letters are not to be added to a student's file and they are destroyed when the student graduates or otherwise permanently terminates enrollment at the University.

REMEMBER-- ACADEMIC INTEGRITY ENHANCES YOUR EDUCATION, PROTECTS THE ACADEMIC REPUTATION OF YOUR UNIVERSITY, AND MAKES YOUR DEGREE MORE VALUABLE.

Acquired Immune Deficiency Syndrome and Related Conditions Policy

In response to concerns associated with the complex medical, educational, ethical, and procedural issues raised by AIDS and related conditions, Wheeling Jesuit University presents the following policy statement applicable to all employees and students.

Wheeling Jesuit University affirms that all considerations regarding AIDS must be approached with profound sensitivity, compassion, and confidentiality; that discrimination against any individual who has, or is perceived to have, HIV infection is unwarranted, hurtful, and wrong; that effective, reasonable precautions must be undertaken to prevent unnecessary exposure to risks that might threaten safe and healthy enrollment and employment; that education is of paramount importance in

discharging the institution's responsibility to protect its student body and staff; and that all related academic and/or administrative decision-making must contain the flexibility to respond to each individual situation as required by its particular facts.

The following institutional guidelines have been adapted from the General Statement on Institutional Response to AIDS as prepared by the American College Health Association. They are based on the best currently available medical information, on recommendations of the Public Health Service, and the Center for Disease Control. They are written to be consistent with the mission of the University.

1. Consistent with the non-discrimination policy of the University, consideration of the existence of AIDS or related conditions shall not be part of the admissions decision for applicants, nor part of the procedures for hiring or continuing employment of employees.
2. Neither current nor prospective students, nor employees shall be required to respond to questions regarding the existence of AIDS or the results of an HIV antibody test.
3. There shall be no mandatory screening of prospective or current students or employees for HIV infection.
4. Since the best currently available medical information indicates there is no risk posed by shared use of common areas, there will be no restriction of access by students with AIDS or a positive HIV antibody test to campus housing, classrooms, or recreational areas.
5. Since there is no medical evidence of danger to others through casual contact with an HIV infected individual, the right of privacy of such individuals living in college residence halls shall be protected.
6. Exceptions to housing policy will be evaluated on a case-by-case basis at the request of any HIV infected student. Any decision will appropriately consider the current medical status of the student involved and will be reviewed regularly depending on changes in the student's medical condition.
7. As medical evidence consistently indicates that no actual safety risks are created in the usual workplace or academic setting, no employee known to be infected with HIV will be restricted from normal duties.
8. The Health Center will not assume primary responsibility for treating any chronic illness including AIDS or AIDS-related illnesses. All medical care for HIV infected individuals should be coordinated through their private physicians.
9. Under no circumstances will the Health Center provide HIV antibody testing. Students and employees who wish to be tested will be referred to the appropriate resource.
10. No specific information concerning complaints, diagnosis, or treatment will be released without the prior written consent of the individual involved.
11. As all cases of AIDS meeting the criteria of surveillance definition of the Center for Disease Control must be reported to the local public health authorities, the University's Health Center will strictly observe Public Health reporting requirements.
12. Given the devastating psychological and emotional impact often experienced by individuals with actual or feared HIV infection, and its potential to interfere with academic and/or work performance, the University will provide support services through the Counseling Center and the Health Center and assistance in locating and using appropriate social services and referrals.
13. The University will coordinate a comprehensive program to educate, and thus to protect, to the best of its ability, all of the population segments within the University community.
14. Situations involving spilled blood or body fluids, such as injuries involved in recreational or sporting events, or academic and/or clinical laboratory learning settings shall be handled according to safety standards prepared by the National Center for Disease Control. The

athletic department, student health center, food service, housekeeping and other areas as necessary shall have appropriate procedures in place for handling such incidents.

Alcohol and Illicit Drug Policy

Wheeling Jesuit University strives to promote informed choices about the use of alcohol and drugs on and off-campus, by all members of the community.

All members of the University community are subject to all federal, state, county, and municipal laws and ordinances, as well as University regulations and policies regulating the possession, use, sale, and purchase of alcoholic beverages. All students and any guest must be at least 21 years of age to consume or possess alcohol on Wheeling Jesuit University property.

Wheeling Jesuit is also committed to enforce all state and federal laws regarding alcohol, including the Drug Free Workplace of 1988, and the Drug Free School and Communities Act Amendments of 1989. The Wheeling Jesuit Illicit Drug and Alcohol Policy, written to comply with these acts, is distributed to all staff and students on a yearly basis. Students must comply with West Virginia laws regarding the possession and use of alcohol.

It is the policy of Wheeling Jesuit University to comply with the requirements of the Drug Free Workplace Act of 1988 and the Drug Free School and Communities Act Amendments of 1989. As a recipient of federal contracts and grants, the University certifies to all funding agencies that it promotes and provides a workplace free from illicit drugs and alcohol use by complying with the statutory requirements stipulated by both federal and state laws. Wheeling Jesuit University's policy on the illicit use of drugs and alcohol is distributed annually to each student and employee of the University and is kept on file in the Human Resources Department.

1. Wheeling Jesuit University strives to maintain a workplace free from the illicit use of drugs and alcohol. Wheeling Jesuit University prohibits the unlawful manufacture, distribution, dispensation, possession and use of illicit drugs and alcohol on University property and at all University functions.
2. Any Wheeling Jesuit University student or employee determined to have violated this policy will be subject to disciplinary action. This may ultimately lead to expulsion for students, termination of employment for employees, and/or prosecution for both. Specific information regarding federal, state, and University sanctions are distributed annually to every student and employee and are on file in the Human Resources Department.
3. All employees of Wheeling Jesuit University are required to notify the Human Resources Department of any drug-related criminal conviction for a violation occurring in the workplace no later than five days following the conviction. All employees are informed of this policy and required to abide by its terms as a condition of employment.
4. Wheeling Jesuit University will take one of the following actions within thirty days of receiving notice that a student or employee is found in violation of the University's Illicit Drugs and Alcohol Policy or if an employee has been convicted of a drug related crime in the workplace:
 - a. Require the student or employee to participate satisfactorily in an assessment and rehabilitation program, and/or
 - b. Disciplinary action up to and including expulsion, termination and referral for prosecution.

5. Wheeling Jesuit University offers to all students and employees' education, counseling, and referrals for those with alcohol and other drug related concerns. Information on possible drug health effects, drug education, counseling, referral, rehabilitation services, and sanctions is distributed annually to every student and employee and is available in the Counseling Center and the Human Resources Department.
6. It is the responsibility of the Human Resources Department to ensure that all new employees receive a copy of this policy upon entrance to the University. The Dean of Student Development or the Dean's designee insures that all students also receive a copy of this policy.

Students who violate the University's Illicit Drugs and Alcohol Policy will have the record of the offense forwarded to the Office of Residence Life for action. Employee cases of violation will be forwarded by their supervisors to the Human Resources Department.

Wheeling Jesuit University's sanctions for the above violations and other actions involving illicit drugs and alcohol vary with each situation. Employees who violate these and other illicit drug and alcohol laws face disciplinary action up to, and including, the assessment and satisfactory completion of a rehabilitation program, referral for prosecution, and/or termination of employment.

Students who violate these and other illicit drug and alcohol policies or laws face disciplinary action up to, and including, assessment and/or the satisfactory completion of a rehabilitation program, referral for prosecution, and expulsion. Sanctions for students will be governed by the student handbook as dictated in each case. In the case of drug related convictions for crimes committed in the workplace by employees, the Human Resources Department will be responsible for reporting the conviction to the appropriate federal funding agency.

Both the Division of Student Development and the Human Resources Department will be responsible for ensuring that all sanctions against students and employees are carried out within thirty days of receipt of notice. Both offices are ultimately responsible that adherence to the Illicit Drugs and Alcohol Policy is followed. A biennial review of the policy to determine its effectiveness, implement needed changes and ensure that disciplinary sanctions are consistently enforced will be conducted by a committee convened by the Dean of Student Development and the Director of Human Resources. A report of the committee's findings, including suggestions and recommendations, will be forwarded to both offices.

Effects of Alcohol: Alcohol is a central nervous system depressant. The drug slows down the coordination, reaction time, and judgment of the user. For this reason, anyone using alcohol, in any amount, should refrain from operating machinery, automobiles, or engaging in any activity requiring full mental and physical functioning.

Use of alcohol in large quantities can have serious health consequences including alcohol poisoning and death. Long term use of this highly addictive drug can result in abuse and dependency. Women are advised to abstain from alcohol use during pregnancy to avoid Fetal Alcohol Syndrome.

Legal Sanctions Under Local, State and Federal Law: The intent of the following information is to provide knowledge of possible sanctions known to be available and does not include all penalties under federal, state, and local laws.

Students who will seek professional license after graduation should note that some professional licensing agencies could consider alcohol and other drug convictions in determining licensure.

Underage purchase of alcohol or misrepresentation of age is subject to a fine up to \$500 and three days in jail or probation. Purchase of alcohol for those underage is subject to a fine up to \$500 and up to 10 days in jail. Public intoxication is subject to a fine up to \$100 and up to 60 days in jail or completion of an alcohol education program or counseling. Driving under the influence of alcohol, or other drugs (includes DUI), depending on circumstances, is subject to incarceration 24 hours to 10 years, a fine of \$100 to \$5,000, and license suspension six months to life.

Controlled Substances

Under state law, conviction for possession of a controlled substance is subject to incarceration for up to six months and a fine up to \$1,000. Sentences can be double for second or subsequent offenses. Manufacture, possession, or delivery with the intent to manufacture or deliver a controlled substance is subject to, depending on the substance classification, up to 15 years imprisonment and/or a \$25,000 fine upon conviction. Sentences can be doubled for subsequent offenses and mandatory prison terms result for convictions involving distribution of controlled substances to minors or within 1,000 feet of the University or other school. Federal sanctions for illegal possession of a controlled substance vary with the conviction, substance possessed, and the quantity of the substance. First conviction is subject to up to one-year imprisonment and a fine of at least \$1,000 but no more than \$100,000 or both. After one prior drug conviction, the penalty is at least 15 days in prison, not to exceed two years and a fine of at least \$2,500 but no more than \$250,000 or both. After two or more prior drug convictions, the penalty is at least ninety days in prison, not to exceed three years, and fined at least \$5,000 but not more than \$250,000 or both. Those convicted of illegal possession of a controlled substance are also subject to denial of federal benefits, such as work-study, student loans, grants, contracts, and to loss of professional licenses and disqualification for a commercial driver's license, for up to one year for the first offense, for life for the second offense.

Resources for Alcohol and Other Drug Education Counseling and Rehabilitation Services

Wheeling Jesuit Health Center:

219 McDonough Center
(304) 243-2275

Hillcrest Outpatient Services:

Suite 501 Valley Professional Center South
2101 Jacob Street
Wheeling, WV 26003
(304) 234-8517

Cross Roads Counseling Services:

255 West Main Street
St. Clairsville, OH 43950
(740) 695-9447

Alcoholics Anonymous:

(304) 234-7511 or 800-333-5051
<http://www.alcoholics-anonymous.org/>

What are consequences for student violations of the University Alcohol and Illicit Drugs Policy?

Suspected student violations of the University Alcohol and Illicit Drugs Policy are processed through the student conduct system under the direction of the Dean of Student Development and/or his/her designee. **Please see the Student Code of Conduct section for more information about the conduct process relatives to cases involving violations of Social Community Standards.**

ALCOHOL USAGE GUIDELINES ON CAMPUS

IN THE RESIDENCE HALLS AND ON CAMPUS:

1. Underage possession, consumption and/ or sale or furnishing of alcohol by or to persons under the age of twenty-one (21) is prohibited by federal law. Persons who are knowingly present in a room in which federal law is being broken may be held responsible for this violation.
2. At least one resident must be at least 21 years of age and present for alcohol use to be permitted in a room. The amount of alcohol allowed per 21 year old and per room is as follows:
 - a. One 24 pack of beer (or like beverage) per 21-year old resident of the room, and no more than two 24-pack cases are allowed in a room at any time
 - b. No more than the equivalent of half gallon or two 1/5 bottles of hard liquor per 21-year old resident of the room, and no more than the equivalent of one gallon or four 1/5 bottles of hard liquor are allowed in a room at any time.
 - c. Additional restrictions on the amount of alcohol allowed in a residence hall room and/or quad will be applied at the discretion of the Associate Dean and/or Dean of Student Development and/or his/her designee when there is a cause for concern in regard to legal and responsible alcohol use.
3. Persons 21 years of age or older may consume alcoholic beverages in their own room or in a room with an assigned occupant also 21 years of age or older; at least one occupant of legal drinking age must be present for any alcohol to be legally consumed in their room. Exceptions can be requested and granted through Resident Directors for the residence halls and areas falling within their responsibility.
4. Only one open container of alcohol per 21 year old present is allowed at any given time.
5. Empty alcohol containers used as decorations may be considered an open container and deemed as proof of consumption and a violation of the alcohol policy, when applicable.
6. Using and/or possessing items or devices (e.g. beer bong, beer balls, kegs, and funnels), in addition to drinking games that encourage excessive drinking, are prohibited on campus.
7. Excessive alcohol use leading to public intoxication or being dangerously intoxicated to the point of putting oneself or others in danger is against campus policy, regardless of age. Students demonstrating such behavior may be held responsible for violating the campus alcohol policy.

AT UNIVERSITY SPONSORED EVENTS:

Guidelines for legal alcohol usage at public and private student-sponsored social events, include the following:

1. The event must be registered with and approved by the Director of Student Life, or his/her designee, through the Program Agreement Form (with all necessary signatures) 14 days prior to the event; registrations will be approved in keeping with guidelines per the University's liquor license.
2. The moderator of sponsoring organization or the sponsoring employee, or his/her designee, must attend the entire event and should not consume alcohol during the event. The moderator and/or Security has the authority to terminate any function if University policies are not followed.
3. The Director of Student Life must approve any advertising for events that may intend to include alcohol. Advertising may not promote or depict over-consumption of alcohol or irresponsible drinking. Only responsible alcohol use is allowed on campus and at campus events.
4. Safety and Security must be contacted at least 14 days prior to the event to determine if an officer(s) is required. A charge will be assessed for any Safety and Security personnel needed. The officer(s) on duty can terminate the event if any University policies are not followed.
5. Any organization serving alcohol is responsible for maintaining the sobriety of its participants. Access to alcohol must be limited to those of the legal drinking age of 21. Professional bartenders may be required to serve alcohol, and be paid by the sponsoring organization. Arrangements can be made through the Director of Student Life.
6. WV State Law prohibits the sale of alcohol without a license. In addition, since the University has a license to sell malt beverages, beer and wine in the RATT, we are limited in selling these alcoholic beverages at locations other than the RATT. Exceptions may be made by obtaining a permit for Special Fares and Festivals at a cost; contact the Director of Student Life three-four weeks prior to the anticipated event for more information and to begin this process.
7. Consumption of alcoholic beverages is permitted only within the approved area designated for the event, by individuals 21 years of age or older.
8. At all events at which alcoholic beverages are served, the sponsoring group must provide (1) an equal amount of non-alcoholic beverages, and (2) an appropriate amount of food, especially low in salt, throughout the entire event.
9. Alcohol raffles and drinking games are prohibited.
10. At all off-campus functions, the sponsoring organization will work with the host establishment to ensure the enforcement of legal obligations. A statement to this effect must appear on the signed contract made between Wheeling Jesuit University and the host establishment.
11. All membership recruitment functions (e.g. campus organizations, Admissions, or Athletics) will be alcohol-free.
12. Participants attending on-campus functions cannot bring alcohol into those events.

IN THE RATHSKELLER (RATT):

The RATT is a social gathering place for students and other members of the University community. The RATT serves beer, wine coolers, and soft drinks during specified hours of operation. The RATT operates under a State license and is supervised by the Director of Student Life.

1. No underage drinking is permitted. Underage drinkers will face disciplinary action for violating this policy. Any individual, including a bartender, will be held accountable for providing alcohol to underage person, whether the alcohol is sold or given to the underage individual.
2. Individuals cannot bring beverages, alcoholic or otherwise, into the RATT. All beverages must be purchased in the RATT and consumed in the RATT. The RATT cannot sell alcohol to go and alcohol can not be taken out of the RATT for consumption..
3. Individuals entering the RATT must provide identification upon admittance and/or whenever alcohol is purchased. Individuals who wish to purchase, consume or have alcohol while in the RATT may also be required to receive a hand stamp, wristband, or other means to designate them of legal drinking age.
4. RATT personnel have the right to refuse entry or to serve alcohol to anyone deemed to be intoxicated or exhibiting inappropriate behavior.
5. RATT personnel have the right to create and enforce additional behavioral guidelines and policies specific to student behaviors in the RATT that are not in support of our Jesuit, Catholic values.
6. Persons wearing provocative clothing may be asked to leave the RATT; enforcement of dress code appropriate for the given activity is up to the discretion of the RATT staff. Closed toed shoes are highly encouraged during events with high participation.
7. RATT personnel will file Incident Reports to the proper University authorities for any violations of University policies or state laws.
8. RATT personnel and/or other University employees have the authority to temporarily suspend a student from the RATT for violations of these General Policies or the Student Code of Conduct. This suspension will be in effect immediately following the violation and continue until the case is adjudicated through the campus conduct system.

For more detailed information about Rathskeller policies, and services contact the Director of Student Life.

ALCOHOL AMNESTY

Student Health and Safety are of primary concern at Wheeling Jesuit University. As such, in cases of intoxication, alcohol poisoning, or drug-related medical emergencies, Wheeling Jesuit University always encourages individuals to seek medical assistance for themselves or others.

- A. Students who seek medical attention for **themselves** related to the use of drugs or alcohol will not be formally charged with a violation of the Wheeling Jesuit University Code of Conduct related to that use, provided that the student subsequently completes an assessment and any other recommended treatment from the Dean of Student Development and/or his//her designee. Failure to complete such assessment may result in additional sanctions being applied.
- B. Students who seek medical attention for **someone else** related to the use of drugs or alcohol will not be charged with a violation of the Wheeling Jesuit University Code of Conduct related to that use.

This policy applies only to those students who seek medical attention for a drug or alcohol emergency and does not apply to individuals experiencing an alcohol or drug related medical emergency that are found by a University Official.

The Alcohol Amnesty policy does not excuse or protect students who repeatedly violate the Universities Student Code of Conduct, in which case the University reserves the right to take judicial action on a case by case basis regardless of the manner in which the incident was reported. Additionally, the University reserves the right to adjudicate any case in which the violations are flagrant violations of the Student Code of Conduct.

The University continues to reserve the right to notify parents as per the Parental Notification policy.

Harassment Policy

Wheeling Jesuit University is committed to a community that respects the dignity and worth of the individual and strives for the preservation and protection of fundamental human rights. Harassment of or by students in any form will not be tolerated either on campus or at an off-campus university-sponsored event. The University prohibits all types and forms of harassment, including sexual harassment and harassment based upon gender, race, color, age, religion, creed, national origin, ancestry, sexual orientation, physical or mental handicap, disability, and any legally other protected status. Harassment is not limited to acts that occur in the physical space of campus, but also includes web-based acts that take place in an online forum. The University's process for responding to such allegations can be found in this handbook following this statement.

PROCESS FOR RESPONDING TO HARASSMENT

To provide assistance to individuals in resolving complaints or harassment, each year the University identifies neutral "third parties" who are appointed by the President and serve the University in this capacity until their individual successors are appointed. Any student who feels that she or he is a victim of harassment may select any one of the neutral third parties for assistance. The names of the current neutral third parties are available at the following locations: President's Office, the Academic Dean's Office, the Dean of Student Development Office, or the Office of Safety and Security.

Informal Procedures

With the Neutral Third Party's help, a student may choose one of the following actions:

1. **Write a letter** to the offending party stating the behavior, indicating it is inappropriate, and asking that it be stopped; or
2. **With one of the "third parties," confront the accused**, describe the behavior, state that it is inappropriate, and ask that it be stopped.
3. **Be aware that** once the offending party receives your communication, he or she can request the assistance of another Neutral Third Party in resolving the situation.

Formal Procedures

The Neutral Third Party may, in its discretion and with consent of the complainant, refer complaints to a University Investigation Official designated by the President's Cabinet.

When the Investigation Official receives a complaint, the official shall, within five working days notify the party filing the complaint, the party accused of harassment, and the Dean of Student Development that a complaint has been received and will be investigated.

The accused party will be required to respond to the complaint in a timely manner as specified by the Investigation Official.

The Investigation Official will determine, in consultation with the Dean of Student Development, whether a detailed fact-finding investigation and witness interviews are necessary.

Immediate corrective measures may be implemented by the investigating official in consultation with the Dean of Student Development while the investigation is being completed to ensure that further alleged harassment does not occur during the investigation.

Once the investigation is completed, the Investigation Official, along with the Dean of Student Development, will make a determination as to whether any harassment or other discriminatory practices occurred.

If it is determined that harassment or discriminatory practices occurred, corrective action will be taken by the Dean of Student Development, which may include disciplinary action, training, counseling, apology by the assailant, etc.

Provided circumstances permit and further time is not needed to assure the fairness and integrity of the complaint process, the following time frames will apply to the complaint process:

- **Initial Notification:** Within five (5) working days of the Investigation Official's receipt of the complaint the Investigation Official notifies the complainant and the respondent.
- **Completion of Investigation:** Within ten (10) working days of the Investigation Official's receipt of the complaint.
- **Determination & Notification of Disposition:** Within fifteen (15) working days of receipt the Director of Human Resources and the Executive Officer notifies the complainant and the respondent.

The Director of Human Resources can extend these time periods, if warranted, due to the complexity of the investigation.

The complete University anti-harassment policy may be obtained from the Dean of Student Development, the Neutral Third Party Committee, or the Director of Human Resources.

No Retaliation Policy

The University prohibits retaliation for filing a complaint or participating in an investigation or inquiry. No one shall be subject to any form of reprisal, discrimination, adverse treatment, or retaliation because she/he has acted in good faith to report harassment, file a complaint, or participate in an investigation or inquiry.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is illegal and is prohibited by Title IX of the Education Amendments of 1972. Sexual harassment can take two forms, quid pro quo and hostile environment. Quid pro quo harassment occurs when submission to unwelcome sexual conduct is an explicit or implicit condition of participation in a University activity or program, or of evaluation or advancement of a student. It can also occur when a University official causes a student to believe that an educational decision will be made based on whether or not the student submits to unwelcome sexual conduct.

Hostile environment harassment occurs when unwelcome sexually harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a University employee, another student, or a visitor. Sexual conduct may include but is not limited to:

- Sexual remarks
- Touching of a sexual nature
- Patting, pinching, repeated brushing against the body
- Verbal, visual, or physical harassment based on one's sexual orientation
- Unwelcomed sexual advances
- Subtle pressure and/or requests for sexual activity or favors
- Solicitation or coercion of sexual activity
- Graffiti of a sexual nature
- Displaying or distributing of sexually explicit drawings, pictures and written materials
- Sexual gestures
- Sexual or "dirty" jokes
- Touching oneself sexually or talking about one's sexual activity in front of others
- Spreading rumors about or rating others as to sexual activity or performance
- Behavior with an implied or overt promise of reward or preferential treatment, or an implied or overt threat of punishment
- Verbal, physical, or visual expression of a sexual nature which would create a hostile or offensive working, learning or living environment; including but not limited to derogatory name calling of a sexual nature.
- Whistling, leering, physically trapping, or cornering
- Derogatory or demeaning comments about a particular group based on sexual orientation
- Repeated pressure for dates after one has said NO!
- Pressure for sexual activity in return for improving grade, passing a course, getting hired, or getting a raise

Information Technology (Computing) Policy

WJU Information Technology (IT) Policies are based on a commitment to support ethical behavior and the proper use of WJU IT resources that are intended for educational and research purposes only. WJU IT Policies govern the use of all IT facilities and related resources, including personally owned systems connected to a WJU IT resource. IT resources include, but are not limited to, all University-owned or leased computer hardware, software, network components (i.e. routers, switches, hubs, access points) and physical infrastructure. IT resources also include all privately owned computer systems and/or related equipment connected in any way to a University IT resource. As with all matters of law and ethics, ignorance of the rules does not excuse violations.

Policy violations may result in the suspension or revocation of IT resource privileges. Students are expected to understand the principles underlying these policies and act in accordance with them.

This document is designed to address common issues and answer questions frequently asked about the WJU Academic Network (WJUNet), the campus Residence Network (ResNet) and other IT resources at WJU. This document is not a complete listing of rules, policies, regulations, and procedures. More information can be found at the WJU IT web site (<http://www.wju.edu/its/policies/default.asp>). All persons who use University IT resources (including servers, network, and computing systems) are expected to use the resources in a manner that advances the mission of the University. In terms of Internet service, our first priority is to meet the academic needs of students, faculty, and staff. Under no circumstances is anyone authorized to engage in any activity that is illegal under local, state, and/or federal law while utilizing University IT resources.

The University is not responsible for the loss of information from IT resource misuse, malfunction, or external contamination of data or programs. Individual users are responsible for backing up copies of their data, files, programs, and disks.

The Digital Millennium Copyright Act (DMCA) is a federal law that outlines prohibitions regarding unauthorized use (including distribution) of literary and artistic works in digital form. The University prohibits the use of IT resources for violation of any local, state, or federal law.

Cardinal On-Line

The Cardinal On-Line web site, <http://cardinal.wju.edu>, has been designed for the students of WJU as a gateway to online resources. Links to computer network information, email, class web sites, special announcements and more account for the bulk of the site. Student Government and key University offices use this site to post important information for students.

Policy Summary

Failure to adhere to policies, or a violation of an external network's policy, can result in the suspension of IT resource privileges, disciplinary actions, prosecution under state and federal laws where applicable, and/or termination or expulsion. University sanctions are imposed by the appropriate University authority.

Federal law prohibits the transmission (sharing) of copyrighted material without the express written permission from the copyright holder. Copyrighted works, including original writings, software, movies, and music, may not be shared on WJUNet and/or ResNet. WJU may be required to submit student information to a third party, if subpoenaed to do so by a DMCA notification of copyright infringement.

The University reserves the right to restrict access to any service detrimental to the University's IT resources. Using traffic intensive applications that may cause problems or dilute the level of service to other users is prohibited. Attempts to bypass restrictions (such as the use of tunneling protocols) will be considered a violation.

Servers of any kind are prohibited on ResNet. If someone can access files on one computer from another computer system, it will be considered running a server.

Each room in the residence halls is assigned a cable modem. The cable modem is the property of WJU. Any damage, misuse, or theft of the cable modem will result in a charge to the resident students' accounts of that room, floor, or building, as applicable. Sharing of this port with more than one computer or device at a time is prohibited. This prohibition extends to the use of routers, switches, hubs, and/or multihomed computer systems performing as a router or proxy server.

The transmission and/or storage of information that is obscene, pornographic, harassing, vulgar, fraudulent, or disparaging are prohibited on all University IT resources.

E-mail and other programs (i.e. instant messengers, etc.) that communicate with other people must be used courteously. Unsolicited, harassing, or obscene messages may not be sent to other people. Chain letters are prohibited. The University e-mail systems are for appropriate educational, instructional, and academic purposes only. Global mailings to all students must be approved by the Dean of Student Development and/or his/her designee.

WJU has implemented basic security and privacy measures as part of routine operations to protect from service degradation and the effects of illegal activity, such as computer attacks. It is important that each individual also take reasonable security and privacy precautions to protect against computer viruses and other computer attacks, which may result in loss of data, unintentional release of personal information, or a negative impact on WJU IT resources. The University or another Internet Provider assigns network configurations. Manually assigning Internet Protocol (IP) addresses to computer systems or reconfiguring systems in an attempt to side-step security configurations is prohibited. Registration of a domain to a University IP address is prohibited, including use of direct DNS resolution and DNS aliasing.

Students are responsible for any network activity linked to their user accounts, computer system, and/or cable modem. Students have the responsibility to safeguard their account and computer system with a confidential password not known by anyone else.

For security reasons, the University may require students to provide authentication tokens prior to using IT resources. Students are prohibited from attempting to circumvent any authentication system. In addition, students may not attempt to hide their identity or impersonate another's identity, including masking of account name, computer system name, and/or computer system address information.

The installation of personal software, games, or other recreational software on University IT resources is prohibited. The use of University IT resources to access games and recreational services or for personal profit is prohibited.

The privacy of all users and of all their information should be respected by all. While the University desires to provide a reasonable level of privacy, the University cannot guarantee the confidentiality of information created, stored, or transmitted on University IT resources, including WJUNet and/or ResNet. Unauthorized users of a system, or authorized users suspected of violating policy are not afforded the same protection from invasion of their privacy. Any attempt to delete, examine, copy, or modify configurations, files, and/or data belonging to others or stored or transmitted on University IT resources is prohibited.

For security and maintenance purposes, authorized individuals within the University may monitor any and all information technology resources, including servers, computer systems, and network traffic at any time.

Any attempt to disable, disrupt, or interfere with a University information technology resource is prohibited. This includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information.

The Higher Education Opportunity Act (HEOA) Compliance Information

The Higher Education Opportunity Act includes provisions to reduce the illegal uploading and downloading of copyrighted materials through peer-to-peer (P2P) file sharing. The HEOA requires that each school must certify that it has developed plans to effectively combat the unauthorized distribution of copyrighted material and will, to the extent practical, offer alternatives to illegal downloading or peer-to-peer distribution of intellectual property. The HEOA provisions and WJU's implementation plans are listed below:

1. Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials. This information has been added to the WJU Student Handbook and posted online with other WJU acceptable use policies <http://www.wju.edu/its/policies/default.asp>
2. Institutions certify to the Secretary of Education that they have developed plans to effectively combat the unauthorized distribution of copyrighted materials. Comcast will monitor its Internet service and contact WJU in the event of a violation.
3. Institutions to the extent practical, offer alternatives to illegal file sharing. Educause offers a list of legal downloading resources at <http://www.educause.edu/legalcontent>
4. Institutions identify procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials. WJU will annually review the policy and procedures described in the Student Handbook and revise them as necessary to remain in compliance.

Comcast Residential Internet Service

WJU residence halls and apartments are now provided Internet service by Comcast. Every student using the Comcast Internet Service is **REQUIRED** to read and comply with the Comcast Acceptable Use Policy <http://www.comcast.net/terms/use> and to have updated Anti-Virus and Anti-Spyware software on their computer. Failure to adhere to Comcast policies and/or Wheeling Jesuit policies may result in disconnection from the Internet, the suspension of IT resource privileges, disciplinary actions, prosecution under state and federal laws where applicable, and/or termination or expulsion from the University. Ultimately, each residence hall student is responsible for any misuse of the Comcast service and/or equipment even if the misuse is committed by a friend, family member, or guest with access to the Comcast service. Residential students found in violation of the Comcast Acceptable Use Policy may face suspension from campus housing or an immediate change in residential housing assignment while their Comcast Internet Service is disconnected.

Technical Support for Student Computers

Students are responsible for maintaining a secure computer, free of viruses and spyware and all appropriate security patches installed.

Technical support for student-owned computers is limited to the network configuration. ITS does not install new software or hardware on student-owned computers or troubleshoot existing hardware or software problems on student systems.

Neither WJU, Comcast, nor their Technicians shall be held liable for any problem(s) with the system; including problems arising from service or work completed by the Technician. Students connect their computer to the network at their own risk.

Depending on the problems an individual computer may have, it may be necessary to have the computer serviced by a professional for a fee.

Comcast, at its discretion, may provide additional technical support to students using its services. Many connection related issues can be solved by simply rebooting the cable modem and reconnecting the computer.

Monitoring and Service Restriction Process

WJU network connections are monitored by a variety of methods. When a situation on the network is detected that violates any WJU policies, or local, state, or federal laws, the Dean of Student Development (and/or his/her designee) will be notified and will decide, in consultation with the appropriate campus IT personnel, whether or not to take the matter through the conduct system; the students' network connection may not be disconnected until the conduct process is complete and will be reconnected dependent on the resulting sanctions (if any). Suspension of a student's network connection may result in a change in residential housing assignment while the Comcast Internet Service is disconnected.

A student may request a meeting with an ITS representative or the Dean of Student Development at any time during this process.

The Digital Millennium Copyright Act (DMCA) outlines prohibitions regarding unauthorized use (including distribution) of literary/artistic works in digital form. ITS may receive outside complaints from legal officials indicating that a person using WJUNet and/or ResNet is violating the copyright on a specific "work." A complaint contains technical evidence of a download from a location on WJUNet and/or ResNet that may allow ITS to identify the user via the public information contained within the download. As DMCA complaints are external complaints involving copyrighted material and are typically attached to a lawful "cease and desist" order, these situations must be handled in a manner similar to what is described above.

WJU WiFi Network

ITS provides a wireless network called WJU WiFi_Network for the use of current students, faculty, and staff. This wireless network requires a registration process to be completed before it can be used. Students will need their Student LoginID and Password.

Missing Student Notification Policy and Procedure

The purpose of this policy is to establish procedures for the University's response to reports of missing students, as required by the Higher Education Opportunity act of 2008. This policy applies to students who reside in campus housing.

A Wheeling Jesuit University residential student is “**determined to be missing**” when a missing person report investigation concludes that the student has been absent from the University for a period of 24 hours or longer without any known reason. The Director of Campus Safety & Security, or designee, in conjunction with the Dean of Student Development, or designee, will make the official determination of whether a student is deemed missing.

Procedure for designation of confidential emergency contact information

All residential students have the opportunity annually to identify an individual or individuals to be contacted by the Dean of Student Development not later than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information is maintained confidentially and will be available only to the Director of Campus Safety & Security, Dean of Student Development and Associate Dean for Residence Life. The administration of the University reserves the right to notify the parents of a student under the age of 21 if they are reported missing. For those under the age of 18 and not an emancipated individual, the University is required to notify the emergency contact as well as the custodial parent or guardian no more than 24 hours after the student is determined to be missing.

Procedure for official notification for missing students

- Any concerned person who has information that a residential student may be a missing student must notify the Campus Security Department or Associate Dean for Residence Life as soon as possible so that an official determination may be made about whether or not the student is missing.
- The Campus Security Department and Residence Life Staff will gather all essential information about the residential student from the reporting person and from the student's acquaintances. Appropriate staff will include the residential director on call, the director of residence life, the dean of students and the director of campus security.
- If the above actions are unsuccessful in locating the student in a reasonable time, or it is apparent immediately that the student is a missing person (e.g. witnessed abduction) the student will be determined as a missing student.

At this time the Director of Campus Security, or designee will notify the Wheeling Police Department that the University has a missing student. The Dean of Student Development, or designee will notify the emergency contact of the missing student and the appropriate officials in administration at the University. In addition, the University reserves the right to notify the parents of a student under the age of 21 if they have been determined to be missing.

Parental Notification Policy

Wheeling Jesuit University recognizes the importance of students' parents and families. We understand that parents often play a central role in the moral and ethical development of their college students; we hope to work with parents as partners in this essential enterprise. We also recognize that students have specific rights and expectations in terms of their privacy and in accord with federal FERPA regulations.

The Dean of Student Development, or his/her designee, reserves the right in his/her sole and absolute discretion to notify a parent or legal guardian without a student's consent, under the following unique circumstances:

- Students under the age of 21 have violated the University Alcohol Policy or exhibited drug usage.
- The student requires medical attention as a result of the consumption of alcohol and/or illicit drugs.
- The student harms or threatens to harm him/herself, other persons, or property. This includes students aged 21 and over who exhibit problematic behavior pertaining to alcohol and/or other drug usage.
- The student is taken into custody by law enforcement officials or charged for allegedly violating a municipal or county ordinance, a law of the State of West Virginia, or a law of the United States.
- The student faces conduct probation, suspension, or expulsion from University housing, the University, or both.
- The student has shown a pattern of behavior or violations indicating a potential physical or psychological problem.

The Dean of Student Development, and/or his/her designee will notify parents or legal guardians by a telephone call or letter, depending on the situation. Whenever possible, students will be informed that their parents or legal guardians will be contacted. Outside of these unique circumstances, students may be asked to sign or can request to sign a release form that will allow the Dean of Student Development and his/her designee to speak freely with a family member regarding a student's experience on campus. Signing the release form allows the University to communicate more effectively with parents and/or guardians about matter related to their students' experience.

Posting Policy

Wheeling Jesuit University offers posting areas throughout campus to promote events and programs of recognized student organizations, University departments, and academic units. This policy ensures that all materials posted on campus are appropriate, and are removed in a timely manner.

1. All signs posted on campus must be stamped / approved in the Office of Student Life, Swint 202. The office will only stamp the original BEFORE copies are made.
2. Events must be posted on the online events calendar prior to receiving an approval stamp to post the event information on campus. This allows for thorough advertising to the entire WJU community. The Events Calendar is easily assessable via www.wju.edu, then clicking on "All Events."
3. 14 days is the maximum time a flyer can be posted unless other arrangements are made with the Director of Student Life.
4. Advertisements for credit cards or credit applications will not be permitted on campus.
5. Any sign posted on windows, doors, elevator doors, or vehicles will be removed immediately.

6. Signs will be posted with masking tape only. Staples, nails, tacks, clear tape, double-sided tape, chewing gum, or any other adhesive **may not** be used on painted walls.
7. Signs posted inside residence halls are monitored by Residence Life staff and must comply with current Residence Life and Conferences policies.
8. All advertisements from outside vendors must receive specific authorization from the Director of Student Life or his/her designee during regular business hours, 8:30 am – 5:00 pm.
9. All signs posted on University property without the approved stamp will be removed immediately; such signs from off-campus entities may warrant legal action.

UNIVERSITY STATEMENT

Neither the contents of this policy, nor the receipt of an approval stamp for posting, should in any way be understood as endorsement of support by Wheeling Jesuit University of the materials being posted, or the actual function(s) being advertised. In the interest of public safety, exceptions to this policy may be made by the Office of Student Life in coordination with the Dean of Student Development as deemed necessary.

Residence Hall Policies

On-campus living provides a balance of challenge and support, allowing residents to learn about themselves and others, and to take responsibility for themselves and their development. Residence Life staff contributes to the development of residents through the creation of diverse and positive living environments.

Responsible student behavior is at the heart of our Residence Life program. Residents are expected to respect the property and rights of all residents, ensuring responsible behavior and mutual respect.

Resident students should also refer to the Housing Contract for more detailed information. Questions regarding Residence Hall policies should be directed to the Office of Residence Life and Student Conduct.

Wheeling Jesuit requires traditional First-Year and Sophomore students who do not commute from home to live in campus residence halls. Rare exceptions to this policy may be granted by the Associate Dean for Residence Life.

Students who choose to move off campus in their Junior or Senior year (or earlier if granted an exception to live off-campus) may have their Institutional Aid reduced by the value of a basic room and board package. **Students considering this alternative should visit the Financial Aid Office to determine the estimated financial impact.** Request to live off-campus can be obtained from the Office of Residence Life.

A request to live off campus for the fall semester must be made by May 1st prior to the fall in which the student desires to move off campus; students requesting to live off-campus must complete a form and

turn it into the Office of Residence Life by May 1st. To move off campus for the spring semester, the Office of Residence Life and Student Conduct must be notified in writing by December 1, to avoid the full room charge for the second semester. Approval to move off campus for the spring semester will only be considered for documented medical situations, students who live with their parents (notarized letter), or extenuating financial circumstances, as determined by the Director of Financial Aid. The ***Request to Live Off Campus*** form, with all specific requirements, can be obtained from the Office of Residence Life and Student Conduct in 209 Swint Hall.

ALCOHOL USAGE: Please see the detailed Alcohol Policy in this Student Handbook. Alcohol usage in residential areas is limited to guidelines set for in the university Alcohol Policy.

APPLIANCES: Wheeling Jesuit University prohibits the use of some electrical appliances that contain exposed heating elements in residence halls. Some of these prohibited items may include, but are not limited to: electrical hot plates, space heaters, electric frying pans, George Foreman grills, deep fat fryers, halogen lamps, UL approved extension cords, and some popcorn makers and some coffeepots. Residents are advised to see their Residence Director to know if their appliance is permitted; residence life staff conduct health and safety inspections on a regular basis to ensure appliances do not pose a fire hazard.

Only two portable refrigerators, with a maximum 4.5 cubic feet capacity (1.7 capacity is recommended), are permitted in each residence hall room. To practice good stewardship and power conservation, it is strongly recommended that one refrigerator be shared by roommates whenever possible. Large appliances, portable air conditioning units and electric amplifiers for musical instruments are not permitted in the halls.

BICYCLES: Residents must store bikes in their rooms and may not ride bikes in the halls. Bicycles may not be stored in hallways or stairwells. Permission to temporarily store a bicycle in a lounge must be obtained from the Resident Director of the building in question.

BOARD (meals): All resident students must participate in the board/meal program. A student with special dietary needs should consult the Manager of Dining Service so that special meal arrangements can be made. Meal Plan information is available from the Office of Residence Life. Board plans may be changed during the first two weeks of each semester.

CABLE SERVICES: The University contracts with Comcast to provide high speed internet and cable TV services to all residence hall rooms; access to these services is part of the Housing Contract. Each room is provided with Comcast equipment (modem, cable box, remote control, and three cables). This equipment needs to be returned upon move-out; failure to do so will result in check-out fines. Questions about cable services should be referred directly to Comcast at 800-824-4029.

CANDLES/INCENSE: Candles (with or without wicks) and incense are prohibited in the residence halls.

CARDINAL CARDS: All Cardinal Cards are the property of Wheeling Jesuit University. Cardinal Cards are non-transferable; students who allow someone else to use their Cardinal Card will result in Student Conduct action. Students are expected to carry their Cardinal Cards with them at all times and are required to produce Cardinal Cards upon the request of any duly authorized person (university administrators, residence hall staff, faculty, or Safety and Security officers).

CARE OF ROOMS: Students are responsible for the cleanliness and care of their rooms. Each student will be accountable for any deterioration/damage of the room or its contents beyond normal wear and tear, and will be charged for such damages (see DAMAGES). Housekeeping will regularly clean and remove trash from public bathrooms and public areas. Residents of Ignatius and Thomas More halls are expected to clean and remove trash from their private bathrooms.

CLASS ATTENDANCE POLICY: Any residential student who withdraws, takes a leave of absence, or whose academic course load is reduced to less than 12 credit hours through dropping, withdrawing, or earning final grades of FA in one or more classes, is no longer considered a full-time student. If credit levels drop below full-time student status, the Dean of Student Development and/or his/her designees must approve a written request to remain in the residence halls. In all instances, including credit request denial, the student must remove their belongings and check out of their residence within 24 hours or risk being charged with trespassing. If belongings remain behind, the University reserves the right to dispose of them as deemed appropriate without necessarily contacting the owner. Residential students may be monitored to assure that they are in strict compliance within the Class Attendance Policy; students out of compliance may be removed from housing, with no entitlement to refund of any housing charges.

CLOSING: All halls are closed during official University holiday periods (e.g. Thanksgiving Break, Semester Break, Spring Break). Students who need housing accommodations during this time are encouraged to seek housing with friends or off campus alternatives. Exceptions are made for international students and students who have official reasons to stay including athletics, student teaching, and clinical work. Details and procedures about housing arrangements during break periods are published prior to each break period. Students are to vacate the premises within 24 hours after completion of their last scheduled examination during final examination week or by the official closing time and date of the residence hall, whichever is earliest.

During the times that the residence halls are closed for break periods, entry by residents is prohibited. If emergency access is necessary during office hours, students must contact Campus Security at 304 243-2486 and the officer will contact a residence life staff member. During times when the residence halls are officially closed, guests are limited from visiting the residence halls. This includes residents who have checked out at the close of each semester. All residents will complete a form notifying The Office of Residence Life staff of their date and approximate time of check out for closing.

COHABITATION: Wheeling Jesuit University, responding to our Jesuit and Catholic heritage and tradition and our clear commitment to standards of conduct reflective of that heritage and tradition, seeks to foster the personal and social development of residence hall students and, at the same time, respond to the safety, security, and privacy needs of students sharing common living spaces.

To that end, we develop and enforce standards of conduct reflective of our Catholic and Jesuit moral vision, to foster mutual respect and support of our students as they grow and develop. Therefore, cohabitation* is strictly prohibited.

- Cohabitation is defined as the consistent presence of a guest, typically a guest of the opposite gender, who spends a night or longer period of time in a student's residence hall room. Visitors of the same or opposite gender found to be a consistent presence, regardless of time of day, in a room not of their own, will be considered to be engaged in cohabitation,

and the host and student(s) involved will be subject to conduct review through the Office of Residence Life and Student Conduct. (See also Visitation & Guest)

CONSOLIDATION: The Office of Residence Life and Conferences reserves the right to consolidate rooms, or to change a student's room assignment when necessary. In serious health and safety situations, or for the well-being of a student, the University may require a student to withdraw completely from the residence hall. This will be determined by the Associate Dean.

COOKING: Cooking is only permitted in the designated kitchens in the residence halls. For reasons of fire safety, no cooking/grilling, etc. is permitted in student rooms, hallways, or balconies/rooftops, etc.

COURTESY AND QUIET HOURS: The primary goal of the University is to facilitate and promote the academic mission. Therefore, a 24-hour courtesy policy is in effect for all University Residence Halls. Students are encouraged to help others in their communities determine the appropriate level of sound from any room during this time. Residents of any room who are approached for disturbing the community will be required to make corrections immediately.

All students in University owned housing must adhere to the following "Quiet Hours":

- 10:00 PM to 8:00 AM Sunday evening through Friday morning
- 12:00 AM to 11:00 AM Saturday morning through Sunday morning.
- 24-hr Quiet Hours start at 5 pm the day before exams until 5pm the last day of exams.

During Quiet Hours it is expected that noise be confined to individual living units (Residence Hall rooms and apartments.) The noise in a room should not disturb neighbors sharing common walls.

DAMAGES- INDIVIDUAL/CORPORATE: Students are financially responsible for their individual rooms and for the common areas of the residence halls. Charges will be assessed against the student's account if/when damage occurs in a private room or in a common area (e.g. hallway, bathroom, lounge) for damage beyond normal wear and tear or when the responsible individual(s) cannot be determined. The cost of replacement or repair will be assessed proportionately among students in that section or residence hall.

ENROLLMENT: A student must be registered for 12 credit hours per semester to be enrolled as a full-time resident student. Only full-time students can live in campus housing. Once a student officially withdraws from the University or falls below 12 credit hours, they will have 24 hours to vacate the residence halls from the date of the change in registration. In extenuating circumstances, students enrolled in less than 12 credit hours may be approved to maintain campus residency by the Associate Dean for Residence Life.

ENTRY AND SEARCH: If there is reason to believe a policy violation is taking place in a room and/or a student's safety may be in jeopardy, a student's room and/or personal belongings may be searched by University officials, including professional residence life and/or safety and security staff. The University also reserves the right to enter student rooms for maintenance, housekeeping, and Health and Safety inspections as deemed necessary. Whenever possible, notice of intent to enter a room will be given to a resident in advance.

ENTRY AND SEARCH PROCEDURE:

- Entry will be made by at least two people, a professional member of the Residence Life staff and the Director of Safety and Security and/or his/her designee. Only when student safety is deemed to be serious jeopardy will a University Official enter a room alone.
- If reasonable suspicion of a Student Conduct Code violation exists but the behavior or evidence of violation is believed to be occurring behind the closed door of a student's room, University Officials will:
 - 1) Knock audibly
 - 2) Identify himself or herself by name and title
 - 3) Request that the door be opened
- If after following the above steps the door is not opened promptly, or if the University Official is refused entry, the Official will:
 - 1) Knock audibly
 - 2) Identify himself or herself by name and title
 - 3) State his or her intention to contact a professional staff member to enter via use of a master key if the door is not opened.
 - 4) With the presence of a professional residence life staff member and/or the Director of Safety & Security and/or his/her designee, proceed to utilize the master key to gain entrance to the room
- If reasonable suspicion of a violation exists due to behavior or evidence that is in plain view, or can be plainly heard or otherwise detected, the University Official may open/unlock a door and enter the room without delay.
- The University Official may open/unlock a door without delay if there is reasonable cause to believe a delay would endanger the health and/or safety of the student.

If the occupant is present, he/she may stay for the search. If the occupant(s) of the room is/are not present and a search of the room is deemed necessary to insure that University policies, rules and expectations, are being upheld, the search will be conducted by at least two individuals, one being a professional staff member. The search will be conducted in a private and unobtrusive manner. The University Official will note the name(s) of all individuals who are assigned to that room as responsible for any materials that constitute evidence of a violation. Room inspections may occur during Health and Safety Inspections without resident/s present.

The University Official may immediately seize and remove any or all material, which, by its presence, constitutes evidence that a violation of University policy has occurred. Such removal does not require express permission on the part of the room occupant(s). The University reserves the right to confiscate, retain, and dispose of any and all illegal, dangerous, or prohibited items, regardless of value or ownership.

FIRE REGULATIONS: Residents should be familiar with their residence hall and aware of the nearest exit and alternate exits.

Alarm procedures: When a fire alarm sounds:

1. Close windows, turn off lights and electrical equipment, and close door(s) if time allows.
2. DO NOT use an elevator during an alarm.
3. Walk, do not run, to the nearest exit. If the closest exit is blocked by fire or smoke, find an alternate exit. If smoke is in the exit path get down as low as possible (crawl).
4. After exiting, move 100 feet from the building and follow instructions from the Residence Life staff, Security Officers, and/or Fire Department officials.

5. DO NOT re-enter the building unless permitted to do so by authorized fire officials.

Tampering with fire prevention equipment is expressly forbidden. If such actions cannot be attributed to an individual(s), those living in the section will each be charged a fine, and the cost of repairs and/or replacement of the equipment. Deliberate false alarms that cannot be attributed to a particular individual(s) will result in a fine up to \$100 to each resident of the section and the cost of repairs and replacement of the equipment. Failure to exit a building during an alarm (false or otherwise) will result in student conduct action.

Failure to evacuate a residence hall during a fire alarm or re-entering a residence hall before being permitted by a University official, member of the fire department or a security officer is prohibited. Interference with or not adhering to emergency evacuation procedures in a residence hall is prohibited.

FLOOR MEETINGS: Throughout the year, floor or all hall meetings may be called. All students should attend scheduled meetings.

FURNITURE, PERSONAL: Residents may bring personal furniture such as chairs, bookcases, etc. Waterbeds are not permitted. The Associate Dean for Residence Life or his/her designee, may prohibit any personal furnishings considered too large or potentially dangerous (fire hazard etc.) for any residence hall room.

FURNITURE, UNIVERSITY: Students are **NOT PERMITTED** to remove furniture, furnishings or other equipment from any University facility. Lounge and public area furniture may not be moved to another area or to a student's room. Students may not switch furniture from one residence hall room to another. Built-in furniture (fixed location) may not be altered or moved from its location within a room.

GUESTS: See VISITATION.

HEALTH AND SAFETY INSPECTIONS: Health and Safety inspections will be conducted by the Residence Life staff on a regular basis in each residence hall, at a time posted and announced 48 hours in advance. Inspections are to insure residents are maintaining safe furniture placement and equipment in accordance with fire code and that the room is a clean and healthy environment. Other violations found during Health and Safety Inspections will be addressed in appropriate manner i.e. through the university judicial process. Residents have 24 hours to rectify any health and safety concerns discovered and communicated to residents by the Residence Life Staff. Repeat health and safety violations may result in conduct sanction. Room inspections may occur during Health and Safety Inspections without resident/s present; when applicable, room search procedures may be implemented if a policy violation is suspected.

ID CARD ACCESS

- Residents will have 24 hour ID card access to their own residence hall.
- It is each resident's responsibility to ensure that they do not allow non-residents and/or persons who are not their guests access to their residence hall; doing so is a violation of campus policy and such students will be subject to judicial action.
 - Residents should immediately call Campus Safety & Security (x2486) to report any suspicious behaviors and/or persons asking to be let into a residence hall without a proper escort by a resident of the hall.

- Upper-class Thomas More and Ignatius residents have ID card access to each other's halls from 8:00am – 6:00pm daily. After 6:00pm, these students will need to be escorted by a resident of the hall they are visiting.
- Students found responsible for jeopardizing the security of a living area by circumventing security systems (such as yanking on locked doors in an attempt to open them or propping a locked door open) are subject to conduct action, including but not limited to cost of repair to the security system (minimum fine is \$100). Residence life staff and/or campus security personnel are available to help a student gain access their residence hall building and/or room when the resident may not have their keys with them.

KEYS: Keys to residence halls and any other University facilities are the property of Wheeling Jesuit University. Keys may not be loaned to anyone under any circumstances and are not to be reproduced. Report lost keys immediately to the Office Residence Life. A lost key will require the replacement of the keys, changing the core and changing the cylinder for the locks involved. The student will be charged for these lost residence hall keys or a lost key to any other university facility. Failure to return keys when a student checks out of the residence hall will result in fines and replacement costs. Use of any University keys to enter unauthorized areas is a conduct violation and may result in disciplinary action.

LAUNDRY: Washers and dryers are located in each residence hall. Students are responsible for their own laundry, including bed linens and towels. Mechanical failure of laundry equipment should be reported to the Office of Residence Life. Laundry service is provided as a part of the housing contract. Guests and non-residents are not permitted to use laundry facilities.

LOCK OUTS: It is the responsibility of the student to have their room key in their possession at all times. Residence Life staff are available to assist students in the event of a lockout. If a lockout occurs, a \$5.00 lockout fee will be charged if a student, and the student is required to produce the key to their room. If the key cannot be produced, a lock change will be performed and a lock change fee of \$100.00 added to their account.

LOFTS: Self-constructed lofts are not permitted for safety and security purposes.

LOUNGES: Twenty-four (24) hour co-ed lounges are available in most residence halls. Study lounges, available in most buildings, are designed for use by resident student. On occasion, legal alcohol may be permitted in Ignatius and Thomas More lounges with the permission of the Resident Director. All lounges follow Quiet and Courtesy Hour policies.

MAXIMUM OCCUPANCY: The University recognizes the need for student interaction and the need to build a strong residential community. In the interest of safety however, The University allows only 8 people/residents per double occupancy residence hall room and 24 people per Thomas More quad at any given time.

MOTORIZED VEHICLES: Two wheel vehicles (e.g. motorcycles, mopeds, ATVs and dirt bikes) must be parked in University-assigned parking space (between yellow lines)

PETS: State and University health and safety regulations prohibit pets—mammals, rodents, reptiles, insects-- in the residence halls, except aquarium fish in a tank no larger than 10 gallons.

RECEPTION DESKS: Reception desks are located in the entry ways of Thomas More, Champion/McHugh, Sara Tracy/Kirby and Ignatius halls and may be staffed during high traffic times when classes are in session (primarily, Thursday, Friday and Saturday nights). Visitors to the Residence Halls may be asked to show a photo ID (students—cardinal card or non-students—driver’s license) to the front desk attendant during visits when these desks are staffed.

REPAIRS: All requests for repairs should be given to the Resident Assistant unless the repair is an emergency. In an emergency and/or after hours, contact the Office of Safety Security.

ROOM ASSIGNMENTS/SELECTION: the Associate Dean for Residence Life or his designee coordinates room assignments. Each upper-class student may select a roommate during housing selection each Spring. Incoming freshmen may indicate a roommate preference, but are not guaranteed this preference, during the summer prior to matriculation. The Office of Residence Life has the right to assign students to vacant spaces in rooms at any point during the academic year.

Students must be *cleared* (e.g., a zero account balance, health records complete, forms and contracts completed) from the Student Accounts, Health Center, Financial Aid and the Office of Residence Life before they are permitted to register for and move into housing.

ROOM CONDITION REPORT: Each resident and the resident assistant will complete and sign a Room Condition Report to document damaged and/or missing furniture or fixtures. When vacating the room, the form will be reviewed. Any undocumented damages and/or missing furniture or fixtures damages, missing furniture, or fixtures will be charged to the occupants. The process is complete when the residence life staff member makes a final inspection of the room and charges are jointly assessed by the Offices of Residence Life and Physical Plant. Any contested charges may be reviewed through an appeals process (see the Office of Residence Life for details).

ROOM CHECK-OUT: Residents must formally check out of their rooms ANY and EVERY time they vacate a room (i.e. to switch rooms, at the end the year, etc.) Students will be assessed charges for any cleaning or damages to the room. Keys must be returned to the Resident Assistant or Resident Director upon leaving the University or within 24 hours of vacating the room.

ROOM DECORATIONS: Nails, thumbtacks, tape of any kind, stickers, decals, and any other devices which DAMAGE paint or wood surfaces are not permitted. Posters and other decorations may be hung on the walls as long as damage to the surface does not result. Any partition or hanging materials deemed a fire hazard are strictly prohibited.

Posting materials on the outside of room doors or in hallways with the intent to harm or provoke others is prohibited. All material posted in public areas is considered a public display and must be deemed appropriate by the Residence Life Staff.

ROOM DEPOSITS: Each resident must make an annual housing deposit to secure the assignment of their room.

ROOM/ROOMMATE CHANGES: Roommate changes are not automatic. During the first two-weeks of each semester, room changes will not occur, unless in extenuating circumstance; this will allow Residence Life staff time to identify available space in each residence hall and encourage residents to give ample time to adjust to their roommates.

Students with roommate conflicts should first discuss the situation with their Resident Assistant and then with the Resident Director of the building. Relocating is only an option after open communication occurs between roommates and when the problem is deemed not solvable while continuing the roommate relationship. Students may be asked to participate in mediation or conflict resolution with residence life staff and/or the University counselor. Only in exceptional cases will students be allowed to move or change roommates after the second week of each semester.

SINGLE ROOM POLICY:

In general, singles may be assigned/made available:

1. For documented serious medical reasons only; medical documentation [from a medical doctor, on office stationery] is required and needs to be renewed each semester.
2. After room consolidation at the beginning of each academic semester.

Students who purchase a single room must pay the single room rate for that building.

Other Situations that may lead to a student having a single room:

- students whose roommate became an R.A., withdrew during the semester due to medical, academic, Student Conduct and/or financial reasons, will not be charged the single supplement for the remainder of that semester. If he/she does not have a roommate for the following semester, he/she will be charged the single supplement.
- students removed from their rooms because of a Student Conduct violation will be automatically charged the prorated single supplement for the room to which they are moved.
- students who have roommate conflicts, and need to move to resolve those conflicts, will be charged a single rate from the day they are moved, if they move to a single room, and the applicable rate for the building to which they move. The process for conflict resolution must be followed first, prior to any move. Moving is a last effort to resolve these types of personal conflicts.
- Other situations will be addressed individually, as they arise, either by the Dean of Student Development, Associate Dean for Residence, and/or their designee.

ALL moves from one building to another, or from one room to another, must first be approved by the Resident Director of the building/s, and the Associate Dean for Residence Life. Fines and Room Damage Costs will be assessed for violations of this policy.

It is the responsibility of each student to check with The Office of Residence Life to obtain a list of students available for roommates.

SMOKING: Smoking in the residence halls is prohibited. See Smoking Policy in the Student Handbook.

SOLICITATION: Door-to-door sales and distribution of advertisements within the residence halls is prohibited. Residents or registered student organizations may use public and common areas with approval from the Associate Dean for Residence Life and/or Director of Student Life. No door-to-door solicitation is permitted. Residents may not conduct personal and/or commercial business from their rooms without written permission from the Office of Residence; on occasions, residents may be permitted to do so as long as it does not interfere with academic community standards, the mission of the University, and computer usage guidelines.

STUDENT TELEPHONE SERVICE: Local telephone service is available in each residence hall room as part of the Housing Contract; students need to provide a landline phone. No long distance or collect calls can be charged to the room.

THEFT: Report any theft immediately to the Office of Campus Safety and Security. The Dean of Student Development will also be notified. The University does not assume responsibility for personal property kept at the University.

ALL STUDENTS SHOULD:

- Keep room doors and windows locked whenever the room is left unoccupied, even for short periods of time.
- Clearly mark all personal items with a personal identification number other than your social security number.
- Record serial numbers/make of stereo, computers, etc. in a separate, secure location.
- Not keep large amounts of cash or other valuable items (such as expensive jewelry) in a residence hall room.

TRASH: Disposing of trash in unauthorized areas, including leaving trash in lounges or hallways is prohibited.

VISITATION:

Wheeling Jesuit University's Visitation Policy serves two primary goals. First, the policy secures students' right to live in supportive atmosphere that protects the safety, security, and privacy needs of all the students living in the community. Second, by having different policies for first-year and upper-class students, students are afforded a developmentally appropriate experience to exercise their best judgment and to make increasingly responsible decisions. Both goals are essential to our University mission of providing opportunities for ongoing development of students' sense of responsibility, conscience and intellect, and to encourage and help students to recognize new experiences as opportunities for further growth.

“Visitation” applies to any person who does not live in the hall that they are visiting; such persons may be residents living in other halls or campus visitors/guests who reside off-campus (this includes family members).

All visitation policies are governed by the following principles:

- During the academic year, Kirby/Sara Tracy, Campion/McHugh and Thomas More residence halls are locked all of the time; only residential students and authorized employees have card access to these buildings; the parking lot entry doors to Ignatius Hall are locked all of the time and the ground level doors are unlocked during ARC and ELI office hours. Visitors to the ARC and ELI who do not have authorization to be in the residential areas of Ignatius Hall are prohibited from visiting these areas without the proper residential escort; these areas include those on the second and above floors of Ignatius Hall.
- Reception desks are located in the hall entryways and may be staffed during high traffic times when classes are in session (primarily, Thursday, Friday and Saturday nights). Visitors to the Residence Halls may be asked to show to and/or leave a photo ID (students—cardinal card or non-students—driver's license) with the front desk attendant when these desks are staffed. This may be requested for safety and security purposes; visitors who

refuse to present a photo id and/or leave their photo id at the front desk, upon requests, may be asked to leave the building, and possibly campus, immediately.

- Upper-class residents visiting Ignatius and Thomas More Halls have dual ID card access to both halls daily from 8:00am-6:00pm.
- All occupants of the residence hall respect proper conditions and the need for privacy, study, and relaxation of their resident peers.
- The varied needs of individuals for sufficient quiet and sleep must always be honored.
- The rights of a roommate are respected at all times, particularly as noted above. Roommate rights receive higher consideration than the desires of guests since roommates are paying room cost. When roommate conflicts result from the presence of visitors in the room, residents are to work with their roommate and residence life staff to find an acceptable resolution to the conflict. If an acceptable resolution cannot be reached, a room change may be an option.
- Lack of desk attendants in the front entry does not remove responsibility from students and visitors to abide by the campus visitation policy; it is the responsibility of visitors to follow the campus visitation policy at all times.
- Students who give hall access to non-residents, who are also not their guests, may be held accountable for violating the campus visitation policy for providing unauthorized access that puts into jeopardy the building safety and security.
- Residence halls have a main (co-ed) lounge that is open 24 hours a day for visit with members of the opposite sex; visitation by members of the opposite sex in all other areas of residential units is governed by the hours and regulations as outlined below.

CO-ED VISITATION HOURS

First-Year Students and First-Year Halls

- ***8:00 AM to Midnight On Days Preceding Class Days***
- ***8:00 AM to 2:00 AM On Days Not Preceding Class Days***

First-year students must adhere to these first-year visitation hours regardless of gender of the resident they are visiting and/or the building they are visiting. Any floor may choose stricter limits provided that it is the consensus of the floor community.

There is no co-ed overnight visitation allowed in first-year halls (Sara Tracy, Campion, and McHugh Halls) or upperclass rooms in which first-year students reside (Kirby, Ignatius and Thomas More Halls). Likewise, first-year students are not permitted to be overnight visitors in any campus residence other than their own. First-year students are to abide by these co-ed visitation hours when they are visiting all halls on campus.

Upper-Class Students (Sophomores, Juniors, Seniors)

- ***8:00am to 2:00am On Days Preceding Class Days.*** Exceptions can be made upon written or email request to the Residence Director of the building in question or his/her designee (it is suggested to request an exception at least 24 hours before the planned visit). Exceptions will be granted with respect to the cohabitation policy and to unique roommate and floormate concerns. The University acknowledges that sometimes residents will want to host co-ed guests past 2:00am for academic purposes (i.e. late night study sessions), to entertain

socially (i.e. anticipating a late night movie-night), or to allow an occasional off-campus visitor to visit beyond a Friday or Saturday night.

- **24 hours On Days Not Proceeding Class Days** (typically, this means open visitation from 8:00am Friday – 2:00am Monday morning). Upper-class students are restricted to First-Year Visitation Hours when visiting first-year halls (Sara Tracy, Campion, & Kirby) where they must be escorted at all times by their first-year resident host. First-year students are to follow First-Year guidelines while in upper-class halls.

Overnight Visitation:

- First-year residents are not permitted to be or to host overnight co-ed guests at any time.
- Upper-class students may only have two off-campus overnight guests at any time and accepts responsibility for the actions of his/her guest, including any/all financial liability for damages and/or any University policy violations. Exceptions can be made in extenuating circumstances by the Residence Director of the building in question or his/her designee.
NOTE: WJU policy prohibits more than 8 people per room, at any given time, due to fire-code regulations.
- Overnight guests may stay in an upper-class resident student's room for no more than two consecutive nights, for a total of no more than six nights per semester. Exceptions can be made in extenuating circumstances by the Residence Director of the building in question or his/her designee.
- For safety and security reasons, all overnight guests (permissible for co-eds on days not proceeding class days in upper-class halls only) must be escorted by their host at all times.
- Guest under the age of 18 are not allowed overnight visitation in the residence halls. Permission to host a guest who is under the age of 18 can be granted through the building Residence Director; please notify the Residence Director 48 hours in advance of any such guests' arrival on campus.

WINDOWS: Unless in the event of building evacuation for safety and security reasons, at no time are students or guests/visitors to use windows in the residence halls to gain entry into or to exit from the residence hall. This activity is considered an unlawful entry into a campus building and is a major breach campus safety and security procedures. All cases will be processed through the Student Conduct system.

Sexual Violence Policy

Sexual violence includes any form of sexual contact without free and full consent of both parties is completely contrary to the values of the University and is in violation of the University's behavioral expectations. Sexual violence includes, but is not limited to: Non-consensual sexual contact or intercourse with another person; sexual contact or intercourse with another person by use of threat, force, or intimidation; or sexual contact or intercourse with another person who possesses a weapon. More specifically, sexual violence includes rape, acquaintance/date rape, attempted rape, fondling or touching a person's genitalia, groin, breast, or buttocks without the person's consent.

Non-consensual contact includes, but is not limited to, situations where an individual is unable to consent because, for example, she/he is mentally incompetent, is physically or mentally helpless due to drug or alcohol consumption; is asleep; is unconscious for any reason; or is under 17 years of age.

The following clarifications may be of assistance in defining a given situation:

1. Sexual contact includes any intentional touching of another person's private areas either directly or through clothing using any body part or other object without the consent of that person.
2. Saying "No" means "No", not "Yes."
3. Failure to resist does not mean consent has been given.
4. Consent means words or overt actions by a person competent to give consent.
5. Acquaintance assault or "date rape" is a form of sexual violence.
6. Being under the influence of drugs or alcohol does not diminish or relieve personal responsibility of an assaulter. A person who is under the influence of drugs/alcohol is unable to give consent. Any misuse of such an individual is abuse.
7. Non-consensual electronic recording of sexual activity is a form of sexual violence.

The University provides regular educational programs that promote student awareness of sexual violence issues. These programs are announced to the University community through the university calendar. If a sexual violence occurs off-campus or in a location other than the residence halls, any member of the University community who becomes aware of the act should invoke the following procedures or notify the Dean of Student Development.

PROCESS FOR RESPONDING TO SEXUAL VIOLENCE

For any individual with a complaint, the University strongly recommends that the person immediately seek medical attention and counseling. Any student with a complaint regarding sexual violence should contact the Division of Student Development and/or local law enforcement agency. Official complaints can be also reported to the Office of Residence Life or Safety and Security. Students can seek confidential medical and counseling assistance and support by contacting Student Health Center. Upon receipt of a complaint, the Dean of Student Development will follow through with University procedures to assist the student and pursue the matter for the safety of the victim and the University community. The student may choose either to file charges within the University or to exercise legal rights outside of the Campus, or both. Understanding the sensitive and personal nature of such charges, follow-up to an alleged charge of sexual violence will be done so in a confidential manner and in accord with the alleged victim's wishes. Consultation with the University allows the University to offer appropriate medical, psychological, and procedural help to the student.

- I. All personnel working with victims of sexual violence should be sensitive to the following concerns:
 - A. To a person who has been sexually violated, a medical rape exam may seem like a second rape. However, if the victim decides to file charges against the assailant at a later time, physical evidence is necessary. Encourage the victim to have a medical examination, and emphasize concern for the person's health. Suggest to the victim that someone such as a trained Sexual Assault Help Center (SAHC) advocate is with him/her for support at the hospital.
 - B. Many victims are reluctant to report sexual violence and to file charges against the assailant. The victim should view these questions separately. All victims should be encouraged to report violence so that the University can respond with additional

resources, programs, and security. The victim can also receive needed support and help in understanding his/her own feelings. Filing an incident report does not mean that further action must be taken by a victim.

- C. The question of filing legal charges or pursuing Student Conduct action is a much more difficult decision to make. Some individuals may be more emotionally able to handle the stress of a trial or hearing than others. Those who feel emotionally able to prosecute will be encouraged to do so. However, when a victim decides not to file charges, he/she should not be criticized. The University reserves the right to continue and/or conduct an investigation with local authorities.

While most victims of sexual violence are women, men can also be victims. Male victims experience symptoms of psychological trauma similar to those experienced by women. Support services provided for female victims have been shown to be equally helpful for male victims.

- II. Acts of sexual violence can occur in many different circumstances and locations on and around university campuses. Therefore, it is important for members of the University community to know how to respond when they become aware of a sexually violent act.

- A. When a sexually violent act is committed against a member of the university community, a university employee may be the first person notified. In compliance with the Clery Act, any university employee who becomes aware of a sexual assault needs to report the incident through proper channels to the Dean of Student Development, while honoring the victim's desire for confidentiality and with the primary concern being for the welfare of the victim.
- B. Upon notification of an immediate violent act, the victim should be encouraged to obtain immediate medical treatment (both to provide for the victim's health and well-being and to document). Every effort should be made to encourage victims to report sexual violence through official means to allow for campus follow-up.
- C. The victim should be given information about preserving evidence, such as the importance of not bathing, washing or brushing teeth until after a medical exam. Evidence of the assault, such as bedding, towels, clothing, anything touched should be collected, wet articles should be placed in a paper (not plastic) bag to preserve evidence. Clothing or bedding should be carefully folded, not shaken.
- D. Once notified, employees in Student Development will arrange for transportation to the hospital. Medical attention should be obtained as soon as possible (after 72 hours all physical evidence will be gone). Hospital personnel can answer questions regarding possible pregnancy and sexually transmitted diseases. Even if a period of time has elapsed, a victim should, ideally, be examined by a physician.

- III. Other personnel who are notified should respond in the following ways:

- A. Safety and Security will arrange transportation, attempt to obtain information regarding the incident, and comply with the Clery Act.
- B. The Dean of Student Development or his/her designee (primarily the Director of Safety and Security when possible) will begin immediate investigation of the

incident if he or she determines that the University should respond. If an immediate removal of the alleged assailant from the campus is in the best interest of the victim, the alleged assailant, or the University community, the alleged assailant may be removed temporarily from campus pending the outcome of the investigation.

The Dean of Student Development will inform the alleged assailant that the case will remain open should the victim decide to initiate Student Conduct action. The Dean will also recommend counseling for all parties involved in the incident and he or she will forward reports of any incidents of sexual violence to a counselor.

- C. The university counselor will meet with the victim as soon as possible with the victim's permission to discuss the various options available and other decisions the victim may need to take.
 - 1. The counselor will provide support, information on resources available to the victim both on and off campus, and counseling through the stages of rape trauma syndrome.
 - 2. If the victim makes a decision to pursue university student conduct action, the counselor will refer the victim to the Dean of Student Development.
- D. The Associate Dean for Residence Life, if requested by the victim, will make arrangements to modify housing immediately if the victim and the alleged assailant live in the same residence hall or if such action will facilitate the recovery of the victim.

IV. University Response

A. Student Conduct Proceedings

- 1. If the victim decides to pursue Student Conduct actions, procedures listed in the Student Handbook will be followed and appropriate sanctions will apply.
- 2. If the victim chooses not to pursue student conduct actions, the University will document its conclusion of the investigation, and ask the victim to sign a statement acknowledging that he/she concurs with the University's conclusion and that no further action will be taken. Furthermore, this statement will indicate the victim's understanding that his/her choice not to pursue student conduct actions may prevent the University from pursuing the complaint to resolution.
- 3. The victim may choose to pursue the case both within the institution and through the courts. The University proceedings are separate and different from the legal proceedings.

B. Off Campus Proceedings

- 1. If the victim chooses to file charges off-campus through the court and legal system, the University will cooperate with law enforcement personnel and support the alleged victim through this process.

C. University Proceedings

1. In all cases, the University may still conduct an investigation and follow-up in these ways:
 - a. Evidence may be gathered from third party witnesses and a hearing may be held without testimony of the victim.
 - b. The University can pursue other conduct violations that may have occurred during the incident that led to the allegation of sexual violence.

The case will remain open for a reasonable period of time should the victim later decide to pursue student conduct action.

2. The University may require the alleged assailant to attend counseling to explore attitudes about men, women, and sexuality; can require that the assailant participate in other types of educational or awareness raising experiences.

D. University Follow-up

In addition to the initial crisis response, the University will follow-up on the incident in these ways:

1. Provide on-going counseling for the victim or provide referral to off-campus services if the victim so desires.
2. Follow-up with the alleged assailant by:
 - a. Keeping the alleged assailant informed of the status of the case and the student conduct process if one is filed.
 - b. Requiring the alleged assailant's participation in counseling or other program of an educational and developmental nature to explore attitudes and deal with the issues involved.
 - c. Make adjustments to living arrangements and/or academic schedules of the students involved if such action will help to resolve issues.
 - d. Offer follow-up with friends of the victim and the assailant, or with others involved or concerned, as much as possible without breaching confidentiality.
 - e. The Dean of Student Development will follow-up in a timely fashion with information to the University community of incidents that are considered to be a threat to other students and/or employees. Safety considerations will be balanced with the privacy interests of victims and others involved in such incidents.

- E. The University will comply with the Clery Act by providing anonymous statistics on the occurrence of sexual assault on campus. Incident reports of sexual assaults will be used to provide these statistics. The Director of Safety and Security will report all such statistics on the Uniform Crime Report to the West Virginia State Police. Students are encouraged to report sexual assault violations to Safety and Security and may report the incident anonymously. Members of the community (other than the victim) are also encouraged to report the offense to Safety and Security and may do so anonymously as well.

The University will also comply with all applicable federal laws and acts in attempting to prevent, report, and investigate sexual offenses that occur on campus.

Smoking Policy

Smoking is not permitted inside any facility or vehicle owned or leased by Wheeling Jesuit University, regardless of location. This coincides with the West Virginia Clean Indoor Air Act, as well as the U.S. Surgeon General's call to create smoke free living areas and workplaces. Smoking is not permitted in any outdoor campus facility used for spectator sports, official meetings, entertainment gatherings, outdoor dining areas (when applicable), or other designated non-smoking areas. Smoking is permitted outdoors except around campus building entrances, exits, or operable windows. Smoking around campus buildings must be kept a minimum of 25 feet away from any building entrance/door or window. Persons wishing to smoke outside a building will need to move the required 25 feet away from the building or to a designated smoking area.

Wheeling Jesuit University has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors while respecting individual choice. It is the policy of Wheeling Jesuit University to provide smoke-free areas for students, faculty, staff and visitors on campus to the maximum extent possible. When the desire of smokers to smoke conflicts with the desire of non-smokers to breathe smoke-free air, the desire to have smoke-free air will have priority.

The Surgeon General of the United States has determined that the use of tobacco and tobacco products is the nation's leading preventable cause of premature death and disability. Tobacco smoke is hazardous to the health of smokers and non-smokers alike. To promote a safe and healthful work and educational environment, Wheeling Jesuit University has adopted this policy to encourage smokers to reduce or eliminate their consumption of tobacco, and to protect non-smokers from exposure to tobacco smoke. This policy supports and maintains the University's compliance with The Ohio County (WV) Clean Air Act. This policy was formed under the guidance of, and with intention to support:

The 2006 U.S. Surgeon General's Report - The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General, June 27, 2006

The West Virginia Department of Health and Human Resources & The West Virginia Bureau for Public Health- Position Statement on Clean Indoor Air Regulation in West Virginia: Epidemiological Basis for an Occupational and Environmental Policy on Secondhand Tobacco Smoke (SHS), 2006

Most Reverend Michael J. Bransfield, Bishop of Wheeling-Charleston - A Church That Heals: A Pastoral Letter on Health and Well-Being in West Virginia, October 18, 2006

Responsibilities of the Campus Population:

Smokers must:

- Respect the rights of non-smokers.
- Smoke only in approved areas.
- Make sure their smoke does not enter buildings.
 - Maintain campus aesthetics by properly disposing of cigarette ends in approved receptacles ONLY.
- Report violations of this policy to their corresponding Supervisor, Resident Assistant, Resident Director, Security Personnel, Residence Life/Student Development Personnel, or other appropriate Wheeling Jesuit University Faculty or Administrative Representative.

Non-Smokers must:

- Respect the rights of smokers.
 - Report violations of this policy to their corresponding Supervisor, Resident Assistant, Resident Director, Security Personnel, Residence Life/Student Development Personnel, or other appropriate Wheeling Jesuit University Faculty or Administrative Representative.

The success of this policy depends on everyone in the campus community cooperating and showing consideration for the concerns of others. This also is represented by the University's mission statement and philosophy. All University employees, students, volunteers, and visitors are expected to comply with this policy.

Related Documents and Web links:

- 1) West Virginia Division of Tobacco Prevention Statement on Clean Air Regulation:
<http://www.wvdtb.org/LinkClick.aspx?fileticket=buACqT2q6%2bI%3d&tabid=694>
- 2) US Surgeon General's Report, 2006:
<http://www.surgeongeneral.gov/library/secondhandsmoke/report/>
- 3) West Virginia Department of Health and Human Resources:
<http://www.wvdhhr.org/>
- 4) Listing of Colleges and Universities with smoking area policies, or "smoke free" campus policies:
<http://www.no-smoke.org/pdf/smokefreecollegesuniversities.pdf>
- 5) Most Reverend Michael J. Bransfield, Bishop of Wheeling-Charleston- A Church That Heals: A Pastoral Letter on Health and Well-Being in West Virginia, October 18, 2006
<http://www.catholicconferencewv.org/pdf/AChurchThatHeals.pdf>

Procedures

SMOKING INDOORS

Smoking is not permitted in any indoor area. There are NO exceptions to this rule.

SMOKING IN OUTDOOR FACILITIES

Smoking is not permitted in outdoor facilities and other areas used for spectator sports, meetings, entertainment, and dining, including but not limited to the following:

areas within 25 feet of any building entrances/doors and windows not designated as smoking areas.	within 25 feet of ALL entrances and surrounding areas of Whelan Hall
audience areas (any area where people actively congregate)	outdoor dining facilities (when applicable)
balconies	soccer/softball fields
within 25 feet of ALL entrances and surrounding areas of CET	stadium grandstands

Smoking within the surrounding areas of buildings is limited to 25 feet away from all building entrances/doors and windows, OR to the designated smoking areas. Smoking directly outside of building entrances is prohibited.

WHERE SMOKING IS PERMITTED

Smokers must remain 25 feet from any door or window and utilize designated smoking areas when smoking around campus buildings and entrances. Smokers must make sure their smoke does not enter buildings. It is also the individual smoker’s responsibility to properly dispose of cigarette ends. Cigarette ends should not be discarded in garbage cans or on the ground. Proper cigarette disposal containers will be placed in all designated smoking areas.

Campus Designated Smoking Area Descriptions:

NTTC- Any persons wishing to smoke outside of the NTTC will be allowed to smoke in the designated smoking area ONLY. This area is located on the side of the building towards the wooded area overlooking Washington Avenue. (outside 1st floor entrance). Smoking will be prohibited in front of either main entrance, or on the balcony.

Whelan Hall- ALL entrances to Whelan Hall will be smoke free. Students, staff, residents, and visitors will be required to move to a designated smoking area if they choose to smoke.

Swint Hall- Includes: Mailroom annex, Benedum Room, RATT, and Library. Any persons wishing to smoke outside of Swint Hall will be allowed to smoke in the designated smoking area ONLY. This area is located on the side of the building by the loading dock. (facing Donohue Hall). Smoking will be prohibited in any other area, including outside of the RATT, the Library, or the Benedum Room Balcony.

Chapel of Mary and Joseph- ALL entrances (upper and lower) to the Chapel will be smoke free. Students, staff, and visitors will be required to move to a designated smoking area if they choose to smoke.

Acker Science Center and Donohue Halls- Any persons wishing to smoke outside of Acker or Donohue Halls will be allowed to smoke in the designated smoking area ONLY. This area is located under the connecting bridge (walkway). Smoking will be prohibited at any other entrance of either building, as well as the kiosk patio area and loading docks.

Ignatius Hall- Any persons wishing to smoke outside of Ignatius Hall will be allowed to smoke in the designated smoking area ONLY. This area is located at the bench at the far end parking lot.

Smoking will be prohibited at any other area, including the ground floor entrance, 1st floor residence entrance, other bench areas, or side entrances.

Campion, McHugh, and Thomas More Halls- Any persons wishing to smoke outside of Campion, McHugh, or Thomas More Halls will be allowed to smoke in the designated smoking area ONLY. This area is located near the rear entrance of Campion Hall facing McDonough Center. Smoking will be prohibited at any other area, including the main entrances, balconies, picnic table areas, or side entrances.

McDonough Center Complex- Any persons wishing to smoke outside of the McDonough Center will be allowed to smoke in the designated smoking area ONLY. This area is located on the side of the building facing Thomas More Hall. Smoking will be prohibited in any other area surrounding the Sports Complex (including the track, soccer fields, softball fields, and grandstand areas).

Kirby and Sara Tracy Halls- Any persons wishing to smoke outside of Sara Tracy or Kirby Halls will be allowed to smoke in the designated smoking area ONLY. This area is located at the designated picnic table area away from the main entrance. Smoking will be prohibited at any other area, including the main entrances, courtyard, other picnic table areas, or side entrances.

CET- ALL entrances to the CET will be smoke free. Students, staff, administrators, and visitors will be required to move to a designated smoking area if they choose to smoke.

Student Records Policy

In order to be of service to its students and to fulfill its educational mission, Wheeling Jesuit University compiles and maintains records on all its students. These records are the property of Wheeling Jesuit University. University property is not to be removed from campus without supervisor approval. If approval is given, it will be the supervisor's responsibility to see that the property is returned. Records vary regarding the level of confidentiality and life expectancy. The policy herein described seeks to establish general procedures for supervising, compiling, maintaining, retaining, and releasing student records. This policy covers student records maintained by the University and in no way attempts to order the private notes of administrators, faculty members, chaplains, physicians, and counselors.

I. Supervision of Student Records

Overall administration of all student records that are the property of Wheeling Jesuit University is the responsibility of the President of the University who acts in the name of the University. The President delegates to certain University Officials immediate responsibility for administration of particular categories of student records. These officers may in turn designate administration of records to other educators, depending on the size and complexity of their areas of responsibility. The officers and categories of their record administration are as follows:

- The Chief Academic Officer (i.e. Academic Dean), together with the Registrar, administer all academic records.
- The Chief Enrollment Officer (i.e. Dean of Enrollment) administers the records of candidates for admission and the Director of Student Financial Planning administers the records for financial aid.

- The Chief Financial Officer administers and maintains student financial records.
- The Chief Student Development Officer (i.e. Dean of Student Development) administers the following student records:
 - Student conduct records.
 - Housing records (within the Office of Residence Life)
 - Student medical records (within the Health Center)
 - Student internship and career placement records (within the Career Development Office).
- Student Athletic Records (within the Athletic Department)

II. Compiling Student Records

Records should only be compiled where there is a demonstrable need which bears on the educational or other purposes of the University. Each officer shall approve any inclusion of information within a student's record in the area under his or her jurisdiction.

III. Maintaining Student Records

- A. Records will be stored in a reasonably private place not accessible to the passerby.
- B. An official and duplicate copy of each current academic transcript will be stored in a separate place other than the Registrar's Office.
- C. Academic, medical, counseling, placement, and student conduct records shall be kept separate from one another.
- D. Wheeling Jesuit University will take all reasonable precautions to protect student records. However, the University assumes no responsibility or liability for records stolen, destroyed by fire, flood, riot, war, or other natural or man-made disasters.
- E. Wheeling Jesuit University shall maintain a log of all non-University individuals, agencies, or organizations that have requested or obtained access to a student's records. This log will specify the legitimate interest that each such person, agency, or organization has in obtaining this information. This log will be available to persons or organizations authorized under the Family Educational Rights And Privacy Act, Public law 93-380 ("FERPA").

IV. Retention of Records

A. **Directory Information**

Wheeling Jesuit University will retain at its discretion for an indefinite period of time, directory information on students which is a matter of public record such as: information which has appeared in University publications, directories, programs, commencement exercises, convocations, and newspapers. Directory information includes: on-campus or local address, permanent address, telephone number, mailbox number, date and place of birth, major membership in University clubs/organizations, councils, athletic teams, committees, honors, dates of attendance, date and type of degree awarded, and leadership positions. Any student wishing to have his/her name and directory information withheld from the above mentioned public documents shall notify the Office of the Registrar.

B. **Academic Records**

Wheeling Jesuit University will maintain for the natural life of each student an academic transcript that shall include an unabridged and chronological record of all courses undertaken, grades received, and status achieved.

C. Non-Academic Records

1. Students who withdraw from or fail to return to the University shall have their records maintained at the discretion of the University for five full years. The University may choose to retain files for a longer period for financial obligations, research purposes, legal mandates, or other approved reasons.
2. The records of students who are suspended from the University for either academic or student conduct reasons, or who are granted a leave of absence will be maintained for the period of suspension or leave of absence, and where said students fail to return, further maintained at the discretion of the University for five full years or longer as in paragraph #1.
3. The records of students (except for those which bear on the dismissal) dismissed for academic or student conduct reasons will be maintained at the discretion of the University for five full years or longer as in paragraph #1. Those records that bear on the dismissal shall be maintained at the discretion of the University of an indefinite period of time, but not less than five full years.

V. Disclosure and Evaluation of Student Records

A. Directory Information

Certain information found in campus directories is not considered confidential, private, or personal by the University and is therefore available to the University community and the public at the discretion of the University. Information of the above sort is considered public record and includes items such as: information that has appeared in University publications, directories, programs, commencement exercises, convocations, and newspapers. Directory information also includes: On-campus or local address, permanent address, telephone number, mailbox number, date and place of birth, major membership in University clubs/organizations, councils, athletic teams, committees, honors, leadership positions, dates of attendance, date and type of degree awarded, and the weight and height of members of athletic teams. Any student wishing to have his/her name and directory information withheld from the above mentioned public documents shall notify the Office of the Registrar.

B. Disclosure to Parents

1. Parents or legal guardians of students under 18 years of age shall have access to all records as specified under FERPA. Requests to examine a student's record are to be in writing and include the specific categories of information to be reviewed. The University has 45 days to comply with such requests from the date that the written request is received by the University.
2. As a Jesuit university, we believe in the family's essential role in the education process and also believe in the right of those who finance an individual's educational instruction to know the status of their investment. The University therefore will, at its discretion, inform parents or legal guardians of serious matters affecting the educational development of their dependent children at Wheeling Jesuit University. Grades indicating unsatisfactory progress may also be released to the parent or guardian of any

student who is legally defined in Section 152 of the Internal Revenue Code of 1954 as being dependent. A parent may establish his/her child as a dependent by providing a copy of his/her federal income tax return that must indicate the child as a dependent. The student will be classified as a dependent for the extent of his/her enrollment. If there is a change in the dependent status, it is the responsibility of the student to notify, with documented proof, of the status change. The student may also sign an academic release form permitting his/her parent(s) to receive academic information. Again, once a release form is signed it will serve for the extent of the student's enrollment unless the student notifies the Office of the Registrar.

3. Also refer to the Parental Notification Policy.

C. Disclosure to Students

1. A student's request to inspect his/her admission, academic, athletic, financial, medical, placement or student conduct records should be directed to contact the Dean of Student Development or the Registrar, depending upon the nature of record. The University has 45 days to comply with such requests from the date that the written request is received by the University. Students may waive their right of access to confidential recommendations placed in their file in the future. Such waivers must be in writing, voluntary, and will be placed in that student's personnel file. Requests for copies of files will be honored on an as needed basis. Confidentiality will be respected.
2. While students may inspect their financial records, they may not inspect information within their files pertaining to the financial affairs of their parents or guardians unless they are documents that the student has signed.
3. Students may inspect their medical records for clarification and questions in the presence of the University physician (if applicable) or request for a release to a physician of the student's choice.
4. Individuals denied admission to the University may not inspect any file pertaining to them which is the property of Wheeling Jesuit University.

D. Disclosure to Other Educators & University Officials

Parts of a student's record may be disclosed to a University official, who has legitimate educational interest in the student's records. Such an interest exists whenever the official needs the information to fulfill his or her professional responsibilities. University officials are faculty, administrators, trustees, students serving on official university committees or assisting another university official in performing his or her duties (including Student Conduct Board), and third parties with whom the University has contracted such as attorneys, auditors, or collection agents.

E. Disclosure to Other Third Parties

1. Individuals external to the University such as salespeople, prospective employers, and government officials do not have access either to student records or information therein without the written consent of the student.

2. The University will release information from a student's file as required by a court of law or by FERPA. Requests for copies of files will be honored on an as needed basis. Confidentiality will be respected. When copies are made, the cost of the copies will be \$.25 per copy.
3. The University may disclose student financial aid information as necessary to determine eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; or enforce the terms and conditions of the aid.
4. The University reserves the right to withhold release of information about a student including transcripts when that student is delinquent in his or her financial obligations to the University.
5. The University may use student records to collect statistical data for either its own use or use by others, but in such cases the identity of the student shall be masked.
6. Financial aid information concerning loans, jobs, scholarships, and grants shall not be released to any source other than the awarding agency or where permitted by Public Law 93-280 without the written permission of the student.

F. Evaluation Of Student Records

Only official University Committees and professional educators charged to do so by Wheeling Jesuit University will do evaluation of student records.

G. Challenges to Information Within Student Records

1. The Family Educational Rights and Privacy Act (part of Public Law 93380) limits the disclosure of student records and governs student access to his or her academic records. The University has developed this policy to be consistent with this law. Individuals wishing a copy of the University's policy or who wish to review their official records should see the Dean of Student Development and/or his/her designee.
2. Parents of students under 18 years of age and students 18 years of age or older have the right to ask the University to amend their student records on the grounds that the information in the records is inaccurate, misleading, or otherwise inappropriate or violates the student's privacy rights.
3. Such requests or challenges are to be submitted in writing to the Dean of Student Development as appropriate and shall include the specific items challenged.
4. A hearing board comprised of the Dean of Student Development, Academic Dean, one Faculty member (appointed by the Associate Dean) and one Student Development member (appointed by the Dean of Student Development) shall hear and judge all challenges. The administrator charged with keeping the challenged records or his/her designee, along with the parent or student challenger, shall be present for the hearing.

Wheeling Jesuit University reserves the right to change the above policy at any time; such changes will be noted in the Student Handbook.

H. Student Records and HIPAA

1. HIPAA.

Under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), Title 42, United States Code, Section 1320d, the U.S. Department of Health and Human Services adopted national *Standards for Privacy of Individually Identifiable Health Information* (the “Privacy Rule”) to protect an individual’s personal health information. These standards apply to certain “covered entities”, such as health plans, health care clearinghouses, and certain health care providers, who transmit health information in electronic form in connection with covered transactions.

2. Personal Health Information Contained in Education Records.

To the extent that a student’s education records contain personal health information that is identifiable to a particular student, the University maintains and treats this information in accordance with the requirements of the Family Educational Rights and Privacy Act, as amended. The University recognizes that under Title 45, Code of Federal Regulations, Section 160.103, the HIPAA Privacy Rule does not cover personal health information that is covered by FERPA.

3. Units Regarded As Covered Entities For HIPAA Compliance.

For the purpose of HIPAA compliance, the University has determined that the functions it performs with respect to the administration of its self-insured group health plan are covered functions and that it is a covered entity only with respect to these functions. The University designates this function and component of operations as a covered function for the purpose of HIPAA compliance. The University has also undertaken a review of the functions of its student health services and student counseling center and has determined that neither of these units transmits health information in electronic form in connection with covered transactions and neither is covered by HIPAA. Although these units are not covered by the HIPAA Privacy Rule, the University recognizes that an individual’s personal health information may, nevertheless, be subject to other privacy protections arising under the Family Educational Rights and Privacy Act and other applicable state and federal laws.

4. Medical & Mental Health Records. Education records do not include medical and mental health information that is collected, maintained, or used for purposes of providing assessment and/or treatment to the student. Such records are kept only in the Health Center and are treated as confidential. They may be disclosed only to the extent and in manner provided by law.

Vehicle Registration / Parking Regulations

The Office of Safety and Security coordinates campus parking. All students, including commuters, must register vehicles that will be operated on campus. The registration fee is \$150 per year. A

numbered decal is provided. The decal is to be hung from the rearview mirror and should be readable from the front of the vehicle. Decals on motorcycles are to be placed on the left front shock absorber casing.

Temporary and Visitor permits are available through the Office of Safety and Security for as long as three days. Any vehicle on campus must have a permit that identifies the vehicle. One-day electronic permits for specific campus visitors can be requested through the Dean of Student Development's Office by members of the senior administrative university staff.

A registered vehicle, including two-wheeled motorized vehicles, may park anywhere on campus where there is a space designated by parking lines. Parking is not permitted on main roadways; where prohibited by signs; designated parking lots; where curbs or roadways are painted yellow.

Violations and Fines:

Vehicle has no valid parking permit	\$100
Permit not displayed or improperly displayed	\$15
Parked in handicap space/area	\$50
Parked in no parking space/area	\$25
Parked in reserved or designated space/area	\$25
Parked in two spaces	\$25
Blocking driveway, drive lane, or access	\$50
Parking/Driving on lawn	\$75 + Restitution

For any other violation, the Director of Safety and Security will determine the fine in consultation with the Dean of Student Development.

Violations will be assessed as follows:

Policy One:

When a person receives a parking violation, they will be given seven days to pay the ticket through the Office of Safety and Security. After seven days, with no payment, the Director of Safety and Security or designee will notify the individual in writing that his or her fine is being sent to the University Business Office to be placed on their account.

Policy Two:

Additional Violations will be handled as described in policy one, unless the person has not paid his/her previous violation fine(s). In that case, the new parking violation fine will be directly sent to the University Business Office and be added to the student's account.

Policy Three:

After three violations, which have not been paid, the Director of Safety and Security or his/her designee will notify the individual that he/she will have seven days (from the date of the letter) to settle his/her account with the Business Office or his/her vehicle will be booted.

Policy Four:

All visitors must receive a temporary parking permit from the Office of Safety and Security.

Continued non-compliance with University parking regulations may result in suspension of campus

parking privileges. Parking permits must be renewed every year through the Office of Safety and Security.

All students, faculty, staff, and administrators will be issued only one permit. The cost of additional permits is \$150 per permit.

Requests for reconsideration of the ticket/fine may be made to the Director of Safety and Security. A complete list of all regulations is available at the Office of Safety and Security located in the annex of Swint Hall.

Students receiving parking tickets/fines while on campus who believe they have a valid reason to not receive the fine are encouraged to submit a written or verbal appeal to the Director of Safety and Security. Such appeals will be considered on an individual basis.

Recommendations, comments and/or questions concerning the traffic/parking situation on the campus may be directed to the Director of Safety and Security.

Zero Tolerance for Violence Policy

Wheeling Jesuit University supports all efforts to prevent violence on campus. Any violation of another person's rights, including but not limited to physical or verbal threats, mental abuse, slander, physical harm, the harassment of another person, or destruction of another person's property will result in the campus taking the necessary and appropriate action to protect the safety and well-being of the campus community. If a student or employee presents a danger or direct threat to self or others, an involuntary leave of absence or withdrawal may be initiated. Use of alcohol, drugs or other intoxicating substances will not excuse a violation of this policy.

IV. Student Code of Conduct

Philosophy

The quality of a Wheeling Jesuit University education is dependent upon the community acceptance and enforcement of the Honor Code. **The Student Honor Code** (Adapted Spring 2002 by Student Government) reads:

We, as unique members of the Wheeling Jesuit University community, strive for constant improvement of ourselves through discipline, honesty, and responsibility. While embodying the values of integrity, accountability, and respect for others, we wish to be instruments of hope, justice, and righteous action.

Students' decision to enroll at Wheeling Jesuit University indicates that they accept an invitation to participate, not only in their personal growth and development, but also in the growth and development of a "*community marked by freedom, mutual respect, and civility.*" Students also accept the rights and responsibilities of membership in this community. The choice to become a member of this community implies the commitment to accept the rights and responsibilities of that membership, and students' participation in the process of developing the individuals and community we seek. We value the opportunity to provide a liberal arts education in a Jesuit tradition, and strive to maintain the living and learning environment in which that can occur. Our individual and communal respect for the dignity, integrity, well-being and property of others is essential to develop and maintain the Wheeling Jesuit University community.

In order to create an environment whereby students can live safely, succeed academically, and develop skills for life, leadership, and service, the University relies upon students to know and adhere to standards of behavior guided by university policies and local, state, and federal laws. While the Student Handbook attempts to include information on most of these regulations and policies, students need to review other publications and documents, e.g. the Academic Catalog and financial aid documents, available through various offices on campus.

The university conduct process is based on the assumption that conduct procedures, when required, should be an educational experience. Sanctions are imposed to help students develop a sense of personal responsibility, to encourage self-discipline, to foster healthy choices, to promote respect for the rights of others, as well as to protect the rights, freedoms and safety of the entire campus community.

Proceedings pursuant to the Student Code of Conduct shall be fair and expeditious. The procedures of criminal and civil courts shall not govern Wheeling Jesuit's private campus conduct procedures; as such, formal rules of evidence are not applicable. In all instances, university officials leading the conduct process bear the burden of establishing, by a consideration of the totality of evidence, that more likely than not, a violation of the student code of conduct has occurred. The student does not have the right to legal counsel representation at any time during university proceedings. Advisors are allowed only at the discretion of the Dean of Student Development and/or or the Academic Dean (for academic honesty violations); this may be allowed if it is deemed to increase the educational value of the process and provide personal support to the student. If allowed, the guest's role is to be one of consultation and support, not advocacy.

These standards are established to address allegations of student misconduct across campus. The student conduct systems exist in a seamless environment to protect the rights of members of the

community based on our Jesuit values and established by the policies outlined in this Handbook. The conduct system is designed to educate students, encourage sound decision-making and provide opportunities for growth and personal development, when found to be in violation of these community values. Wheeling Jesuit University's student conduct process will follow established procedures to ensure the integrity of the conduct process and an educational experience that facilitates the development of the individual and in accord with the university Jesuit values, including *becoming men and women for others*.

Student Rights within the University Community:

Supporting these expectations, all student members of the Wheeling Jesuit University community have certain rights. These include:

--The right to learn, including the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others.

--The right to be treated as an individual member of the community, including the right to be free of discrimination based on age, sex, religion, ethnic or national origin, handicap, sexual orientation, or status as a veteran, and the right to be free from harassment of any type.

--The right of peaceful coexistence, including the right to be free from violence, force, threats, and abuse, and the right to move about freely.

--The right to be free of any action that unduly interferes with student rights and/or learning environment.

--The right to express opinion, which includes the right to state agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of opinion.

--The right of privacy, which includes the right to be free of unauthorized search of personal spaces.

In student conduct procedures, students have the right to be informed of charges of misconduct, the right to adequate time to prepare a response to the charges, the right to hear evidence in support of the charges, the right to present evidence against the charges, and such other procedural rights as are provided in this policy.

Student Rights within the Conduct Process:

Students facing possible student conduct action for alleged violations of academic and/or social community standards are entitled to the following procedural rights:

- The right to be notified of charges against him/her with sufficient detail.
- The right to know the nature and source of the evidence that will be used against him/her.
- The right to present evidence and witnesses relevant to his/her defense.
- The right to freedom against compulsory self-incrimination.

Definitions

- The term “**University**” shall refer to the community of faculty, staff, and students at Wheeling Jesuit University, as well as to premises and facilities.
- The term “**student**” shall include any person currently enrolled, in the process of registration, or who will be registered for an academic term, course, program, or activity at the University.
- The term “**faculty member**” shall mean any person employed by the University who holds academic rank or performs teaching or research duties.
- The term “**staff member**” shall mean any person employed by the University, who is not considered faculty.
- The term “**University premises/facilities**” shall mean all buildings or grounds owned, leased, operated, controlled, or supervised by the University or any other recognized University affiliates.
- The term “**organization**” shall mean a group of persons who have complied with University requirements for registration or recognition.
- The term “**University (sponsored) activity**” shall mean any activity, on or off campus, which is initiated, aided, funded, authorized, or supervised by the University.
- The terms “**will**” and “**shall**” are to be used in the imperative sense, not imparting a choice.
- The term “**may**” is to be deemed permissive, imparting a choice.
- The terms “**Dean of Student Development**” and “**Associate Dean for Residence Life**” refer to individuals holding those positions or their designees.

Student Code of Conduct Violations

The following violations of the social community standards will be processed through the Dean of Student Development and/or his/her designee. Violations occurring within the university residence halls by residential students will be processed primarily through Office of Residence Life, under the direction of the Associate Dean for Residence Life. Violations occurring off-campus and in online forums are subject to the terms of the Student Code of Conduct.

Violation of Social Community Standards include:

- A. Furnishing false information to or about any University Official acting in performance of his/her duties. This includes false reporting of emergencies.
- B. Not cooperating with any University Official acting in performance of his/her duties. This includes not presenting proper identification when requested.
- C. Forging, altering, misusing, creating false, or failure to provide accurate and required information on University documents, records, or identification cards and/or participating in actions that intentionally misrepresent the University in an official capacity; this includes operating a campus organization without proper University recognition or falsely misrepresenting oneself as a University employee.
- D. Taking or unauthorized use, possession, or destruction of public or private property (either on or off-campus) or services or acts committed with disregard of possible harm to such property or services. This includes, but is not limited, to theft and/or unauthorized entry and use occurring in the University dining hall, kiosk, the RATT, and campus shop.

- E. Unauthorized possession, duplication, or use of keys or access cards to any University premises or services.
- F. Unauthorized entry into or use of University premises. This includes, but is not limited to, persons violating the residential visitation policy by not signing into the hall they are visiting and/or not having a resident escort, attempting to force open locked doors, and attempting to gain entry to University buildings during times of University closure.
- G. Failure to comply with lawful directives of University officials or law enforcement officers acting in performance of their duties.
- H. Disrupting the normal operations of the University and/or infringing on the rights of other members of the University community.
- I. Violation of University Alcohol Policy (see Alcohol Policy in earlier section of this Handbook), the City of Wheeling Code (Article 521), and the West Virginia State Code (Chapter 11).
- J. Violation of Residence Life Policies (see Residence Life Policies in previous section of this Handbook)
- K. Actions which interfere with or obstruct the Student Conduct Process, including failure to appear at a hearing, failure to testify at a hearing, violating and/or failure to complete sanctions.
 - a. Falsifying, distorting, or misrepresenting information to the Student Conduct Board or hearing officer.
 - b. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system.
 - c. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, during, and/or after a Student Conduct Code proceeding.
 - d. Influencing or attempting to influence another person to commit an abuse of the Student Code of Conduct system.
- L. Possession, use, or delivery of controlled substances, as defined by the Alcohol and Illicit Drug Policy, the City of Wheeling Code (Article 521), and the West Virginia State Code (Chapter 60). The misuse/abuse/sale of prescription drugs and the possession of drug paraphernalia on campus grounds is also prohibited.
- M. Illegal or unauthorized possession or use of firearms, explosives, ammunition, fireworks, weapons including, but not limited to, metallic knuckles, slingshots, bows and arrows, switchblade knives, knives with blades more than one inch in length, paintball, BB or pellet guns), or other deadly weapons or dangerous chemicals on University premises. Unmodified toy guns (including nerf and water guns) are permissible at the discretion of the residence life and/or security staff and when possession does not violate terms of the Student Code of Conduct, infringe on the rights of others or the perception of safety on campus; toy guns resembling a real gun will not be approved.

- N. Actions that cause or attempt to cause a fire or explosion; falsely reporting a fire, an explosion or an explosive device; tampering with fire safety equipment; failure to evacuate University buildings during a fire alarm.
- O. Hazing or any act that recklessly or intentionally endangers the mental or physical health or safety of a person, for the purpose of initiation or admission into, affiliation with, or as a condition for the continued membership in a group or organization.
- P. Violations of any municipal or county ordinance, any law of the State of West Virginia, or any law of the United States.
- Q. Disorderly, lewd, or indecent conduct; breach of peace; disrupting or interfering with the lawful administration or functions of the University, procuring another person to participate in such conduct on University premises, or at functions sponsored by, sanctioned by, or participated in by the University.
- R. Actions or threats of action committed with disregard of possible harm to self, an individual, or group. This includes actions that inflict mental or physical harm and/or injury to self, an individual or group, including physical or sexual violence and relationship/domestic violence and invading privacy rights of others within the University community
- S. Acts of verbal or written abuse, threats, intimidation, harassment, coercion, fighting words, and/or other conduct which create an intimidating, hostile, or offensive working, living or educational environment, including, but not limited to, racial and sexual harassment and/or stalking.
- T. Violation of the Information Technology Policy. This includes, but is not limited to misuse of university computer networks, misuse of the WJU alias email accounts and and misuse of WJU social media networks
- U. Wheeling Jesuit University students are expected to show responsible and courteous conduct individually and collectively in their participation at all University functions both on and off-campus. Any individuals and/or group may be held responsible by the University for inappropriate conduct at any University function.
- V. Disruptive behavior that occurs while students are visiting locations off-campus while enrolled in classes. This includes, but is not limited to, behaviors that disturb the peace of the residential neighborhoods bordering campus.
- W. Disrespecting a University official acting in performance of his/her duties. University officials include all University employees, including undergraduate student employees and graduate student employees
- X. Disturbing the Peace: This includes actions that disturb the peace and good order of the university community, including but not limited to fighting, quarreling, the use of amplifiers, bullhorns, musical instruments, loud music, or other mechanisms or communication beyond that of the natural voice and without prior permission from University officials.

- Y. Reckless operation of a vehicle or wheeled transportation on University grounds. This includes, but is not limited to, motorized vehicles, skates, and bicycles without the proper regard for safety, courtesy and caution.
- Z. Acts of vandalism or carelessness that intentionally defaces and/or litters campus grounds and/or University buildings or general property; this includes but is not limited to improper disposal of chewing gum, cigarettes, and other forms of trash.

The Level System

Violations of Social Community Standards are classified within a Level System; since no two incidents are identical, the Associate Dean for Residence Life and/or his/her designee are called upon to use their professional judgment in issuing appropriate sanctions that best fit the Level 1 and Level 2 violations. Sanctions for Level 3, 4 & 5 violations will be determined by the Dean of Student Development and/or his/her designee. The corresponding list of sanctions is not all-inclusive; this information is to serve as a guideline, not a cookbook, for potential sanctions.

Levels need not be sequential in order. A student may be immediately placed on a higher level of sanctioning without progressing through the lower levels; likewise, a student placed on a higher level of violation may be moved to a lower level upon satisfactorily completion of sanctions and/or a period of time without further Code of Conduct violation(s). A student's placement on a level 1 or 2 status will be determined by the Associate Dean, and in consultation with the Associate Dean and Dean of Student Development when students have a history of Level 3, 4, and 5 offenses.

Level 1: Alert Status

Typical violations: Minor violations, including (but not limited to):

- Violation of visitation and/or escort policies.
- Disturbing the peace/violation of quiet hours.
- Violation of the University alcohol policies (could be major depending upon severity and frequency of the misconduct).
- Violation of smoking policies.
- Climbing in/out of or sitting in windows (residence halls or elsewhere).
- Dropping/throwing objects out of windows, off of balconies, or out of vehicles.
- Being on a roof of a University building.
- Propping doors open as violations of State and Federal Fire Regulations.
- Improper use of an alarmed door.
- Failure to comply with the instructions or disrespect of a University official.
- Loss of residence hall or other University keys.
- Theft (less than \$50).
- Destruction or defacement of University property or property of members of the community (under \$50).
- Removing food from or eating without paying in the Benedum Room or other campus food service locations.

Typical Sanctions for Level 1 Violations: The Residence Director and/or Associate Dean for Residence Life hearing the case will determine the sanction. This list of sanctions is not exhaustive

and sanctions may be combined for any single violation. Other options or conditions can be added. Students are not eligible to graduate or to receive transcripts until they complete any outstanding any student conduct proceedings or sanctions.

- Verbal Warning: For some first-time minor violations the student may receive a Verbal Warning at the discretion of the hearing officer. The warning remains in effect for a specific period of time, as determined by the hearing officer. In most instances, students will only receive one verbal warning for a specified offense during their duration of their time on campus.
- Disciplinary/Written Warning: The student is given formal written notice that the student has violated a code of conduct. The warning remains in effect for a specific period of time, as determined by the hearing board or officer. In most instances, students will only receive one written warning for a specified offense during their duration of their time on campus.
- Discretionary Positive Sanction: A student is required to perform a positive action for the university community by completing a campus work assignments, writing a letter of apology, completing an educational program, or an educational reflection and/or paper.
- Fines: Fines may be assessed as a punitive measure and fines may include restitution for loss of or damages to University or personal property or cost of medical expenses for bodily injury resulting from a student's actions. Whenever possible, funds attained through fines will be used to support programming in the residence halls that promote the educational mission of the university.
 - The minimal fine for a violation of the university Alcohol Policy is \$50 and will be increased by increments of at least \$50 for each subsequent violation during the students' tenure at the University. Minimal fines for alcohol policy violations occurring in the RATT are \$100.
- Assessment Requirements: A student may be required to complete a specified assessment relative to the violation committed; all assessment reports shall be submitted to the Associate Dean and will become part of the students' conduct record.
 - The minimal assessment for a violation of the university Alcohol Policy is participation in the online e-Chug alcohol assessment program. Students asked to complete e-Chug will be assigned the minimal \$50 fine.
- Letter Home to Parents: A copy of the student's conduct letter will be mailed to the address on file for parents/guardians of underage students found in violation of the University Alcohol Policy.

Level 2: Warning Status

Typical violations: Behavior of a more serious nature, including continued violations by students already on Level 1 status, more serious alcohol offenses, minor harassment, disorderly behavior and failure to complete a prior conduct sanction.

Typical Sanctions for Level 2 Violations: The Residence Director, Associate Dean for Residence Life or the Student Conduct Board hearing the case will determine the sanction. This list of

sanctions is not exhaustive and sanctions may be combined for any single violation. Other options or conditions can be added. Students are not eligible to graduate or to receive transcripts until they complete any outstanding any student conduct proceedings or sanctions.

- Discretionary Positive Sanction: A student is required to perform a positive action for the university community by completing a campus work assignments, writing a letter of apology, completion of an educational program, or an educational reflection and/or paper.
- Fines: Fines may be assessed as a punitive measure and fines may include restitution for loss of or damages to University or personal property or cost of medical expenses for bodily injury resulting from a student's actions. Whenever possible, funds attained through fines will be used to support programming in the residence halls that promote the educational mission of the university.
 - The minimal fine for a violation of the University Alcohol Policy at this level is \$100 and will be increased by minimal increments of \$100 for each subsequent violation during the students' tenure at the University. Minimal fines for alcohol policy violations occurring in the RATT are \$200.
- Loss of University Privileges: Denial of specific University privileges such as, but not limited to residence hall visitation for a designated period of time.
- Community Restitution: Non-paid work for the university community, for a specified administrative area or physical plant area of the college. Hours for restitution will range from 5 to 15 hours, depending on the severity of the offense and the students' conduct history.
- Assessment Requirements: A student may be required to complete a specified assessment relative to the violation committed; all assessment reports shall be submitted to the Associate Dean and will become part of the students' conduct record.
 - The minimal assessment for a violation of the university Alcohol Policy at this level is an alcohol assessment completion by either the the university or an off-campus lincensed professional counselor; students will be responsible for paying for associated cost of the assessment.
- Letter Home to Parents: A copy of the student's conduct letter will be mailed to the address on file for parents/guardians of students found in violation of the University Alcohol Policy, regardless of their age.
- Recommendation of Suspension from Campus Housing or the University:
 - Upon this sanction and recommendation, the Dean of Student Development will hear the case and proceed as a Level 3 violation.

Level 3: Probationary Status

Typical violations: Behavior and/or a conduct history that severely calls into question a student's suitability as a Wheeling Jesuit University student. Violations may include, but are not limited to:

- Excessive repeat violations of minor infractions

- Verbal abuse, harassment or uncooperative behavior, hostile or threatening behavior toward another member of the University community.
- Psychological or physical harassment of any member of the University community.
- Physical violence against another member of the University community.
- Sexual violence/sexual abuse (as defined by West Virginia state law).
- Abuse of alcohol resulting in destructive or overt behaviors.
- Possession/Use, sale or intent to sell illegal substances (marijuana, cocaine, or other drugs) or drug paraphernalia.
- The misuse/abuse or sale of prescription drugs or any other product being used other than intended.
- Possession and/or use of explosives, combustibles, firearms, or other dangerous materials or weapons on campus.
- Fire regulation violations, including, but not limited to: tampering with fire prevention equipment (extinguisher, hoses, smoke detectors, alarm system); failure to leave a residence hall during a fire alarm; setting a fire.
- Computer theft, piracy, and/or illegal sales.
- Violation of the University Information Technology policies.
- Unauthorized use and/or entrance of University property or facilities, including using phones and computers.
- Unauthorized use of University keys, Cardinal Card for entry into institutional facilities, offices, or property. This includes the unauthorized copying of University keys.
- Destruction or defacement, including vandalism of University property or property of members of the community (over \$50).
- Falsifying University documents or deliberately providing false information to a University official (includes falsification of attendance at events, false IDs, use of another person's Cardinal Card or other document of identification).
- Intimidation of witnesses or advisors involved in, or the failure to cooperate with an investigation of a student conduct process.
- Failure to comply with student conduct sanction(s) and with university officials in processing conduct sanctions.
- Any violation of local, state, or federal criminal codes.
- Failure to comply with written and/or verbal correspondence concerning student conduct cases.

Typical Sanctions for Level 3 Violations: The Dean of Student Development and/or his/her designee will typically hear all conduct cases reaching Level 3 status, often with consultation of the Associate Dean; cases may be heard by the Student Conduct Board if the student had not previously gone before the Student Conduct Board for conduct review. At this level, the student is in jeopardy of suspension from campus housing and/or the suspension or expulsion from the University.

- Automatic Placement on Conduct Probation: For specified or indefinite period of time; during this time, the student is deemed not in good student conduct standing and cannot hold an elected or appointed office in any student organizations registered with the University, represent the University in any extracurricular activity or official function, or hold University paraprofessional employment such as Resident Assistant, Luceat, or Summer Conference staff member. A student's placement on Conduct Probation may be considered during proceedings of the Academic Life Committee and the Financial Aid Committee. Any student placed on conduct probation may lose scholarship money (e.g. Presidential

Scholarship, Dean's Scholarship, Athletic Scholarship, or any other Academic Scholarship). In the case of student athletes, the Dean of Student Development will work in tandem with the Athletic Director to review the student's conduct history and develop an appropriate response regarding his/her continued athletic participation.

- Parental Notification: The Dean of Student Development and/or his/her designee will send a copy of the student's conduct letter to the address on file for parents/guardians of students. Whenever possible, a conversation (either in person or via the phone) will be held with both the student and his/her parent(s)

Additional Sanctions for Level 3 Violations may include:

- Fines: Fines may be assessed as a punitive measure.
 - The minimal fine for a violation of the University Alcohol Policy at this level is \$150 and will be increased by minimal increments of \$50 for each subsequent violation during the students' tenure at the University.
- Loss of University Privileges: Denial of specific University privileges such as, but not limited to residence hall visitation for a designated period of time; this is in addition to automatic loss of privileges given placement of Conduct Probation.
- Community Restitution: Non-paid work for the university community, for a specified administrative area or physical plant are of the college. Hours for restitution will be no less than 15 hours, depending on the severity of the offense and the students' conduct history.
- Off-campus Assessment Requirements: A student may be required to complete a specified assessment relative to the violation committed; all assessment reports will become part of the students' conduct record.
 - The minimal assessment for a violation of the university Alcohol Policy at this level is an off-campus alcohol assessment completed by licensed professional counselor who holds credentials as an Certified Alcohol Counselor; students will be responsible for paying for associated cost of the assessment. At this level, a students' housing status will be dependent on timely completion of this off-campus assessment.
- Weekend Suspension: The student is not permitted on campus from Friday at 5:00 pm and until Sunday at 5:00 pm.
- Residence Hall Transfer or Removal: A student is required to transfer residence halls or leave the residence halls for a specified or indefinite period of time.

Level 4: Suspension Status

Typical violations: Behavior and/or a conduct history that severely calls into question a student's suitability as a Wheeling Jesuit University student.

Typical Sanctions for Level 4 Violations: The Dean of Student Development, or his/her designee when the Dean is unavailable, hears all conduct cases at Level 4 status; sanctions will be decided on with consultation with the University President and/or Academic Dean, whenever possible.

- Housing Suspension: The student is required to immediately vacate campus for a specified or indefinite period of time. The student must comply with all sanctions prior to readmission. Note: Students suspended from campus housing, regardless of the amount of time remaining in the semester, are not eligible for refunds or rebates for charges associated with housing or meal plans. Additionally, students will forfeit the receipt of institutional financial aid up to the full cost of room and board, per the university housing policy.
- University Suspension: The student is required to leave the University for a specified or indefinite period of time. The student must comply with all sanctions prior to readmission. Note: Students suspended from the University, regardless of the amount of time remaining in the semester, are not eligible for refunds or rebates for charges associated with housing, meal plans, tuition, or fees. In the case of expelled/suspended students who also receive Title IV federal aid, a Return of Title IV Refund Calculation will be completed; this may result in the suspended student owing an additional balance to the University. This information will be determined on an individual basis by the Financial Aid Office. Please refer to the Academic Catalog Refunds policy for additional information.
- Interim Housing and/or University Suspension: If a student's continued presence constitutes an immediate threat of harm to the student, other individuals, or University property, the Dean of Student Development and his/her designee, may suspend that student from the University and/or University housing pending final disposition of the case. In most cases, interim suspension will take place before a hearing. Within ten days of issuance of the interim suspension, a full hearing will be convened to review the circumstances of the interim suspension.

Level 5: Expulsion

Typical violations: Behavior and/or a conduct history that deems the student to be a clear a threat to the university community and/or integrity as an educational institution founded in the Jesuit tradition.

The Dean of Student Development, or his/her designee when the Dean is unavailable, hears all conduct cases at Level 5 status, in consultation with the Academic Dean and the President of the University, whenever possible. Expulsion from the University is the only sanction.

- Expulsion: The student is permanently and immediately expelled and can not continue at the University in any status. Note: Students expelled from the University, regardless of the amount of time remaining in the semester, are not eligible for refunds or rebates for charges associated with housing, meal plans, tuition, or fees. In the case of expelled students who also receive Title IV federal aid, a Return of Title IV Refund Calculation will be completed; this may result in the expelled/suspended student owing an additional balance to the University. This information will be determined on an individual basis by the Financial Aid Office. Please refer to the Academic Catalog Refunds policy for additional information.

Athletics and Student Conduct Cases

Student athletes will be asked to sign an agreement to allow Student Development staff to share conduct information with their coaches. When students sign this agreement, the Office of Residence Life will notify coaches of repeat minor offenses and of major offenses by student athletes; coaches will also be notified of the resulting University sanction. The coach and/or the Athletic Director can add to that sanction as they deem appropriate; these additional actions may include, but are not limited to, sitting out of practice and/or athletic competitions.

When student athletes reach Level 3 status, the Dean of Student Development will work in tandem with the Athletic Director to review the student's conduct history and to develop an appropriate response regarding his/her continued athletic participation.

Resolving Student Conduct Cases

Any member of the University community may file charges against a student for violations of the Code of Student Conduct. All charges must be prepared in writing and directed to the Associate Dean for Residence Life or his/her designee. Any charge should be submitted in writing as soon as possible following the incident.

The Associate Dean for Residence Life, or his/her designee, will investigate the charges at Level 1 and 2 status, to determine their merit and/or if they can be addressed administratively with the consent of the parties involved.

Students will receive notification of charges of an alleged violation of the Student Code of Conduct. It is the student's responsibility to either attend the pre-arranged appointment designated in their notification or to set up an appointment with the Resident Director, Associate Dean for Residence Life, or his/her designee within three (3) business days of notification.

There are three hearings available to resolve charges:

- **Administrative Hearing:** For Level 1 & 2 violations, this most likely occurs with a Residence Director and/or the Associate Dean for Residence Life; for Level 3, 4 & 5 violations the Dean of Student Development and/or his/her designee will likely be involved. The charged student has the opportunity to review and comment on the documentation of the case and to question all witnesses and present witnesses and evidence on his/her own behalf. Before the end of this hearing, the student will be asked whether or not they chose take responsibility for his/her actions. The appropriate professional staff conducting the hearing will make a final decision, based on the facts of the case and the outcome of the Administrative Hearing, whether or not to hold a student responsible for the alleged policy violation; the professional staff will determine resulting sanctions (if any).
- **Student Conduct Board Hearing:** This is a formal, audio-taped process that occurs in front of the Student Conduct Board. At the hearing, the charged student has the opportunity to review and comment on the documentation of the case and to question all witnesses and present witnesses and evidence on his/her own behalf. The board is composed of students, at least one faculty, and at least one administrator. All students have the right to have an advisor present at all Student Conduct Board Hearings. The advisor must be a member of the University community and may not be an attorney or a family member/legal guardian. The advisor ensures that the student understands the student conduct process, and is supported and prepared for the hearing. The advisor does not represent the student by

speaking for the student, by questioning witnesses, or requesting documents and/or meetings pertaining to the student's conduct records/case. After reviewing the case with the student charged, the members of the Student Conduct Board will deliberate in private to make a final decision, based on the facts of the case and the outcome of the Board Hearing, whether or not to hold a student responsible for the alleged policy violation; the Board will determine resulting sanctions (if any).

- **Summary Hearing:** This is an abbreviated version of an Administrative Hearing that is called by the Dean of Student Development, Associate Dean for Residence Life, and/or his/her designee, to immediately address and resolve the case if:
 - A student's continued presence constitutes an immediate threat of harm to the student, other individuals, or University property.
 - The violation occurs two weeks prior to any official University recess.
 - Deemed necessary to protect the safety and security of campus and integrity of the conduct process.

Level 1 & 2 Violations

The Resident Director, the Associate Dean for Residence Life, or the Student Conduct Board will most likely determine the outcome of Level 1 & 2 violations (this is up to the discretion of the Associate Dean)

Level 3, 4 & 5 Violations

Upon report of such violations, the Dean of Student Development and/or his/her designees will most likely meet with the student concerning the alleged violation and determine the outcome; on occasion, Level 3 violations may be heard by the Student Conduct Board when the student does not have a prior history of going before this peer review board.

Appeals Process

A student has the right to appeal of disciplinary sanctions. Appeals are not re-hearings and they are not granted on the basis of disagreement with the decision of the original hearing. Upon receipt of the sanction, a student will have up to five business days to file a written appeal to the:

- Associate Dean for Residence Life, if the original decision was made by a Residence Director.
- Dean of Student Development (if the original decision was made by the Student Conduct Board or the Associate Dean).
- University President (if the original decision was made by the Dean of Student Development).

The Dean of Student Development is the final appeal for all Level 1, 2, & 3 offenses and sanctions. The University President is the final appeal for all Level 4 & 5 offenses. The Dean and/or President may choose to extend the amount of time to submit appeals in unusual circumstances.

A student may appeal only on the following grounds:

1. The hearing was not conducted in the manner provided under the Student Code Conduct.
2. There was insufficient evidence to establish responsibility.
3. There is new evidence that exonerates, clears the student, or puts the conduct situation into a different context.
4. There is new and substantial information not previously considered in the disciplinary process.

5. The student witnessed or experienced bias or discrimination during the conduct process.
6. The imposed sanction is too severe.

If the appeal does not meet one of the six criteria noted above, the student will be notified in writing that the request for appeal is denied and the initial decision and sanction(s) will remain in effect. To be considered, written appeals should provide sufficient detail for the reason for the appeal; lack of sufficient information contained within a written appeal is grounds for denial.

If the appeal meets at least one of the criteria above, the appeal will be read and decided within 10 business days (2 weeks) of the receipt of the appeal. The student will receive written notification of the appeal hearing from the Dean of Student Development and/or the University President. In some instances, students appealing a decision may be asked to an appeals meeting to discuss his/her situation; however, such meetings are not necessary for an appeal to be considered and decided upon.

The individual who receives the appeal may choose one of four options:

1. The appeal is granted, and the sanctions are overturned.
2. The appeal is granted, and the sanctions are modified.
3. The appeal is denied, and the sanctions remain in effect.
4. The appeal is denied and additional sanctions are imposed.

An appeal does not postpone/delay the imposition/completion of sanctions.

Violations of Federal, State, or Local Law

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students.

Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

Off-Campus Conduct

Wheeling Jesuit University students are responsible to the University for certain actions committed off-campus. The University will take student conduct action against a student for such an off-campus offense only when it is required by law to do so or when the nature of the offense is such that in the judgment of the Dean of Student Development and/or his/her designee, the continued presence of the student on campus is likely to interfere with the educational process or the orderly operation of the University; or the continued presence of the student on campus is likely to endanger the health, safety, or welfare of the University community, or is intimidating or threatening to another individual within the University community; or the offense committed by the student is of such a serious nature as to adversely affect the student's suitability as a member of the University community. The action of the University with respect to any such off-campus conduct

shall be taken independently of any off-campus authority. The prospect of criminal charges does not preclude the possibility of a University student conduct hearing.

Revised on August, 2011

Appendix A – Emergency Numbers

Emergency:		
Medical/Fire/Police Emergency	911	
(From on-campus phone)	9-911	
Campus Safety and Security	304-243-2486	Lower Swint
Fire (Non-Emergency)	304-234-3711	
National Weather Service	412-644-2882	
Physical Plant/Maintenance	304-243-2241	MCD 090
Police (Non-Emergency)	304-234-3661	
Sexual Assault Help Center	800-884-7242tude	

Appendix B – Telephone and Location Directory

Student Affairs:		
Student Life	304-243-2210	SW 201
Residence Life and Conferences	304-243-2257	SW 209
Campus Shop (Book Store)	304-243-2231	SW Annex
Career Development	304-243-2464	SW201
Dean of Student Development	304-243-2350	SW 210
Food Service	304-243-2320	SW
Health Center	304-243-2275	McD 219
International Students/English Language Institute	304-243-2412	IH G13
Student Government	304-243-2443	SW 106
University Offices:		
Academic Affairs/Academic Dean	304-243-2321	ASC 202
Director of Undergraduate Student Success	304-243-2484	ASC 204
Academic Resource Center (ARC)	304-243-2427	IH G23
Administrative Computer Center	304-243-2423	ASC 306
Admissions	304-243-2359	NTTC
Advancement/Development Office	304-243-2296	LH
Information Technology Services	304-243-2423	ASC 302
University Relations	304-243-2308	LH
Alumni Relations	304-243-2309	LH
Athletics	304-243-2365	MCD
Campus Ministry/Chapel of Mary and Joseph	304-243-2385	CH 07
Continuing Education	304-243-2002	D 131
Financial Administration	304-243-2389	MCD
Financial Aid	304-243-2304	NTTC
Jesuit Residence	304-243-2375	Whelan
Library	304-243-2226	SW
Mailroom	304-243-2206	SW Annex
Media Center	304-243-2300	ASC 302
President's Office	304-243-2233	CET 309
Registrar	304-243-2238	NTTC
Student Accounts	304-243-2222	NTTC

