

## **POLICIES AND PROCEDURES**

The mission of Wheaton College is to serve Jesus Christ and advance his kingdom through excellence in liberal arts and graduate programs that educate the whole person to build the church and benefit society worldwide. The College's vision for Wheaton College graduates is that knowledge and reason, Christian character, love, practical wisdom, and beloved community will be cultivated in them because of their experiences in and out of the classroom.

The foundational commitments of the College include:

- Statement of Faith—what we believe
- Community Covenant—how we promise to live
- Christ at the Core—what we teach
- Life with God Together—how we grow
- Christ-Centered Diversity Commitment—how we pursue diversity and protect unity

This handbook is provided as a practical guide for Wheaton College students\* to live out their promise to each other via the Community Covenant. If students agree to attend Wheaton College, it should be with the full intention of living with integrity within the vision of holy living articulated in the Community Covenant and the expectations articulated in the Student Handbook.

By virtue of enrolling, students accept responsibility for the expectations described in the handbook. For follow-up questions or for help locating information in this handbook, please ask for assistance from the Student Development staff located in the Student Services building, Suite 218. You may also email [student.development@wheaton.edu](mailto:student.development@wheaton.edu) or call 630-752-5941.

Policies listed here are either authored by Student Development or are institutional policies for which Student Development has responsibility for communicating and/or enforcing. More information regarding [academic policies](#) or [financial policies](#) can be found on their respective websites.

Students are expected to refrain from publicly (including on social media) advocating for beliefs and/or behaviors clearly prohibited in the [Wheaton College Community Covenant](#) since students annually affirm its vision as a life giving aspect of their voluntary membership in the College community and because the Community Covenant forms the foundation of the Student Handbook's expectations. The College reserves the right to meet with and/or act in response to behavior perceived as student advocacy in opposition to the Community Covenant. For answers to frequently asked questions about the Community Covenant, click [HERE](#).

If a student has a dissenting opinion regarding ways a college department and/or another member of the community could be serving the campus more effectively, she/he is encouraged to discuss the concern in person before publicly expressing such dissent.

Students who find it challenging to live with integrity within the Community Covenant's vision and/or the Student Handbook's expectations are encouraged to talk with the Vice President for Student Development, Dr. Paul Chelsen, or with any staff member in the Student Development Division.

\*For the purpose of the Wheaton College Student Handbook, the term “student” includes: 1) a full-time or part-time degree seeking undergraduate enrolled in academic courses wherever such courses are offered; 2) a special non-degree seeking undergraduate enrolled in academic courses wherever such courses are offered; or 3) a Wheaton College pre-college program participant.

These policies also apply to graduate students as directed in the Graduate Student Handbook.

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## Athletics

### 1. Athletic Eligibility Appeal Procedure

Once a coaching staff member communicates a decision to dismiss a student-athlete from the team for a non-academic reason that decision may be appealed if the criteria below is met. This policy only addresses independent decisions made by coaching staff. Other student conduct policies can also impact athletic participation; appeals related to a violation of a student conduct policy should be made under that policy. Any appeal must be submitted in writing to the Athletic Director within five (5) business days of the coach's decision and must set forth the specific grounds for the appeal.

A request for an appeal must be based on one or more of the following criteria to be considered:

1. A procedural or substantive error occurred in the athletic eligibility decision that significantly impacted the outcome of the decision (e.g., bias or material deviation from established procedures)
2. To consider new evidence unavailable at the time of the athletic eligibility decision that could have substantially impacted the original finding or sanction. A summary of this new evidence and its potential impact must be included in the appeal.
3. The sanctions imposed are grossly disproportionate (i.e., excessively harsh or excessively lenient) given the offense or the cumulative conduct record of the responding student or employee.

Any information included in the appeal that does not apply to the above three reasons for filing an appeal will not be considered in the appeal process.

The Athletic Director will collaborate with another Student Development Dean (either the Dean of Residence Life, Dean of Student Wellness, or Dean for Student Engagement), and together render a written decision on the appeal based on the materials provided by the student as well as information provided by the members of the coaching staff. All appeals will be heard by the Athletic Director and Student Development Dean.

After reading the appeal letter, meeting with the student and separately with coaches, the Athletic Director and Student Development Dean will make a decision within 10 business days of receiving the appeal and any related information, unless a determination is made that more time is necessary. If more time is needed, the student will be notified. The decision by the Athletic Director and Student Development Dean will be final and not subject to further appeal.

Students may be accompanied to the meeting with the Athletic Director and/or Student Development Dean by one non-attorney advisor, who may participate for the sole purpose of giving advice or assistance to the student; the advisor shall not participate directly or speak to the Athletic Director and/or Dean on behalf of the student.

For NCAA eligibility appeals, a process is set forth by the NCAA. Wheaton College's Compliance Officer can provide assistance in the process and help determine if/when an appeal to the NCAA should occur.

All Wheaton College academic eligibility appeals should be referred to the Wheaton College Registrar.

## 2. Equity in Athletics Disclosure Act

The Equity in Athletics Disclosure Act requires co-educational institutions of postsecondary education that participate in a Title IV federal student financial assistance program and have an intercollegiate athletic program, to prepare an annual report to the Department of Education on athletic participation, staffing, and revenues and expenses, by men's and women's teams. The U.S. Department of Education uses this information to prepare its required reports to the U.S. Congress on gender equity in intercollegiate athletics. Information regarding the Wheaton College intercollegiate athletics program as well as a copy of Wheaton's current EADA report can be found at the following link:

[https://athletics.wheaton.edu/documents/2023/6/19/2022\\_EADA\\_Report.pdf](https://athletics.wheaton.edu/documents/2023/6/19/2022_EADA_Report.pdf)

Wheaton College prohibits discrimination on the basis of gender in all of its programs, including athletics. Questions, concerns, or complaints related to this policy should be directed to the Dean of Student Care and Graduate Student Life who serves as the College's Title IX Coordinator for students.

## 3. Gambling Activities (NCAA)

Staff members of the athletics department and student-athletes shall not knowingly:

- a. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- b. Solicit a bet on any intercollegiate team.
- c. Accept a bet on any team representing the institution.
- d. Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- e. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

A copy of the Gambling Statement from the NCAA Division III Manual including sanctions for violations and the appeal process is available at the Athletics office in the Chrouser Sports Complex.

## 4. Participation – Medical Release Policy

Students seeking to participate in intercollegiate, club, or intramural sports must adhere to all physical and medical release policies of that activity. Participation forms and waivers are available on the [Wheaton Athletics website](#).

## 5. Student Athlete Handbook and Compliance Statement

## 6. [Summary of NCAA Regulations – Division III](#)

## 7. Sunday Competition Policy



No varsity athletic or club team practices or competitions are permitted on Sundays. This prohibition includes the rescheduling of games due to inclement weather or other unforeseen circumstances whether at home, or on the road. Other activities prohibited on Sundays include team banquets, department/team sponsored study halls, and other required team activities.

Students are allowed to participate in curricular related competitions related to an academic department that on occasion may only occur on Sundays with the understanding that every effort will be made to participate in a local church worship service or to organize worship at the site of the professional activity.

Trustee approved 5.16.15

## 8. Varsity Student Athlete Class Attendance Policy

Regular in-person class attendance is expected of all students, except as noted below. When attendance is voluntary, it is with the understanding that students are responsible for all course material in each of their classes.

A professor may limit the number of allowed absences in a course for all students due to the subject matter and purpose of the course. The course syllabus should clearly state in-person attendance expectations.

The professor may excuse legitimate absences. It is the student's responsibility to report such excuses to the professor in writing. Verification of legitimate excuses may be sought by the professor from appropriate sources. Excused absences will count toward the total number of absences in any course.

If a student athlete misses class due to participation in a school-sanctioned varsity athletics competition, the student shall not be penalized in grading and should be allowed to take quizzes, tests, and other modes of assessment at alternative times in consultation with their instructor. Student athletes are still required to fulfill their academic responsibilities in the course. Moreover, student athletes should be aware that, while penalties shall not be assessed, absences or missed work may have natural consequences that hinder academic performance in the course.

### *Appendix D Table of Responsibilities for Absences Due to Athletic Competitions*

<b>Athletics Responsibilities</b>	<b>Student Athlete (SA) Responsibilities</b>	<b>Faculty Responsibilities</b>
Give SA competition schedule for the upcoming term before registration with course selection guidelines.	When pre-registering for classes, SA should schedule courses to minimize missed class time due to approved athletic competitions. This may require extra time with	Faculty will provide a course syllabus that clearly outlines the attendance policy, assignment schedule, and assessment policies.

	an academic advisor to plan the course schedule.	
Produce letters with competition schedule for SA to bring to all instructors. Letters include coach contact information for faculty use.	Provide a letter and competition schedule to faculty during the first week of classes. If this initial schedule shows SA will miss more than 15% of class sessions, SA must meet with the instructor to discuss the impact of absences on course work. After this consultation, SA may be required to revise his/her class schedule to ensure the student's academic responsibilities and competition schedule are not incompatible.	SA who has met the stipulated responsibilities of this policy should not be penalized in grading or class attendance policies for absences necessitated by approved athletic competitions. SA should be allowed to take quizzes, tests, or other assessments at alternative times in consultation with their instructor. Faculty may set a time limit or drop policy for making up tests, quizzes, and/or presentations.
Make every effort to convey changes in schedule to SA to bring to instructors in a timely manner.	Deliver letter to instructors at the beginning of term showing anticipated absences due to competition schedule and provide updates to faculty of any schedule changes in advance of class absences.	Participate in Mid-term At-risk grade reporting for full term classes.
Maintain an updated database that includes SA names, team affiliation, dates of competition, and team contact for faculty to consult each semester.	SA is responsible for communicating with professor the week before any anticipated absence to set a plan for making up any test, quiz or presentation missed for competition.	Be aware that coaches welcome collaboration with faculty who know that a SA is struggling to keep up with or not attending class.
	Attend classes at all other times. Students are not permitted to miss class for practices, athletic training room visits or team meetings.	With their instructor's permission, an SA may occasionally be allowed to attend a different section of a course, lab, or studio with multiple sections to reduce absences during the semester.

## Campus Safety

### 1. Active Threat Options Based Decisions

After the April 20, 1999, Columbine High School shooting in Colorado, a law enforcement officer named Greg Crane created the A.L.I.C.E. training program out of his desire to equip people with a better plan in case of an active threat event. It has become the accepted training response framework in the United States. The Wheaton Police Department recommends that all Wheaton area schools, businesses, and public services provide A.L.I.C.E. training to its constituents to prepare for an active threat. Wheaton College will provide both in-person and [online options](#) for this training.

A.L.I.C.E. is a program that trains people to know their options if an active threat is encountered. The A.L.I.C.E. option(s) utilized in an emergency should match the situation; the options are not sequential steps.

A.L.I.C.E. definitions and descriptions.

**Alert** - The first notification of danger.

**Lockdown** - Barricade the room. Prepare to evacuate or counter if needed.

**Inform** - Communicate the violent intruder's location and direction in real time to people nearby and to 911.

**Counter** - Create noise, movement, distance, and distraction if near someone who is presenting as an active threat. Counter is NOT fighting.

**Evacuate** - When safe to do so, run from the danger zone to a location communicated to you from Public Safety via an emergency cell phone message.

Follow up questions may be directed to Wheaton College Public Safety, 630.752.5911, [public.safety@wheaton.edu](mailto:public.safety@wheaton.edu) or Wheaton Police Department, 630.260.2161, [police@wheaton.il.us](mailto:police@wheaton.il.us)

Adapted with permission from the Wheaton Police Department, 900 West Liberty Drive, Wheaton, IL 60187.

### 2. Bicycles, Electric Scooter, and Moped Policy

Bicycles must be stored in racks outside campus buildings or in specific indoor storage areas within the residence halls or apartments. Indoor bike storage is limited. Residence Hall occupants will store their bikes in the indoor storage rooms provided. Individuals who have very expensive bikes may request to store their bikes in their rooms by talking to a senior staff member in their residence hall. Residents living in the apartments and houses have both exterior and some have interior storage areas. Residents with expensive bikes are permitted to store their bikes in their rooms or basement areas but are not permitted to store them in hallways or stairwells. Students are responsible for any damage caused by

bringing their bike indoors. It is recommended that bicycles be registered with the Wheaton Police Department. Students are strongly encouraged to lock (U locks are recommend) their bikes when unattended. Bikes locked to handrails and trees around campus will be cut off by Public Safety to provide access and safety for the campus community. Bikes abandoned on indoor or outdoor racks for consecutive years will be removed and donated.

Electric Scooter/E-Scooter owners should exercise care and reasonable caution when riding around campus to prevent injury to self or others. E-scooters should never be ridden inside any campus building or facility. Reckless operation whereby the rider upholds no concern for the safety of others, constitutes a violation of his policy and student will lose their scooter privileges for the remainder of the year.

Riders should:

- a. Yield to pedestrians and individuals;
- b. Pass only when it is safe to do so and pass to the left when passing any other user on the same surface; and
- c. Shall avoid heavy pedestrian environments that overflow sidewalks (e.g., large events and class changes); and
- d. Students must be present and actively monitoring when scooters are being charged due to fire hazards. All batteries should be UL certified; and
- e. Students are encouraged to register their scooters with Public Safety for identification purposes.

Parking: E-scooters should only be parked in designated bicycle racks or be stored in the owner's room or apartment. Scooters locked to benches, light poles, signposts, railings, stairwells or trees will be confiscated. Additionally, scooters parked in entryways (i.e., dining hall, Edman Chapel, Chrouser), hallways, or are interfering with access to or use of campus spaces will be confiscated by Public Safety. Students will be fined \$30 to have their scooter returned.

\*Motorcycles/mopeds/motor scooters are subject to the same regulations as other motor vehicles and may not be driven on the sidewalk or grass. Motor scooters, mopeds or motorcycles may not be stored in student residences under any circumstances. Mopeds/Scooters are considered motorcycles on Wheaton College campus and thus need to be ridden in accordance of the [Rules of the Road](#) and parked in designated areas. Definition of a moped/motor scooter is a motorized vehicle under 50cc. Any vehicle over 50cc is considered a motorcycle and must be parked in a spot designated for motorcycles. Mopeds and motorized scooters are required to be registered with Public Safety. Failure to follow their guidelines will result in being ticketed.

### 3. Carbon Monoxide Detectors Policy

Campus apartments and houses are equipped with carbon monoxide detectors as required by law and must remain connected at all times. Disconnected carbon monoxide detectors will result in a \$50 fine for each resident in the living unit. Tampering with a carbon monoxide detector constitutes a *class 4 state felony*. The College may take disciplinary action, and legal action may be pursued by the Wheaton Police Department. Malfunctioning carbon monoxide detectors should be reported at once to Public Safety (630-752-5911) 24 hours-a-day.

## 4. Fire Safety Policy

All campus buildings are equipped with fire safety and life safety equipment (e.g., smoke detectors, sprinkler systems, fire alarm signaling devices, fire extinguishers, illuminated exit signs, emergency escape lighting, and automated external defibrillators). This equipment has been placed in campus buildings for the safety of the community.

Falsely activating a fire alarm, or tampering with a security, fire, or life safety system is a class 4 felony under the Illinois Criminal Code (720 ILCS 5/17-11.5 & 5/26-1). Students who violate these laws will face disciplinary action that may range from a minimum \$100 fine, to expulsion, depending on the nature of the situation. Legal action, and City of Wheaton fines up to \$500, may be additionally pursued by the City of Wheaton Police.

Students who do not cooperate in evacuating a building when a fire alarm is sounded (including fire drills) will be subject to disciplinary action and a \$75 fine.

All students share in the responsibility for maintaining fire safety on campus by:

- keeping fire escape routes clear of obstructions (e.g., not storing personal items in hallways or stairwells),
- keeping fire doors closed (e.g., don't prop open doors that are intended to be closed),
- minimizing the storage of empty boxes,
- refraining from using combustible decorative materials including straw, corn stalks, live Christmas trees, or decorations made of paper, cloth, or organic materials, and by
- keeping furniture and stored items at least 18" below any sprinkler head.

If you observe any fire hazard or life safety hazard (a missing fire extinguisher, a fire system or life safety system that has been tampered with, etc.), please report this to Public Safety immediately at 630-752-5911.

Playing sports indoors is prohibited. Indoor sporting activities can easily set off a fire alarm and may cause the sprinkler system to activate. Students who activate the fire alarm as a result of sporting activities will face a minimum \$100 fine, possible City of Wheaton fines, and will be held liable for any damages that is caused to the building (e.g., water damage from a sprinkler head discharge).

Combustible and flammable liquids are not permitted in student dwellings, including storage areas. Due to the risk of fire, students are additionally prohibited from burning candles or incense, or using any device that produces an ember or open flame.

To ensure a high standard of quality for our indoor environment, Wheaton College maintains a smoke-free campus and complies with State and City smoking ordinances.

## 5. Missing Person Policy

Wheaton College recognizes the importance of safety for each member of our community. If a member of the College community has reason to believe that a student who resides in on-campus housing is

missing, he or she should immediately notify Wheaton College Public Safety (WCPS) at 630-752-5911. WCPS will generate a missing person report and initiate a thorough investigation.

After investigating the missing person report, should WCPS determine that the student is missing and has been missing for more than 24 hours, Wheaton College will notify the Wheaton Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Wheaton College will notify the student's parents or legal guardian immediately after WCPS has determined that the student has been missing for more than 24 hours.

Wheaton College will have each new student provide emergency contact information on a voluntary basis. In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Wheaton College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Wheaton College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact or update their information can do so by notifying the Residence Life Office at [residence.life@wheaton.edu](mailto:residence.life@wheaton.edu). A designation will remain in effect until changed or revoked by the student during his or her tenure at the College.

## 6. No Contact Policy

The College reserves the right to issue a "no contact" order between two or more students in response to alleged disruptive, violent, aggressive, threatening, harassing and/or discriminatory contact and/or in response to a violation of college policy. A "no contact" order may be issued for an interim period of time or until a student graduates from the College. A "no contact" order typically includes, but is not limited to: 1) initiating any contact in person in any location on or off campus; 2) initiating any electronic contact (e.g. e-mails, phone calls, text messages, social networking site messages, blog comments, etc.); 3) initiating any indirect contact (e.g. leaving a note); and/or 4) others acting on behalf of the students who were issued the "no contact" order to initiate contact in person, indirectly, and/or electronically.

A "no contact" order will typically be in effect for both the initiating student and the recipient unless and until there has been a finding of a violation of college policy, in which case the no contact order will typically only apply to any student who is found to have committed the policy violation. A "no contact" order communicates the expectation that if a student who is subject to a "no contact" order comes into contact with any other student who is covered by the terms of the "no contact" order, the student(s) will respect the other student's/students' space and not remain in the same location. The College reserves the right to issue more specific instructions or directives.

Violating a "no contact" order, as well as any type of retaliation, intimidation, manipulation, or other conduct that is inconsistent with college policy, will result in a conduct investigation being initiated and may result in disciplinary action. The Noncompliance policy and the Student Conduct policy are

described in the Student Handbook. Nothing in this policy is intended to limit the College's ability to address matters that are subject to the Nondiscrimination Policies.

## 7. Personal Safety Policy

Public Safety officers are available for escorts during hours of darkness, or anytime a student does not feel safe walking alone. It is important to remember that Public Safety has limited resources and cannot always be counted on to give an escort in a timely manner. If the officers are on another call, there may be a delayed response. So before calling Public Safety, please do your best to secure a ride from a friend or another source and call Public Safety as a last resort. Students may request an escort by calling 630-752-5911.

There are special security doors leading into most living areas in the residence halls. Students place the safety of others at risk if they carelessly prop open security or outside doors. Tampering with any access control component which locks and unlocks exterior and interior entrance/exits is considered a class 4 state felony and may lead to disciplinary action by Wheaton College and the Wheaton Police Department. Malfunctioning access control doors should be reported at once to Public Safety (630-752-5911) 24 hours-a-day. Window screens must remain on at all times to prevent items from being thrown out. Window screens that are removed will result in a \$50 fine.

## 8. Public Safety Policy

Patrol and Emergency Services. [Wheaton College Public Safety](#) is an agency dedicated to the protection of life and property and to the prevention of crime, fire, and accidents. Uniformed officers are on duty 24 hours-a-day patrolling campus buildings, streets, and parking lots. Public Safety serves to protect the College's students, employees, and property, checking for suspicious circumstances and safety hazards. Officers will respond immediately to any report of crime, fire, or major medical emergency. Officers also issue notices to appropriate personnel when unsafe conditions exist. IN AN EMERGENCY, CALL 630-752-5911 immediately (24 hours-a-day). Give your name, your location, and the nature of the incident. Stay on the phone until the dispatcher completes the call.

Students are expected to respond appropriately to Public Safety Officers and display their student I.D. when requested. Any student who fails to cooperate with or show proper respect to a Public Safety Officer will be subject to disciplinary action. Students found harassing Public Safety Officers, their vehicles or equipment (i.e., pranking, water ballooning, egging, or throwing snowballs, etc.) will be fined up to \$500.00 and be subject to disciplinary action and possible dismissal. Harassing and assaulting an Officer constitutes a crime and can carry severe consequences. We ask that students respect and care for the men and women who are working to protect and care for the Wheaton College Community. Students found in locked college-owned buildings after-hours (or during break periods) may be fined \$50. Unauthorized entry into any construction area may result in a \$500 fine. Construction areas are as (or more) dangerous than roofs. Students found on roofs of college facilities or residences may be fined \$500.

Officers have the legal right under specific circumstances to detain suspicious people (students or non-students) and take measures to insure the officer's personal safety. This may include "pat-down" of the

subject's outer clothing to check for weapons and/or a request for the subject to empty his or her pockets, back-pack or other items used to carry personal property. Officers may also make cursory searches of vehicles during interaction with drivers and/or passengers. Evidence or contraband discovered during the above investigations may result in disciplinary action (see Search and Seizure, below) against subject(s) on a college, state, or federal level.

Search and Seizure. The College recognizes students' desire for privacy in their rooms and living areas and intends to provide, when the College deems it appropriate, advance notice before staff or employees enter. (For example, personnel entering for routine maintenance purposes are required to knock and announce their presence before entering.) However, the College reserves the right to enter and search college-owned buildings and residences (including residence hall rooms, apartments, and houses), without advance notice or other limitations

- 1) To inspect the premises;
- 2) For maintenance purposes;
- 3) To investigate health concerns, safety issues, suspicious behavior or circumstances, illegal activity, or violation of college policies - including the Community Covenant;
- 4) To maintain order, and
- 5) For any other legitimate reason.

Any item declared contraband by the State of Illinois or by the United States Government (including drugs, drug paraphernalia, burglary tools, and illegal weapons) that is discovered on campus, shall be seized by Wheaton College Public Safety. We reserve the right to hand confiscated items over to the Wheaton Police Department. Anything in plain view that is contrary to the College's standards discovered by college personnel will be reported to Student Development. If an officer observes a Wheaton College student in possession of any item that is not illegal contraband but is contrary to community standards (such as alcohol, drug paraphernalia, firecrackers, or water-balloon launchers), the item may be seized and inventoried, but in any case, notice shall be given to a Student Development Dean. The College reserves the right to dispose of any seized contraband or items contrary to community standards.

## 9. Recreational Fire Pit Guidelines

Recreational fires on campus for small groups or other social gatherings are only allowed at approved locations as noted on the campus map below: Keul Patio (1), MSC (2), BGH (3), Campus Houses (4), Fischer Hall (5), and Smith-Traber Hall (6).

### **Keul Patio Fire Table (1), MSC (2), and BGH (3) Reservations**

Students can reserve the one of the two Keul Patio fire tables or the MSC and BGH location through the Portal located in the undergraduate section > Help and Resources > Fire Table Reservations.

### **Campus Houses (4), Fischer Hall (5), Smith-Traber Hall (6) Fire Pit Reservations**

Students or organizations can reserve a fire pit near Smith-Traber Hall or Fischer Hall on a first come first serve basis when the front desk opens at 7pm. The campus house fire pit is reserved by emailing the residence director for the apartments and houses.



### Keul Patio Fire Table Guidelines

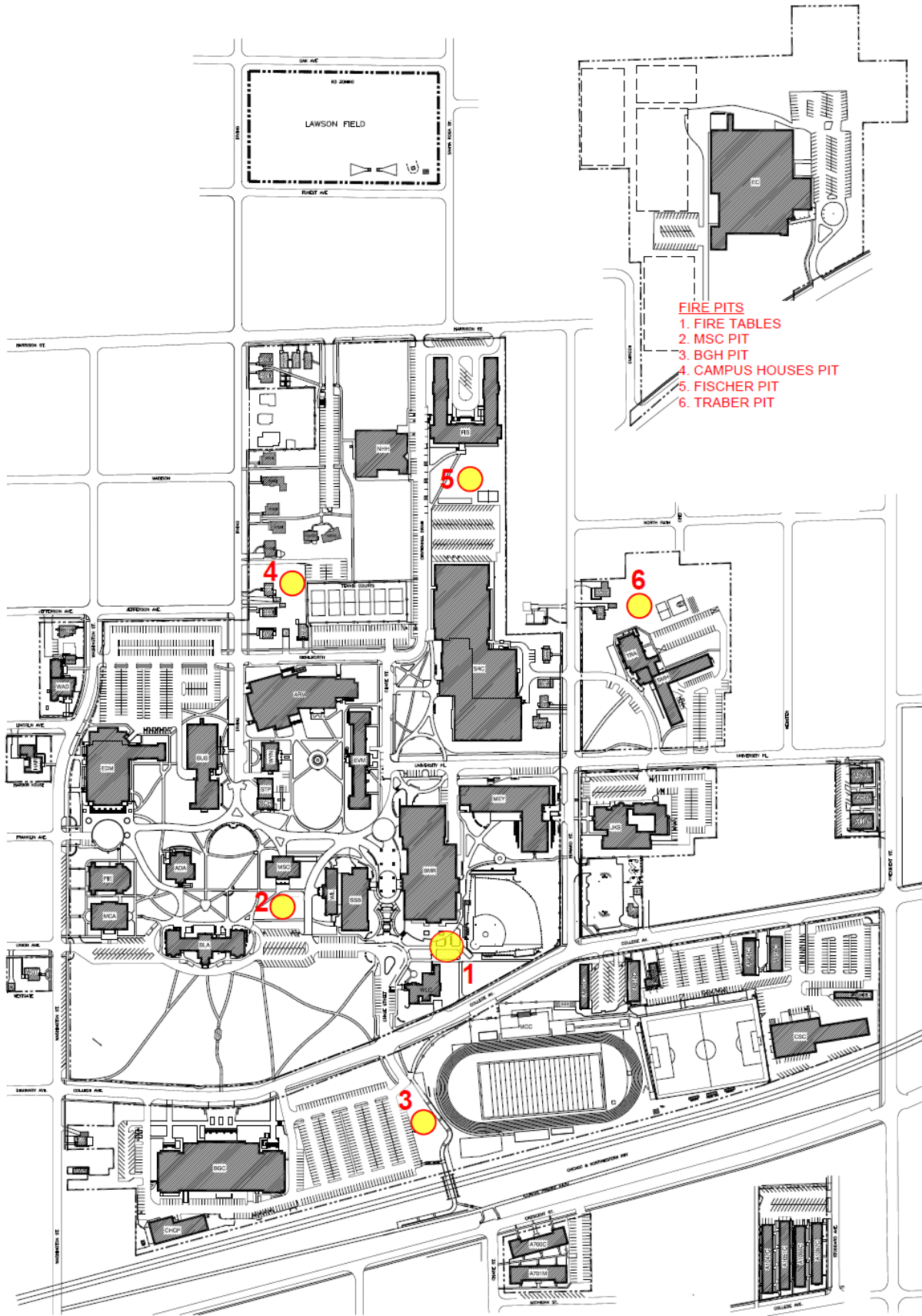
- Inspect fire table lava rock area – Prior to igniting please inspect the lava rock area and remove any leaves, trash or other debris from the area.
- To turn on the fire table – Turn the timer switch located on the south side of the fire table walls for both the circular and rectangular tables. This will start the fire for a 1-hour duration.
- Items are not to be placed in the fire or on the lava rock at any time.
- No standing sitting or putting weight on the lava rock area of the fire table.
- Sit a safe distance away from the flames, be aware that the flames will blow from side to side on a windy day.
- No cooking/roasting food (marshmallows, hot dogs, etc.) with the fire tables.
- Don't press the Emergency Stop Button unless there is an Emergency requiring the table to be shutdown. It will shutdown automatically after 1 hour.
- Do not try to turn back the times as it will damage the switch.
- Lava rock will be very hot after fire has been in operation.

### Fire Pit Guidelines

All approved recreational fires must adhere to the following guidelines (failure to abide by these guidelines will result in a fine for the person organizing the fire pit or forfeiting future permission to use a fire pit):

- The fire must be fully contained in a Wheaton College owned fire pit. No fire may be built directly on the ground, or on any other surface. Personally owned fire pits may not be used by students on the college campus.
- The fire pit must stay in its approved location and cannot be closer than 30' from any campus building or parking lot.
- The group using the fire pit is responsible for extinguishing the fire.
- The fire pit must remain attended at all times while the fire is burning, and throughout this time the water must remain within reach in case of an emergency.
- When the event is over the remnants of burning wood and coals must be thoroughly drenched with water. When drenching the fire, apply enough water to ensure that all of the embers have been extinguished.
- Due to the risk of fire, coals and remnants of burnt wood may not be placed in a college dumpster until they are fully extinguished.
- Burn only dry seasoned wood or quick-starting logs designed for use in campfires or fireplaces. Students will need to purchase their own wood as the college does not supply firewood.
- Never burn treated wood, construction lumber, or any material that can pose an environmental or health hazard (e.g., plastic, Styrofoam, oil, or rubber).
- Never burn any paper products or cardboard or other combustible trash as these materials burn too hot and generate too much ash.
- Never break or destroy trees, shrubs, bushes, or landscaping on campus to use for firewood or fuel.
- Unused wood may be stacked neatly next to the fire pit.

Exercise extreme care and proper judgment at all times. Recreational fires are a wonderful privilege, but also pose a risk to campus property and personal safety when not properly maintained.



- FIRE PITS**
- 1. FIRE TABLES
  - 2. MSC PIT
  - 3. BGH PIT
  - 4. CAMPUS HOUSES PIT
  - 5. FISCHER PIT
  - 6. TRABER PIT

## 10. Tornado Safety Policy

*Tornado Watch:* Conditions are right for the development of tornadoes. *Tornado Warning:* This condition indicates that a tornado or funnel cloud has been sighted. A tornado warning will be announced through Wheaton's Emergency Notification System, the local media, a 3-5 minute sounding of the City of Wheaton tornado sirens, and/or through a residence life or housing staff member.

*Response Procedures:* If you are advised of a tornado warning:

- 1) Move immediately to the center of the lowest level of your building;
- 2) Stay inside, away from windows;
- 3) Seek cover under stable structures (heavy furniture, etc.);
- 4) Use coats, blankets, etc., for extra protection in case of flying glass, etc. Keep your face down as much as possible;
- 5) Do not evacuate a building; you are safer inside. If you are outside away from a building, seek out a ditch or low ground and lie face down. (NOTE: Do not seek refuge in a motor vehicle.)

## 11. [Wheaton Police Department](#)

### [Residence Life](#)

#### 1. Animals/Pets in Campus Housing Policy

Campus Housing is not designed to provide the proper environment for small vertebrate or invertebrate pets. To keep any vertebrate mammal, amphibian, arachnid, or reptile (other than fish in a standard 10-gallon aquarium) in campus housing is not only unfair to the animal, it is illegal. Because of health sanitation and safety, all use or husbandry (with the exception of fish) is not permitted on college property (including, but not limited to, student housing). The only exception to this policy is in cases where a student has received approval from the Learning and Accessibility Services Office, which is located in the Student Services Building. As an academic institution, Wheaton College must follow the policies established by the Animal Welfare Act (United States Department of Agriculture). These policies require the Wheaton College Animal Care and Use Committee to review and approve any animal care and use (including pranks) on campus. Students found in violation of this policy will receive a minimum fine of \$50 with further disciplinary action depending on the nature of the situation, the care given to the animal, and/or the impact on the community.

#### 2. Appliances and Cooking Policy

Window air conditioners and portable dishwashers are not permitted in student housing. Space heaters, toasters, microwave ovens, air fryers, and toaster ovens are not permitted in residence hall rooms due to the possibility of circuit overload and other fire safety concerns. Students may use other small appliances as long as they are Underwriters' Laboratory approved, they do not individually exceed 4

AMPS/480 Watts, 60 HZ, and 110/115/120 Volts, or cumulatively exceed 8 AMPS. If total ampere demand in residence hall rooms should exceed 8 AMPS, the installation must be inspected by a facilities management electrician.

Appliances that are capable of causing intense heat (e.g., sun lamps, infra-red lights, lamps that use halogen bulbs), that have a visible glowing heating element (e.g., certain space heaters), or employ an open flame are considered a fire hazard and may not be used in student dwellings.

Examples of appliances that may be used include hot air popcorn poppers, coffee pots, simmer pots, tart/candle warmers and potpourri warmers providing that such warmers do not use an open flame. These appliances do heat, but with normal use they are not capable of causing a fire.

Students are permitted to use cold-water humidifiers in their rooms. Hot-water humidifiers should not be used as they often set off fire alarms.

Cooking meals in student rooms is prohibited. Each residence hall is equipped with a kitchen, which includes at least one oven/stove, microwave, refrigerator, and minimal cooking utensils.

Students are permitted to use small grills outside their residences providing that the following conditions are met:

The grill may only be used in a location that is approved by Facilities Management and Residence Life. These locations should be at least 30 feet from any campus building or cars. If charcoal grills are used the briquettes must be started without use of charcoal lighter fluid as this flammable liquid cannot be stored in any campus building. Students may use a charcoal chimney starter providing that the starter is placed inside the grill when lit. After grilling, students must leave the grill in place (30 feet from any campus building or cars) until the risk of fire is eliminated. Prior to returning the grill to storage the hot coals must be extinguished either by allowing them to sit in place for 48 hours, or by completely submerging the coals in water for 10 minutes. Extinguished coals must be disposed of in an outside metal dumpster. Students should keep their grills in unobtrusive locations to maintain a clean appearance of the apartment buildings. Students found in violation will have their grilling privileges revoked and will be asked to take their grill home.

Student-owned refrigerators are permitted only on a space available basis, must not exceed 4 cubic feet in size, and must meet the above electrical specifications. Summer storage of refrigerators is permitted only as space allows.

Computers and certain other electronic equipment can be damaged by lightning strikes, power outages, and voltage surges that are common in the Wheaton area. Students who desire to protect their computers and other electronic devices from power surges should bring and use their own surge protectors.

Students are responsible for the removal and disposal of any television or refrigerator that they bring to campus. Wheaton College will assist students with the proper disposal of any other appliance or electronic device. Disposal of TV's and refrigerators will be charged to the student.

### 3. Building / Room Care Policy

Providing and maintain campus housing facilities is a team effort. The College works diligently to provide respectable housing accommodations and provide any maintenance and repairs needed throughout the year and it is the student's responsibility to care for the space they live in. Students who fail to comply with the housing rules and regulations listed in the student handbook, residence hall manuals, or communicated during mandatory floor/apartment meetings can expect to receive a consequence as described by the policy or fined for the violation.

Students are encouraged to personalize their housing space in an effort to make it feel like home. At the same time, residents are expected to accept the responsibility for the maintenance of their rooms as well as for damages and replacements. Special care should be taken for painted walls. Small nails are allowed in campus housing except in Fischer and Smith-Traber; white plastic adhesive (i.e., sticky tack) and 3M hooks are the only authorized adhesive for walls and ceilings. Students who choose to use 3M fasteners are still responsible for damage that is caused from their removal. Damage is often caused when not removed properly or when pull tabs are cut off. Plastic hooks with double sided tape are not allowed (this applies to posters, borders, LED light strips, and all other decorative items). Do not mount items on walls or ceilings that require the use of large nails, anchors and/or screws. Those in upper-class halls and apartments should have no more than 10 nail holes per wall. When running electrical cords across the room we encourage you to purchase a cord cover and not use tape as it will damage the carpet. Discretion should be used for room decor as anything illegal or promoting values or activities this community has chosen to forgo will need to be removed (e.g., street signs, alcohol and drug posters, scantily clad individuals, etc.) Any student who has stolen property, such as college or municipal signs will be subject to disciplinary action, which could include a fine up to \$50.

Room decorations should be in accordance with fire safety principles. Excessive paper or other flammable materials should be avoided. In addition, students should use discretion when hanging string lights in their rooms as certain bulbs can burn the paint on the wall leaving many black spots. This type of damage will result in a fine of \$150 per room. Damage reported to the residence hall or apartment and house staff will be assessed according to the cost of replacement and labor. An inventory of furnishings and room condition is made whenever a student moves into and out of a residence. Residents who leave without properly checking out can be fined up to \$75, plus additional charges for cleaning and damages not previously recorded on their room condition inventory form.

Any type of construction (including loft beds and stadium seating), use of a waterbed, painting of student rooms, and any tampering with college property (removing window screens, misusing fire extinguishers, moving college furniture into your living spaces, etc.) is prohibited. Under no circumstances should students remove any college owned furniture from their rooms or residence halls. Students are not allowed to shoot Orby guns, airsoft pellets, and/or other guns or devices that leave a mess around the buildings.

Students who bring their own furniture are expected to legally store or dispose of it off campus at the end of the school year. Abandoned furniture will result in a \$75 fine. Damage in public areas and on the floors may be charged to the students who reside on the floor or in the building where the damage occurs if the responsible parties do not come forward. In some buildings, students are expected to help with regular cleaning of bathrooms, lounges, and halls. Furniture in public areas, kitchen equipment, etc., is not to be moved from the room or the building. Furniture and other items should not be placed

directly in front of a vent; blocking a vent could result in mechanical damage, furniture damage and or failure. Furniture should be 2 feet away from vents. Fines may be imposed for failure to follow these guidelines.

The College is not responsible, and will not be liable for loss, theft, or damage to students' personal belongings, whether by act of God, accident, negligence, or intentional act. For this and other reasons, students are strongly encouraged to carry personal property insurance which can be purchased online during the housing registration process.

The College will likely seek restitution from students, and from their parents' insurance carriers, after those events where students are responsible for intentionally or unintentionally causing damage to college owned property (i.e., causing a fire, setting off a building sprinkler system, etc.).

#### 4. [Campus Network Support Policy](#)

#### 5. Check-In / Check-Out Times Policy

The housing calendar for all check-in and check-out times are listed on the Residence Life [website](#). College housing opens in the fall to continuing students beginning at 2 pm on the Sunday prior to the first day of classes. New students move in based on the Orientation schedule. Every attempt should be made to check into campus housing during established check in-hours. For exceptions to posted check-in times visit the residence life website to view the early arrival expectations or call the Residence Life office at 630-752-5427. College housing closes at the end of the fall semester to student residents at noon on Friday, the day following the last scheduled exam.

Housing reopens for spring semester at 3 pm on the Saturday before classes resume. Campus housing closes in May on the Friday before commencement at 5 pm to students not affiliated with commencement. Students affiliated with commencement living in the residence halls must complete their room check out with their residence life staff member by 5 pm on Friday but may remain in housing until 5 pm the day of commencement. Students living in campus apartments and houses have to complete their checkout by 5pm on Saturday the day before commencement. All graduating students must be moved out of campus housing by noon on the Monday following graduation. Please see the Residence Life calendar for up-to-date information.

College IDs are produced by the Public Safety Department. College ID cards are used to access living areas, dining hall meals, and the library. There is a \$20 replacement charge for lost or broken ID cards.

#### 6. College Staff Entering Rooms Policy

The College recognizes students' desire for privacy in their rooms and living areas and intends to provide that expectation. When the College deems it appropriate, advance notice will be given before staff or employees enter. (For example, personnel entering for routine maintenance purposes are required to knock and announce their presence before entering.)

However, the College reserves the right to enter and search college-owned buildings and residences (including residence hall rooms, apartments, and houses) without advance notice or the student's consent for reasons such as:

- to inspect the premises
- for maintenance purposes
- to investigate health concerns, safety issues, suspicious behavior or circumstances, illegal activity, or violations of college policies as described in the student handbook
- to maintain order
- for any other legitimate reason

Anything that is contrary to the College's standards discovered by college personnel will be confiscated and reported to the Student Development Office. (See *Contraband Items Policy*.)

## 7. Electronic Entertainment Policy

Students may have televisions, speakers, and gaming systems, but must be considerate of others in the use of volume controls. Headphones are suggested as a means of enjoying entertainment without disturbing other residents. Caution must be exercised in the choice of and use of movies. It is legal to show movies in a residence hall lounge without a Public Performance License if the event is not advertised outside the residence hall where the movie is being shown and an admission fee is not charged. No exterior antennae or satellite dishes are allowed. Students are prohibited from subscribing to a private cable/internet company in campus houses and apartments that requires cable or internet lines being installed. Personal wireless routers are not allowed and if found student will be asked to remove them and take them home. Installing personal wireless routers is a violation of the Computer Acceptable Use Policy each student signs upon connecting to our network.

## 8. Housing Assignment Process

Student housing is administered through the Housing Services Office. The College understands the value that students place on their housing locations and works diligently to meet students' needs. Wheaton offers students four residence halls, fourteen apartment buildings, and twenty-three campus houses through the housing selection process in the spring. Since Wheaton is a residential campus, our desire is to house all students in campus-owned housing that is supported by Residence Life staff members. Living off-campus in non-campus owned housing is not guaranteed and should not be expected, as that is not supported by Wheaton's residential philosophy. However, if we are unable to accommodate our continuing and new students with our housing inventory we will offer off-campus permission to a limited number of students during the housing selection process conducted during the spring semester.

How and where female and male students interact and relate to each other contributes to a campus atmosphere that encourages spiritual, moral, relational, and intellectual growth; this is why we have visitation policies that provide boundaries for opposite-sex interactions in campus housing. All campus housing is separated by same-sex floors, apartments, and houses.

All new students are assigned a roommate and a room in a residence hall. Our desire is to have students receive their first housing choice, but due to year-to-year changes in student preferences and limited rooms in each living area, some students will not receive their first selection.

### Housing Selection Process for Continuing Students

During the spring semester, continuing students will apply online to live in college housing for the following year, with roommates of their choice. We work hard to house students where they prefer but know that in any given year there will be a portion of each class, from rising seniors to rising sophomores, that will not get their first housing preference due to student housing requests shifting from year to year and a static number of housing units. Students select housing based on their randomly assigned lottery housing number which is impacted by the number of years a student has been in college. Lottery numbers are randomly assigned and are not based on one's credit hours, campus leadership responsibilities, or if they had a previous good or bad lottery number from a previous year. Students on any form of probation (disciplinary, chapel, academic) may be considered ineligible to apply for off-campus permission. Take the initiative to talk with the Housing Services Manager if you have questions in this regard. All students living in campus housing agree to abide by all of the policies and procedures outlined in the Student Handbook.

The College reserves the right to move students to alternate accommodations for appropriate reasons. (See **Roommate Assignment Changes**) The College also reserves the right to use student rooms between semesters and during vacations. If a student's room is needed during breaks the student will be notified and offered storage options for valuables if needed.

Failure to cancel assigned College housing five weeks prior to the first day of classes for the fall or eight weeks prior to the first day of the spring semester will result in a charge of \$250.00.

### Housing and Disability Accommodations

Wheaton College recognizes that students with a documented disability or condition that may qualify as a disability based on the following definition from the Americans with Disabilities Act (ADA), may require housing accommodations to fully participate in the residential component of campus life.

ADA definition:

- A physical or mental impairment that substantially limits one or more major life activities (i.e., walking, performing manual tasks, breathing, learning, etc.)
- A person who has a history or record of such an impairment
- A person who is perceived by others as having such an impairment

Students who need to request a specific disability accommodation (DA) in housing are required to submit their requests along with supporting documentation to the Learning and Accessibility (LAS) office as early as possible or by the end of January prior to the spring housing selection process and application. Students who don't comply with this timeline may face more limited options or waitlists as housing assignments will have already been made.

Students submitting documentation for the first time should complete this [form](#). Students who have an active casefile with LAS can update their information through their Accommodate profile accessible via the Wheaton Portal. Once received, LAS will review your confidential documentation and make the appropriate recommendations to the Housing Committee.

Please note that Disability Accommodation requests do not include personal housing preferences or specific residential locations, rather just the accommodation that is required. LAS will communicate with



you about the accommodation process and approval and the Housing Office will communicate with you about specific housing assignment and roommate information.

You may reach out to [las@wheaton.edu](mailto:las@wheaton.edu) with any questions about this process.

Any Wheaton student who believes s/he has been wrongfully denied reasonable accommodations may utilize the [ADA Grievance Procedure](#).

*This grievance procedure is not intended to supersede other College policies and procedures, which may exist to address alleged violations of ADA and/or Section 504, and other issues of concern for which separate College policies and procedures exist, such as grade appeals.*

#### College Housing Options

*College Residence Halls* include (The number of resident spaces available is listed in parenthesis.): Williston (65), Fischer (587), McManis-Evans (288), and Smith-Traber (408) house men and women. Room assignments are made for the year; however, if changes are necessary, arrangements must be made with the residence life staff member who manages the building.

*College-owned Apartment Complexes* include: College Avenue (169); Michigan-Crescent (124); Saint and Elliot (92); Terrace (232) and are available to eligible 3<sup>rd</sup> and 4<sup>th</sup> year students. Students are encouraged to plan activities and events that promote a sense of community. Students are responsible for cleaning their own apartment.

*College-owned Houses.* Groups of 3<sup>rd</sup> and 4<sup>th</sup> year students (a total of 194) may apply to live in one of the 22 houses located within walking distance of the campus. Students are expected to plan activities and events that encourage and promote a sense of community. Students are responsible for cleaning their own houses.

*Off-Campus Permission.* Permission is limited to a small number of students that varies from year to year as Wheaton is a residential campus and only allows off-campus permission when all students cannot be accommodated in campus housing. Wheaton views living off-campus as a privilege and not a right. The housing office will notify rising juniors and seniors if we need students to live off-campus in a given year. Students who are not granted off-campus permission will need to select an on-campus housing option. Off-campus permission is granted for the following year only during the previous Spring semester for any part of the following school year; it is not granted between Fall and Spring semesters. Students living off-campus are a part of the Wheaton community just as much as those living in campus owned housing. Students living off-campus will be subject to the same conduct and visitation policies as students living in on-campus apartments and houses. Off campus permission requests are automatically granted for 5th year students, those 25 years old or older, married students, HNGR students, students who live at home with their parents or in a home owned by their parents (parents renting an apartment for their student does not qualify as owning a home, unless the parents live in the apartment full time), 3rd and 4th year engineering and nursing students enrolled in the 3-2 program, and part-time students (enrolled in less than 12 hours). Individuals who wish to live with the property owner/student will not be granted an exception and must seek off-campus permission through the regular process established by the Housing Services Office. Students who are granted off-campus permission are responsible for providing their own housing accommodations. Wheaton College does not assume responsibility for the quality and/or safety of the services provided by off-campus property owners. Off-campus students found doing their laundry in Wheaton facilities or throwing their garbage away in our dumpsters will be

fined \$50 per occurrence. Finally, the College supports the local city ordinances that state that no more than four unrelated people (student and non-student) can live together. Exceptions to live off-campus are very limited and will not be granted for: December graduates who would like to sign a year-long lease; summer internship prompting the desire to sign a year-long lease; public health issues; to learn to pay one's own bills; to create a space for a team or group to gather; to live with a friend who has graduated or qualifies for automatic off-campus permission; to accommodate an emotional support animal; to reduce expenses.

*Single Graduate Student Housing.* A limited number of college-owned furnished apartments are available for single graduate students. Information and application forms are available from the Housing Services Office located in the Student Services building or by calling 630-752-5202.

*International, Graduate, Married and Colson Scholar Student Housing.* A limited number of college-owned furnished apartments and one campus house are available for married international students and Colson Scholars, as well for international students and Colson Scholars with families. Information and application forms are available from the Housing Services Office located in the Student Services Building, or by calling 630-752-5202.

International graduate students living in a college-owned housing are given a one-year lease that can be renewed up to two years.

Domestic graduate students are responsible for making their own off-campus arrangements.

Graduate students (domestic and international) who are assigned campus housing and then decide to leave mid-semester to acquire off-campus housing will be required to pay for the full semester of campus housing.

There is limited on campus housing available for undergraduate married students. Interested students should email [housing.services@wheaton.edu](mailto:housing.services@wheaton.edu).

## 9. Laundry Policy

Central laundry rooms are provided in close proximity to all college-owned housing units. The cost of laundry is included in the cost of campus housing. Therefore, no quarters will be needed to operate college-owned washers and dryers. The use of laundry equipment in campus housing units is limited to the students who live in the housing unit where the laundry room is located. Off-campus students doing their laundry in campus facilities will be fined \$50. Clothes left for multiple weeks will be donated.

## 10. Meal Plans, Food Allergies, and Meal Accommodations

### New First-year Students Living in the Residence Halls

All first-year students living in residence halls must be on the 18 or 14 traditional meal plan or the 210 or 160 block meal plan. All other undergraduate students living in the residence halls must be on an 18, 14, or 10 traditional meal plan or the 210 or 160 block plan. Undergraduate students living in residence halls are not eligible to enroll in the 65 block plan. All undergraduate students living in residence halls are automatically assigned an 18-meal plan for the fall semester, but students may request a meal plan

change until 4:30 pm on the Friday of the first week of classes. In order to ensure accurate fall billing, we encourage students to submit meal plan requests for the fall semester by the end of June. Meal plans may be requested or changed on the [housing/meal plan portal](#).

#### Undergraduates Living in College-Owned Apartments or Houses

Meal plans are optional for students living in college-owned apartments or houses. All undergraduate students living in college-owned apartments or houses who have not selected a meal plan will automatically receive an 18-meal plan for the fall semester. Students may request not to have a meal plan or make a meal plan change, until 4:30 pm on the Friday of the first week of classes. These students can sign up for an 18, 14, or 10 traditional meal plan for 210 or 160 block plan. Undergraduate students are also eligible for the 65 block meal plan if they are living in campus apartments or houses. However, for undergraduate students, **the unused meals from the 65 meal plan expire at the end of each semester** and therefore any unused meals are forfeited, even if another block plan is purchased. The 65 meal plan does not include ThunderBucks. In order to ensure accurate fall billing, we encourage students to submit meal plan requests for the fall semester by mid-June. Meal plans may be requested or changed at the [housing/meal plan portal](#).

#### Undergraduates Living Off-Campus in Non-College Owned Apartments or Houses

Meal plans are optional for undergraduates living off-campus in non-college owned apartments or houses. These students are not automatically enrolled in a meal plan. If they wish, these students may enroll in the 18, 14, or 10 traditional meal plan or 210, 160 or 65 block meal plan. Meal plans may be requested or changed at the [housing/meal plan portal](#) until 4:30 pm on Friday of the first week of classes.

#### Graduate Students

The 65 meal plan is ideal for graduate students. For graduate students only, unused fall meals roll over into the spring semester. Once all 65 meals are used, an additional 65 meal plan may be purchased at any time. For graduate students the 65 meal plan expires at the end of the academic year and any unused meals are forfeited at that time. The 65 meal plan does not include ThunderBucks. Meal plans may be requested or changed at the [housing/meal plan portal](#).

#### Meal Plan Procedures, Policies, and Explanations

The meal plan a student chooses for the fall semester is automatically applied to the spring semester unless they change it via the [housing/meal plan portal](#). Changes must be made by 4:30 pm on the first Friday of the spring semester. If you have any questions about this process, please contact [housing.services@wheaton.edu](mailto:housing.services@wheaton.edu). Any communication about meal plan changes to Student Financial Services or the Wheaton Installment Program will not be honored.

#### Traditional Plans

Bon Appetit serves 18 meals a week: Monday through Friday (5) Breakfast, (5) Lunch, and (5) Dinner, on Saturday (1) Brunch and (1) Dinner, and on Sunday (1) Brunch for 18 meals. We also open the Stupe on Sunday nights for a meal. Students on a meal plan, and who have meals available, may use a meal Sunday night at the Stupe- or pay with ThunderBucks. Traditional plans are offered in 18, 14, or 10

meals a week increments and come with \$50 worth of ThunderBucks. On the traditional plans, no guest or other student can use the student's meals at any time. The maximum numbers of meal swipes per day is 3 on the weekdays and 2 on the weekends, and the maximum number of swipes per meal is one.

### Block Plans

Block plans offer students a set-number of meals they can use any time, and as often as they wish, until they have used up all the meals. With the 210 and 160 block plan, students may use the meals in their plan at any time during the semester as needed, and unused blocks from the fall semester can carry forward to the spring semester as long as another 210 or 160 block plan is purchased. Students may also use their block plans to purchase meals for family and friends. All unused block meals are forfeited at the end of the school year. The 210 and 160 block plans do not have the same amount of meals as the 18 and 14 Traditional meal plans. If a 210 or 160 block plan is chosen and the student runs out of meals before the end of the semester, please note that ThunderBucks must be purchased to pay for any remaining meals in the semester. Students still must not lend their ID card to anyone for use in the cafes; they must be present with their card to use the plan for any guest. Undergraduate students are eligible for the 65 meal plan if they are living in campus apartments or houses, or off-campus. For undergraduate students, however, **the unused meals from the 65 meal plan expire at the end of each semester** and therefore any unused meals are forfeited, even if another block plan is purchased. The 65 meal plan does not include ThunderBucks. Students can learn how many meals they have remaining by asking a Bon Appetit cashier.

### ThunderBucks and ThunderBucks Plus

ThunderBucks are dollars that are included in all meal plans, with the exception of the 65 block plan. ThunderBucks may be used in Anderson Commons, Sam's, and The Stupe. Using ThunderBucks in Anderson Commons offers a special discounted price (ThunderBucks Price) for meals in that cafe. Unused ThunderBucks from the fall semester "roll over" and are added to the ThunderBucks received for the spring semester meal plan when a meal plan with ThunderBucks is selected. All ThunderBucks expire at the end of the academic year.

ThunderBucks Plus are discretionary dollars that may be added to a student's ID card, if the student has a formal meal plan. Students without a formal meal plan cannot add ThunderBucks Plus to their ID card. ThunderBucks Plus may be used in Anderson Commons, Sam's, and The Stupe, in lower Beamer Center. ThunderBucks Plus do not expire until a student leaves Wheaton. Students, and their parents, may add ThunderBucks Plus to their student ID cards at any of the dining facilities.

### Dining Hall Alternatives

The Stupe is a dining option on the board plan which means that students eating lunch or dinner can use their traditional or block meals to pay for their meal at this venue. ThunderBucks, cash, or credit cards are also accepted in The Stupe. Sam's is the premiere retail venue on campus with an assortment of grab-n-go offerings. Sam's accepts ThunderBucks, ThunderBucks Plus, cash, Visa or MasterCard.

### Food Allergies, Dietary Restrictions, and Meal Accommodations

Wheaton College recognizes that students with a documented disability or medical condition that may qualify as a disability based on the following definition from the Americans with Disabilities Act (ADA) may require ADA accommodations to fully participate in the residential component of campus life.

ADA definition:

A physical or mental impairment that substantially limits one or more major life activities (i.e., walking, performing manual tasks, breathing, learning, etc.)

A person who has a history or record of such an impairment

A person who is perceived by others as having such an impairment

Students with dietary restrictions should contact the Manager for Bon Appetit, the food service contractor for Wheaton College, in order to inform him/her about any dietary requirements. The Manager will then communicate what Bon Appetit is or is not able to do to meet those requirements. If after speaking with the Bon Appetit Dining Team and exploring options within the café including SimplyOASIS you require additional assistance to meet your dietary needs, please reach out to the Learning & Accessibility Services (LAS) office to further explore options for individualization and possible accommodations at [las@wheaton.edu](mailto:las@wheaton.edu). Students who may be eligible for an ADA accommodation should be prepared to provide LAS with supporting documentation from a relevant health provider.

Any Wheaton student who believes s/he has been wrongfully denied reasonable accommodations may utilize the [ADA Grievance Procedure](#).

## 11. Off-Campus Housing Agreement

Living off campus, students will have the opportunity to live intentionally and faithfully in community: establishing and maintaining good relationships with neighbors, serving the needs of others, and experiencing the joy of being part of a neighborhood. But seeking the welfare of the city also involves sensitivity to others' needs and concerns, which translates into practical matters such as heeding noise levels and parking in the correct locations, honoring agreements with landowners, and observing city ordinances that address community welfare. The latter include occupancy limits: in Wheaton, no more than four unrelated people may reside at a given residence. As "salt and light" to our world, all members of the Wheaton College community are called to be good neighbors by observing these obligations.

We only allow student groups to apply for off-campus in groups of one to four to help uphold local ordinances. Students are expected to know and follow the relevant ordinances in the place that they reside. In addition, students applying for off-campus permission must comply with all College policies regarding housing, including limiting non-related roommates to those of the same sex and observing College rules regarding visitation and overnight stays by members of the opposite sex. Students found to be living off campus without permission will be charged the apartment and house semester room rate for each semester lived off campus.

**The college will take the following steps in support of our surrounding cities and neighbors:**

1. The student housing policy specifically lists living in compliance with applicable zoning ordinances for occupancy as an expectation for all Wheaton students living off-campus.

2. The College requests an accurate and current local address for all students living off campus. The Residence Life office will request all off-campus residents to provide their local address.
3. Students found to be living in violation of applicable zoning ordinances will be subject to any or all of the following:
  - A fine of \$500 per student, per semester, will be levied until the situation is verifiably resolved. Note: this fine is independent of any action the city may take against occupants or landlords, and in no way exempts students from the requirements of applicable local ordinances.
  - A letter of non-compliance will be filed in the student's college record.
  - The college will affirm addresses if requested by city authorities who are formally investigating specific violations of occupancy ordinances.
  - Apart from any current or future college response, students face consequences from city authorities as defined in zoning ordinances, including evictions and other civil penalties for non-compliance.
4. Students who provide false information during the local address and registration process will be subject to further disciplinary action by the college.

Students who accept off-campus permission are expected to understand and agree to the Off-Campus Housing Agreement.

## 12. Overnight Guests Policy

No overnight guest of the opposite gender is permitted at any time in student housing. All guests should be the student's peers and friends. Students may not rent out their rooms or use their on-campus living spaces as AirBnB options. Parents and other adults should not be invited to stay in college housing. Guests are limited to a three-day visit. Students should notify their RA when guests are staying on the floor. All guests are expected to comply with the student handbook expectations when residing on campus. Hosts are responsible for their guests and the decisions made in their living spaces. Wheaton College commuter students and guests are prohibited from being routine overnight guests in college housing. Exceptions must be cleared with one of the following: Graduate Residence Adviser, Residence Director or the Dean of Residence Life.

## 13. Parking and Campus Vehicle Registration Policy

All students, including those commuting, regardless of number of hours enrolled are required to register any vehicles they operate or park on Wheaton College property. Freshman students are not permitted to maintain or park a motor vehicle on campus. This policy is in place due to limited parking spaces on campus and the College's desire for freshmen to get connected to their floor communities. Questions about parking policies can be directed to the Parking Office email, [parking@wheaton.edu](mailto:parking@wheaton.edu).

All vehicles must be parked in a marked parking space. Main campus parking areas are designated for three general uses: resident students, commuting students, and employees. Registered vehicles are permitted to park in the lot indicated by their permit. There is no overnight parking on city streets, or in any W or W/C lots from 2 am – 6 am.

Vehicle registration begins online the first week of August according to year in school and is on a first come, first served basis. Permits will be sent via CPO. Vehicles not registered during the first week of classes must be registered within three business days of their arrival on campus. To obtain a Wheaton College permit, proof of current liability insurance as required by state law and proof of current valid state registration (license plates) must be submitted. Further information about parking, fines, and policies can be found on the [Wheaton College Parking Regulations website](#).

#### 14. Quiet Hours Policy

Quiet hours are 11 pm - 9 am, seven days a week. The City of Wheaton does enforce its noise ordinance outside campus housing which is in effect after 10:00 pm seven days a week.

#### 15. Residence Hall Hours Policy

Wheaton students do not have an official curfew throughout the year but are encouraged to care for themselves physically. Students are encouraged to be in their halls by midnight Sunday through Thursday, and by 2 am Friday and Saturday. As a form of courtesy and safety, students are encouraged to notify their roommates or RA when they plan to be away overnight.

#### 16. Residential Policy

Living on campus is one of the five pillars of the Wheaton College undergraduate experience, along with academic engagement, worshiping together in chapel three times a week, co-curricular involvement as well as stewardship of individual and community health. Wheaton's Residence Life program contributes to the College's mission of educating whole persons to build the Church and serve the needs of societies worldwide. Wheaton College is committed to a residential experience because we believe living on campus is a powerful context for learning impactful life-to-life encounters occur daily when students live together in community.

Therefore, as a condition of attending Wheaton College, undergraduate students are required to live on campus in college-owned residence halls, apartments or houses all four years.\* Students are given options to experience various types of residential communities. All first-year students and most second-year students live in one of two residence halls, Fischer or Smith-Traber. Some second-year students, along with some third- and fourth-year students live in upper-class residence halls, McManis-Evans or Williston. Many third and most fourth-year students live in campus apartment and house communities. We believe that students who engage in authentic community where they work to know and love one another as well as bear one another's burdens are more likely to experience the transforming hope of the Gospel.

Our belief is that because of living in intentional community, students will: 1) grow in Christ-likeness; 2) learn more about themselves; 3) develop habits of healthy living; 4) experience meaningful relationships; 5) value and engage in Christ-Centered diversity efforts; 6) apply learning from the classroom to their lives; and 7) better understand their responsibility to as well as their role in the communities in which they engage. Our desire is that students catch a vision for living the rest of their lives in authentic Christian community wherever the Lord leads them.

\* Exceptions are granted for fifth-year students, married students, HNGR students, students who choose to live with their parent(s) and commute, third and fourth-year engineering and nursing students enrolled in the 3/2 program, and part-time students. A limited number of students may be granted permission to live off campus through the Housing Selection Process if Wheaton does not have enough housing for students in a given year.

## 17. Room Assignment Changes Policy

Wheaton College understands that living with friends is a significant aspect of community living and can shape a person's housing experience. However, there are times when planned or unplanned room vacancies occur which must be filled. The Housing Services office has the authority to change rooming assignments or fill vacant bed spaces as needed. Students in a room, apartment or house with a vacant space are required to accept a new roommate who is placed in the space by Housing Services. Refusing to accept a roommate or impeding Housing's ability to assign a student to a vacant space (e.g., by not keeping the unoccupied space presentable) is a violation of the housing agreement. Our desire is to provide advanced notice, but unfortunately sometimes advance notice of a new roommate is not possible. Therefore, residents must ensure that the vacant space and furnishings are in a condition ready for occupancy at all times.

Reasons for a change include but are not limited to the following:

- You or your roommate(s) withdraw or defer enrollment for a semester. The Housing Services office reserves the right to assign new residents to open spaces or to consolidate students without roommates.
- A change is made in the number of rooms available in a given building due to unexpected enrollment shifts
- A relational dynamic exists that needs to be resolved
- A community crisis or concern needs to be addressed for the safety of the student body

## 18. Roommate Conflict Policy

When we live with other people in community, we can quickly see that our desires, comforts, preferences, and values can crash against our neighbor's expectations and experiences. It is here in the particulars where we can act out our love for God through loving our neighbor or we can veer off the road of discipleship, choosing only to serve ourselves. We believe that God created each person, including one's roommate, in His image and therefore each person deserves respect and dignity. If/when roommates or apartment mates experience conflict or unmet expectations in their relationships, we believe this is a prime opportunity to teach, educate, and help students grow in their ability to navigate conflict and find ways of reconciliation as well as understanding. Working through conflict is a necessary skill at Wheaton and beyond. Our desire is to follow the Lord's instruction in Matthew 18:15-20 and encourage students to go to one another first, instead of gossiping or assuming the worst. The residence life staff is here to help students work through these challenging conversations with the hope of seeing students grow and relationships restored.

The following four steps can assist roommates who are experiencing conflict and desire resolution. If a student is in physical danger, they should talk with their senior staff member immediately (Residence Director/Graduate Residence Adviser). The Dean of Residence Life retains the authority to modify the



roommate conflict process regarding the number of conversations required before it is determined a housing change is necessary.

**1. A conflict surfaces and needs to be addressed**

- a. Roommates are encouraged to talk to each other and allow time for each person to talk and listen to one another with the desire to find an agreeable resolution.
- b. Residence life staff can provide resources to assist in the first conversation.
- c. After the conversation, students should put into practice their new agreements.

**2. Conflict still persists (1-2 weeks after first conversation)**

- a. A student should speak with their Resident Assistant about the continuing concerns. The RA will meet with each student individually and help facilitate a conversation between the roommates to help them come to an agreeable solution.
- b. After the conversation, students put into practice their new agreements.

**3. Conflict continues to persist (1 -2 weeks following conversation with RA)**

- a. Student contacts their RA about their continued concerns, and the RA invites a senior staff member (RD/GRA) to assist.
- b. A senior staff member (RD/GRA) facilitates a conversation between the roommates to help them find some common ground.
- c. After the conversation students put into practice their new agreements.

**4. Relationship still not working (1-2 weeks following RD/GRA facilitated conversation)**

If roommates continue to experience hardship and are unable to reconcile, then a decision will be made by the senior staff member (in consultation with the Dean of Residence Life) to determine which student will be required to move. The decision about who will move out of the room will be based on all the information gathered during the previous conversations.

## 19. Storage Policy

Storage for each resident is determined by the space available in each building. All the residence halls provide limited storage at no cost for students who want to store boxes or bicycles over the summer. Each campus apartment is assigned a basement storage cage, which is approximately 6'x3'x6'. Summer storage is only available to students who are continuing their enrollment the following fall semester. For detailed information about available campus storage, please click on the name of the building you are interested in.

- [Apartments and Houses](#)
- [Fischer](#)
- [Smith-Traber](#)
- [Upperclass Halls](#)
- [Williston](#)

The College is not responsible, and will not be liable for loss, theft, or damage to students' personal belongings, whether by act of God, accident, negligence, or intentional act. For these reasons, students are strongly encouraged to carry personal property insurance. Any possessions left in unauthorized places or that are unclaimed may be disposed of by the College. Because of the fire hazard and potential flooding in some locations the strongly encourages students store their belongings in plastic storage bins. All storage must be neat and orderly, with a minimum ceiling clearance of 18 inches. Local fire codes may dictate other storage safety requirements.

### Summer Storage:

There is no summer storage available in campus housing for personal furniture, but for some other options click here: [Storage Information](#)

Storage must be in the building where the student last resided, and all articles must be labeled with the current month and year as well as a permanent mailing address. Summer storage of refrigerators is permitted only as space allows. Summer storage access will only be granted to obtain passports and medication. Any request granted, except for the two previously mentioned exceptions, will incur a \$40 charge.

## 20. Work Requests Policy

Students who recognize damage or something broken or not functioning correctly in or around their living space should report it to their RAs, GRAs, or RD for repair. In the case of an emergency repair, contact your Residence Life staff immediately in person or by calling the on-duty number for your area. Good judgment is a key factor in determining an emergency. The following problems are considered emergencies:

- All heating and air-conditioning problems (external temperatures factor into the level of emergency)
- Electrical power failures - fuses, circuit breakers, wiring problems, etc.
- Plumbing problems - continuous running water from toilet or sinks, any pipe or fixture that is causing, or will cause, significant property damage due to leakage, any toilet or receptacle that is unusable and is the only one available
- Any malfunction in refrigeration equipment, particularly if it will result in damage to its contents
- Any roof leak where evidence of water is significant
- All gas problems - relighting of pilot lights, gas leaks, etc.
- All broken windows, doors, and locks which cause security problems or allow the effects of weather indoors; and
- All elevator repairs or problems

All work requests must be submitted by an RD, GRA, ARD, or RA.

## Student Conduct

### 1. Academic Integrity Policy

The Wheaton College Community Covenant, which all members of our academic community affirm, states that, "According to the Scriptures, followers of Jesus Christ will...be people of integrity whose word can be fully trusted (Psalm 15:4; Matt. 5:33-37)." It is expected that Wheaton College students, faculty and staff understand and subscribe to the ideal of academic integrity and take full personal responsibility and accountability for their work. Wheaton College considers violations of academic integrity a serious offense against the basic meaning of an academic community and against the standards of excellence, integrity, and behavior expected of members of our academic community.

Violations of academic integrity break the trust that exists among members of the learning community at Wheaton and degrade the College's educational and research mission.

### **Violations of Academic Integrity: Definitions**

**Plagiarism** is defined as using material created by others—in part or in whole—without properly attributing authorial and publication references for the correct source(s). Plagiarism can occur in dealing with written texts, but can also occur in the arts when, for instance, images or musical themes created by another are presented as if they were the original composition or creation of the student (e.g. musical composition, artwork, etc.). Reference credit must be given for direct quotations, for work (including a form of argument, progression of ideas, or artistic creation), whether in whole or in part, that is paraphrased, adapted or summarized in the student's own words or creative work, and for information that is not common.

**Cheating** is defined as use of unauthorized notes, study aids, or non-approved sources for an examination, unauthorized alteration of a graded work after it has been returned and resubmission of that work for re-grading, submission of another person's work to meet requirements for a course, and submission of identical or similar papers for credit in more than one course (concurrently or sequentially) without prior permission from the course instructors.

**Fabrication** is defined as falsifying or inventing any information, data, or citation, presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data as if they were gathered in accord with those guidelines, and failing to include an accurate account of the method by which the data were gathered or collected.

Violations of academic integrity can also be exhibited through lying, misrepresenting, defrauding, or deceiving related to assigned or voluntary academic work. It further includes any deliberate attempt to gain unfair advantage in completing examinations or other required work, colluding, aiding or abetting a violation of academic integrity by another student, and the falsification of academic records and official documents. These definitions are not exhaustive.

### **Responsibility for Disciplinary Action**

Disciplinary authority and responsibility for addressing student violations of the College's academic integrity policy has been delegated by the President to the Provost and, in turn, to the Academic Deans and Faculty members.

The Provost and Academic Deans have the discretion to modify the following procedures at any time during a specific investigation or adjudication, as circumstances warrant. Nothing contained in these procedures is intended to create, or be interpreted as creating, any contractual rights on the part of any student.

Students who violate academic integrity standards should report their own violations to the appropriate person (i.e., the professor); honest confession is expected as the appropriate expression of remorse. It is the responsibility of every student who is a witness to such behavior to confront violations of academic integrity whenever they become aware of it (in the spirit of the mutual responsibility as discussed in the Community Covenant). College faculty and all staff similarly must address every violation of academic integrity as they become aware of it.

### **Disciplinary Process**

When a student is perceived to have violated the academic integrity policy, the faculty member will meet with the student to discuss the alleged violation. The faculty member is encouraged to ask another faculty member or academic supervisor to attend this meeting. The goal of this meeting is to communicate to the student the nature of the allegation, to gather more information regarding the situation, and to allow the student(s) to share his/her perspective about the incident. Student(s) will be given the opportunity to share any information or evidence that may support their position. The College will approach these initial conversations balancing the tension between grace and truth with a genuine interest in the student's wellbeing and development within the context of community and relationships.

The decision of whether or not a student has committed an academic violation will be communicated to the student and the Dean of Residence Life in writing by the faculty member within five (5) working days of the initial meeting. If the faculty member determines that an infraction has occurred, a copy of the letter will be forwarded to the Academic Department Chair and the Dean of the division or School to which the faculty member is assigned. The letter must include a complete description of the events including the date of the meeting with the student and the conclusions and sanctions reached as a result of the meeting. The faculty member should keep originals of tests, papers etc. that give evidence of the violation. The faculty member will also communicate with the Dean of Residence Life concerning the incident and the sanction. Faculty are encouraged to be available to work with the Dean of Residence Life if it is determined that the incident has occurred in other courses.

Outcomes for academic dishonesty are assigned with the intent of maintaining appropriateness to the severity of the infraction, consistency, and fairness. Decisions about the nature and severity of disciplinary responses to academic dishonesty will take into consideration three factors: 1) the level of maturity of the student and the programmatic expectations on the student (e.g., the freshman in the first writing course versus the doctoral student working on a dissertation), 2) the severity of the infraction (from an apparently incidental failure to quote properly a source to an act of wholesale plagiarism in purchasing an academic paper on-line), and 3) academic integrity policies from the course's syllabus.

### **Outcomes for Violations of Academic Integrity**

If a student is found to have violated the Academic Integrity Policy, the faculty member has the authority and sole discretion in that course to give one of the following responses:

- Reprimand/warning
- Assignment of additional work
- Lower the grade assigned for the specific assignment by one or more grade steps
- Re-examination
- Lower the grade to zero credit for the specific assignment on which academic dishonesty occurred.

The disciplinary actions listed in this section are not exhaustive. Sanctions may be imposed in any combination. In consultation with their academic supervisor, the faculty member may also assign the grade of F (Failed) for the course.

All decisions (initial sanctions and any appeals) will be communicated to the student in writing by the faculty member, Academic Department Chair or whomever the Academic Dean determines should render a response. A copy of all adjudicative documents must be sent to the Dean of Residence Life to be added to the student's file as this office has been charged with maintaining records for all enrolled students.

**Suspension and Expulsion** may be imposed only by recommendation of the Academic Dean to whom the involved faculty member reports. The Academic Dean will make this recommendation in consultation with the reporting faculty member, the student's faculty advisor, the academic department chair, and the Dean of Residence Life.

- Suspension - The student is involuntarily separated from the College for a specified length of time.
- Expulsion - The student is permanently separated from the College with an appropriate notation of the reasons for such termination on the student's permanent record.

### **Multiple Violations**

Students who have multiple academic integrity violations will meet with the Dean of Residence Life, or his/her designee to determine the appropriate institutional response outlined in the student conduct process.

### **Academic Appeals**

If the student believes that the decision made about an outcome in response to the incident of dishonesty is not just or fair, the student may submit a letter of appeal stating objections and providing any supporting materials within five (5) business days of receiving the decision to the appropriate supervisor of the Department or Program (e.g., the Department Chair, or if there is no chair, to the Program Director. If the faculty member is the Department Chair or Program Director, the appeal is to the divisional Academic Dean). If the student appeals a suspension or expulsion decision, he/she may be permitted to remain in school until the appeal has been heard and a decision rendered.

- In the case of an outcome determined by the professor alone, the appropriate and final appeal is to the Academic Department supervisor (e.g., the Department Chair, or if there is no chair, to the Program Director. If the faculty member is the Department Chair or Program Director, the appeal is to the divisional Academic Dean).
- In the case of an outcome determined by the professor together with the Academic Department Chairperson (i.e., failure of a course), the appropriate and final appeal is to the divisional Academic Dean.
- In the case of a recommendation of suspension or expulsion being rendered by the divisional or School Academic Dean, the appropriate and final appeal is to a Hearing Panel composed of five faculty outside the academic department and one student representative. The Hearing Panel will follow the guidelines and procedures listed in the Student Conduct policy as outlined in "Hearing Panel Procedures for a Student Appeal."

Students may appeal the decision of the Hearing Panel to the Provost. The Provost shall notify the student within a reasonable amount of time of her final decision. The decision of the Provost is not subject to further appeal.

### **The Graduate School has established a framework review process that differs in some aspects from the undergraduate policy.**

In addition, some graduate programs have established additional student review processes that take the place of the academic department chair's role described above. Where such procedures are clearly specified in department or program student handbooks, those procedures take precedence over the more basic process outlined in this policy. However, the Wheaton College appeals process remains the same.

A copy of the full Academic Integrity Policy is available in each academic department office, the office of

each divisional Academic Dean, the Student Development office, the Graduate Student Care office and the Provost's office.

For further information on the Graduate School Academic Integrity Policy, please contact the Director of Graduate Student Life at 630-752-7954.

## 2. Alcohol and Drug Free Community Policy

The College has established behavioral guidelines in the Student Handbook based on guidance in the Community Covenant that we believe will help foster a Christ-honoring academic community. Wheaton does not believe consuming alcohol in moderation is a sin but understands that within the evangelical community there are differing perspectives about the role of alcohol in a Christian's life. Wheaton College prohibits alcohol consumption because of its negative outcomes on physical wellbeing, academic performance, personal relationships, and to campus facilities within a living/learning collegiate environment. Additionally, more than half the undergraduate population is under the legal age of 21 for alcohol possession as well as consumption.

Therefore, it is essential that every member of the College community has clarity concerning the College's expectations, outlined in the Student Handbook and Community Covenant, to give up our individual freedom to possess and/or consume alcohol for the greater good of the community. Namely, Wheaton College and all Wheaton College-related functions will be alcohol-free. This means the possession or consumption of alcohol in any form will be prohibited in, on, or around all campus properties, owned or leased. The same prohibition applies to all Wheaton College vehicles, whether on or off campus, and to all Wheaton College events or programs, wherever they may be held. While enrolled in Wheaton College, undergraduate members of the community will refrain from the consumption of alcohol in all settings, with the sole exception that students are permitted to drink the wine of Holy Communion in local church settings.

Students should avoid attending gatherings where alcohol is present during the school year. A student's presence at a place where other students are drinking alcohol can communicate an implicit affirmation of possessing and/or drinking alcohol while enrolled (except during Christmas and/or summer break when not involved in a Wheaton sponsored program) when in fact it is not permissible. If a student is found to have attended a gathering where alcohol is present and/or being consumed, the college may issue a written warning as documentation.

Graduate students, faculty members and staff members will use careful and loving discretion in any use of alcohol. They will avoid the serving or consumption of alcohol in any situation in which undergraduate members of the Wheaton College family are or are likely to be present.

Nontraditionally aged undergraduate students who are at least 25 years old at the time of their matriculation to the College and who are living off campus (with no undergraduate students) may apply for graduate student privileges in relation to the College's alcohol and tobacco policy through an administrative review with the Dean of Residence Life, Student Services Building, #218. The administrative review will consist of submitting a written request for an exception and participating in an interview. If graduate student privileges are granted to a nontraditionally aged undergraduate student and said student violates the alcohol policy or uses tobacco with undergraduate students, then the privileges will be revoked for the duration of the student's academic experience.

The Student Handbook and Community Covenant prohibits the unlawful manufacture, sale, distribution, dispensing, possession, or use of controlled substances, as well as sharing, misusing, or abusing over-the-counter or prescription drugs or any illegal drug while one is a student at Wheaton College in accordance with federal, state, or local law. The College also prohibits the recreational use of marijuana in states where it has become legalized, which effective January 1, 2020 will include the State of Illinois.

Although possession and use of marijuana is no longer a crime in the State of Illinois, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana (smoked or edible) continues to be prohibited for all Wheaton students on or off campus. This includes the use of synthetic marijuana (i.e., K2 or Spice or any other synthetic product which, when consumed mimics the effects of cannabis). In addition, smoking or vaping cannabidiol (CBD) is not allowed. Medically prescribed CBD oils and creams are legal under federal law (e.g., consist of no more than 0.3% THC) and are also legal in any state or locality where used. In addition to illegal drugs, students are prohibited from using prescriptions other than their own and substances that are meant to illicit feeling “buzzed”, high or intoxicated. The use of any substance to alter one’s personality, behavior, physical or emotional state or to enhance academic or athletic performance is prohibited.

Students in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion and referral for prosecution. (Please refer to the Student Conduct Policy in the Student Handbook for details concerning the conduct process and list of possible sanctions.) In addition to Wheaton College sanctions, violating Illinois and Federal laws may lead to fines and/or imprisonment.

The College expects that students will personally uphold their commitment to the Student Handbook guidelines and the Community Covenant by refraining from the use of illegal drugs and alcohol while they are enrolled, and to create living environments that are free from alcohol and illegal drug use. Students who allow alcohol and/or illegal drugs into their living spaces will be held accountable under the Student Conduct Policy outlined in the Student Handbook. Additionally, Illinois law 235 ILCS 5/6-16(c) states, “Any person shall be guilty of a Class A misdemeanor where he or she knowingly authorizes or permits a residence which he or she occupies to be used by an invitee under 21 years of age, and the person occupying the residence knows that any such person under the age of 21 is in possession of or is consuming any alcoholic beverage.” Furthermore, the illegal use of alcohol and/or drugs can carry criminal penalties upon conviction, including the imposition of fines, community service, probation, loss of license, and/or imprisonment. More details can be found [here](#). Federal penalties involving drugs can be found [here](#) beginning on page 36.

Be aware that alcohol and drugs affect each person differently. The health risks of drug and alcohol use consist of physiological and psychological dependence, acute and chronic medical complications, and erratic behavior (alcohol is a depressant, not a stimulant). Being under the influence of alcohol or drugs can result in poor decision making or tragedy such as automobile fatalities. Additionally, alcohol and drugs can be used as a tool of manipulation in the hands of a sexual perpetrator. A person who is incapacitated due to alcohol or drug use cannot give consent. Being intoxicated or drunk is never a defense a perpetrator can use to a complaint of sexual misconduct under the Policy. Further health risks associated with chemical use include (but not limited to): heart disease; cancer; obstructive lung diseases; impaired judgment, coordination, and memory; organ damage; insomnia; paranoia; delusions and hallucinations; seizure; elevated blood pressure; stroke; anxiety and mood disturbances; respiratory depression; brain damage; coma; and death. For more information, consult your physician.

If a student is found to be under the influence and it is not clear if the student will be safe, the College will call an ambulance to have the student properly assessed at the hospital. Students should call (911) or Public Safety at (630-752-5911) for immediate assistance for someone under the influence whose safety is at risk. Under the College's Medical Amnesty Policy, a student who seeks professional emergency assistance for him- or her-self, or for another student experiencing an alcohol and/or other drug related emergency, will not be subject to disciplinary action under Wheaton's Student Conduct Policy.

Students struggling with alcohol and/or drug use may contact the [Wheaton College Counseling Center](#) to request help and to learn about drug and alcohol treatment options. The Wheaton College Counseling Center is a free, confidential resource and is not connected to the Wheaton College conduct process. The Counseling Center is located on the first floor of North Harrison Hall, #170 and may be reached at 630-752-5321. Students can also access TAO (Therapy Assistance Online) which is an online resource that has information about substance use and abuse. Students can sign up for TAO using their Wheaton email address at <https://us.taoconnect.org/register>. Students are also encouraged to utilize local Celebrate Recovery or Alcoholics Anonymous groups as needed.

### 3. Bias Incident Policy

Wheaton College aims to cultivate Christian character defined by humility, prudence, and temperance. As followers of Christ, we are called to exercise our Christian freedom responsibly in holiness and humility (Eph.1:4, Col. 3:12); to walk in a manner worthy of our calling (Eph. 4:1-3); to uphold justice, mercy, and the equitable treatment of everyone (Mic. 6:8; Matt. 23:23; James 2:1-13); to edify one another and build up the Body of Christ (Rom. 14:19; Eph. 4:11-16). Biased behavior, speech, and/or expressions fundamentally violate this Christian calling and negatively impacts a person's or group's experience at the College.

The College seeks to improve the campus climate by identifying and remediating incidents, whether by facilitating restorative, reconciling conversations among campus stakeholders, or by invoking disciplinary action when needed to help foster equality, and promote a sense of belonging for all by efficiently and fairly addressing bias incidents.

#### DEFINITION

A bias-related incident is an intentional or unintentional antagonistic physical, verbal, virtual, and/or written behavior toward a person or group based on their protected class status as defined in the College's Nondiscrimination Policy. Some bias-related incidents may also constitute acts of discrimination, harassment and/or bullying; in such cases, the incident will be adjudicated under the applicable college policy and procedure.

The College encourages the reporting of bias-related incidents that are directed toward a person, or a group based on a non-protected class status in the report form under the category, "other".

#### SCOPE OF RESPONSE



The instructions and procedures outlined in this Policy are intended for Wheaton students, employees, and other college community members (e.g., alumni, volunteers, parents, etc.). Persons not affiliated with Wheaton College who experience a bias-related incident on Wheaton's campus may also submit an online report. Wheaton College may modify its response protocols, depending on the circumstances.

#### WHAT SHOULD YOU DO IF A BIAS INCIDENT IS BELIEVED TO HAVE OCCURED?

The College encourages the reporting of suspected bias-related incidents involving Wheaton College employees or students by completing a [Bias Incident Report Form](#). Completing a report helps the College offer support to individuals as well as respond to incidents in a way that can educate the community and cultivate a healthier working and learning environment. Reports can be submitted by those who experienced and/or witnessed a bias-related incident. Individuals submitting a report may include their name and contact information or may submit the report anonymously. When reporters identify themselves, the appropriate person can follow up to seek additional information and provide referrals to needed resources. If a reporter chooses to remain anonymous, this may limit Wheaton's ability to fully address issues that are raised.

In making reports about bias-related incidents, it is helpful for the College to learn about the incident as quickly as possible with as much information as possible. Information that can be useful (where applicable) includes photographs; copies of emails or text messages; written transcriptions of verbal comments made immediately after the incident; and names as well as contact information for witnesses or others involved in an incident. When completing a report, please be as factually specific as possible; details of incidents are more helpful for evaluation than labels or characterizations alone. Individuals are encouraged to report bias-related incidents even if they have partial supporting information and/or there is a significant time lapse between the incident and the report; these factors may affect the College's ability to respond to the incident. Similarly, individuals are encouraged to submit reports about bias-related incidents even if they do not know who is responsible.

As a Christian community seeking to live out an ethic of care, Wheaton College community members are also encouraged to practice gracious and conscientious bystander intervention. While attempting to intervene in a situation may not always be appropriate (e.g., if there is a physical safety threat), at other times, one of the most effective ways to counteract bias is to identify it immediately after it occurs.

#### RETALIATION

Retaliation against an individual who makes a report or who participates in the information-gathering or resolution of such a report is prohibited. Retaliation occurs when materially adverse action—including reputational harm—is taken against an individual due to participation in the activity protected under this Policy.

Retaliation should be reported promptly to the Chief Human Resources Officer (for staff matters), Vice President for Student Development (for student matters), and/or Provost (for faculty matters). Complaints alleging retaliation will not be adjudicated under the Bias Incident Policy but under other college policies.

#### COLLEGE RESPONSE TO A SUBMITTED REPORT

Upon receipt of a bias incident report, college officials will review the report and determine necessary measures to address the incident efficiently and fairly.

A reporter who provides his/her contact information and a person(s) about whom a report is made can expect:

- the report to be evaluated for potential response under appropriate college policies other than the Bias Policy (e.g., harassment and discrimination or bullying);
- to be contacted by a college official, which creates an opportunity to further describe the incident and discuss desired outcomes as well as procedural options;
- to receive information about college support resources; and
- to be notified of follow-up when appropriate (subject to limitations due to student and employee privacy laws).

Wheaton College officials may consider both disciplinary and non-disciplinary responses to reports of bias-related incidents. Responses may include educational activities and facilitated conflict-conversations. Some of the primary objectives of bias-incident response include: providing care, seeking to restore relationships, education, conversation, and (where necessary) accountability. Where possible and appropriate - and in keeping with the spirit of Matthew 18:15-20 - the College will seek to promote interpersonal engagement, leading to a positive resolution.

#### COORDINATION WITH COLLEGE OFFICES

Bias reports that may implicate other college policies will be referred to the appropriate office to be addressed. Reports of bias incidents involving staff or faculty may be referred to Human Resources or the Provost as appropriate and addressed under the Employee Handbook and/or Faculty Handbook through a person's direct supervisor, department head, divisional dean, chief officer, or Vice President.

#### CONFIDENTIALITY

College officials will seek to respect any request for confidentiality from a person who makes a report. However, college officials may determine that it must disclose some or all the information it receives to comply with legal requirements or processes, or to protect the health and safety of individuals. In addition, responding to a report may result in other individuals learning about an incident; the College cannot guarantee that other individuals who learn about bias-incident reports (e.g., the accused, witnesses) will treat information as confidential.

## 4. Bullying Policy

Wheaton College affirms the dignity and worth of each student and employee. There is no place within our community and under the Community Covenant for bullying (including, but not limited to, public boards in campus buildings, cell phone calls, text messages, websites, social networks, instant message, and emails).

Bullying has been defined as "any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
  2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
  3. Substantially interfering with the student's or students' academic performance; or
  4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school."
- Legal reference: 105 ILCS 5/27-23.7(b)

Examples of bullying behavior may include, but are not limited to: direct or indirect relational aggressive behavior such as slander, rumor-spreading or humiliation, name-calling or belittling; ignoring, isolating or segregating a person; physical acts of aggression; damage to another's property.

Harassment and bullying are not synonymous though both involve behavior that intimidate, degrade, threaten and/or harm. Harassment (and sexual harassment) always involves adverse treatment of a person because of his or her protected legal status, such as race, color, age, gender, national origin, or disability (see Nondiscrimination Policies).

Bullying should be reported to a Student Development Dean. Reported complaints of bullying will be investigated and resolved promptly. Where the accused is a student, any potential disciplinary proceeding will be resolved using the College's *Student Conduct Policy*.

Bullying may subject the offender to interim action as described in the *Student Conduct Policy*.

## 5. Contraband Items Policy

Any item declared contraband by the State of Illinois or by the United States Government (including drugs, drug paraphernalia, firecrackers, burglary tools, and illegal weapons) that is discovered on campus, shall be seized by Wheaton College Public Safety. Depending on the nature of the situation, the Wheaton Police Department may be contacted. Anything in plain view that is contrary to the college's standards discovered by college personnel will be reported to the Dean of Residence Life. If an officer observes a Wheaton College student in possession of any item that is not illegal contraband but is contrary to college policies (such as alcohol, tobacco, vaping device, or water-balloon launchers), may be seized and inventoried and notice shall be given to the Dean of Residence Life. Students who have items seized can expect a follow up conversation with a residence life staff member or the Dean of Residence Life. The College reserves the right to dispose of any seized contraband or items contrary to community standards. At the end of the fall semester, the residence life staff will check refrigerators to make sure they are properly emptied and cleaned before Christmas break; anything discovered that is contrary to the college's standards will be reported to the Dean of Residence Life.

## 6. Dangerous Behavior

The College prohibits dangerous behavior, which is behavior that is able or likely to inflict physical injury or physical harm. Dangerous behavior examples include but are not limited to sledding down the stairs of McCully Stadium, climbing up college-owned property (other than the climbing wall in the Chrouser Sports Complex) in order to access the roof and/or to rappel down or throw objects from the top of

buildings or McCully football field, or driving on a campus sidewalk. Students who participate in dangerous behavior will receive a \$100 - \$250 fine and a possible conduct response.

Students found to have damaged college, city, or personal property through dangerous behavior will be held accountable through the student conduct process. College property includes but is not limited to public artwork, content on public bulletin boards, campus signage, and displays. Beyond receiving a conduct sanction, students will be expected to pay for the damaged property and any time and money spent on restoring it to its original condition, as well as any applicable fines for violating additional college policies.

NOTE: The Dean of Residence Life will consider allowing students to pay off a portion of a charge for dangerous behavior by completing community service hours in a campus department, as an accommodation for students able to demonstrate difficulty paying the entire charge.

## 7. Disruptive Behavior

Students are expected to avoid disruptive behavior, which includes but is not limited to: 1) continuously honking one's car horn while driving through the campus and/or near campus residences; 2) throwing food inside or outside campus buildings; 3) playing loud music after quiet hours begins; 4) making continuous noise inside a public campus location above a conversational level which negatively impacts our campus community; 5) pranks; or 6) damage to college, city, or personal property (college property includes public artwork, content on public bulletin boards, campus signage, and displays).

Students found to have violated the Disruptive Behavior Policy will be held accountable through the student conduct process. Outcomes will be determined by evaluating the nature of the situation, the student's response, the community impact (which includes students, faculty, staff), damage to property, and the student's past conduct. A conduct sanction may include formal apology, attending a restorative justice circle, community service, paying for or restoring damaged property, receiving applicable fines, written warning, probation, or suspension for violating additional college policies. The residence life staff maintains discretion when determining the response to a prank, which will be in accordance with Wheaton's conduct policy and past conduct outcomes.

## 8. Drone Policy

Drones are banned from all campus property and airspace because of safety concerns and in order to prevent unwanted privacy intrusion. Permission to use a drone for a specific project/event must be obtained in advance from Risk Management ([legal.and.risk@wheaton.edu](mailto:legal.and.risk@wheaton.edu)). A strict set of Risk Management guidelines must be followed by students granted permission to use a drone. Students found with a drone will be asked to take it home. If the student cannot immediately remove the device in question, it will be confiscated. Students who do not comply with this policy may incur a fine and/or disciplinary action.

## 9. Gambling Policy

Gambling is defined as playing a game of chance or skill for money or other things of value or making a wager on any kind of sporting event or other contest. The exchange of money or goods by betting or

wagering, in sports pools, most raffles, playing cards for money, and on-line activity is an unwise use of God-given resources and a morally corrosive feature of modern society. Wheaton College does not wish to further it in any form. Thus, the College prohibits all types of gambling on its campus.

## 10. Hazing Policy

As a Christian community, we want to honor Jesus Christ in our relationships with one another. Each member of the College community, who acts in a covenant bond with others, should consciously strive to maintain relationships which support, encourage, and help others. Hazing is a perversion of Christian community and may be a crime under Illinois law.<sup>1</sup> Wheaton College will not tolerate hazing, and the consequences for hazing will be determined through the Student Conduct Policy. Participation or failure to intervene in hazing activities may lead to appropriate disciplinary action with individuals, groups, or teams. The College's Hazing Policy applies to all student groups, regardless of official recognition.

### Hazing Definition

Hazing is defined as any act on or off Wheaton College property by one student acting alone or with others, directed against any other student(s) in a group to subject that student or students to abusive, humiliating, harassing, degrading, or dangerous activities or behavior, which may include pranks. A complete list of activities that would constitute hazing would not be possible, but the College classifies hazing into three broad categories. Some hazing conduct may fall under multiple categories.

- Subtle hazing: Behaviors that emphasize a power imbalance between prospective or new members and current members of the group or team and would cause a reasonable person embarrassment or humiliation. Such behaviors are referred to as "subtle hazing" because they are often viewed as inconsequential or harmless acts that members tolerate or participate in in order to be part of the group or team. These activities can cause embarrassment or humiliation. Examples include, but are not limited to:
  - Requiring prospective or new members to perform undesirable activities or duties not assigned to other members
  - Personal servitude of others
  - Deprivation of privileges granted to other members
  - Assigning degrading, humiliating, or crass names or name calling
  - Socially isolating prospective or new members or setting rules for members' social interactions

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<sup>1</sup> 720 ILCS 5/12c-50 states:

- (a) A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for purpose of induction or admission into any group, organization, or society associated or connected with that institution, if:
  - (1) the act is not sanctioned or authorized by the educational institution; and
  - (2) the act results in bodily harm to any person.
- (b) Sentence. Hazing is a Class A misdemeanor, except that hazing that results in death or great bodily harm is a Class 4 felony.

- Expecting certain items to always be in the prospective or new members' possession
- Coercive blindfolding
- Harassment hazing: Behaviors or activities, in which members tolerate or participate in order to be part of the group or team, that cause or are likely to cause emotional distress and/or physical discomfort. Examples include, but are not limited to, expecting or pressuring members to participate in or be subjected to:
  - Wearing embarrassing or humiliating attire
  - Stunts or skits with humiliating or degrading acts
  - Verbal abuse, embarrassment, humiliation, or ridicule
  - Being expected to harass others
  - Sleep deprivation or disruption
  - Deception or fear of the unknown
  - Threats or implied threats
  - Altering body appearance (e.g., shaving of the head or any other part of the body)
  - Degrading, embarrassing, or humiliating games or activities
  - Unwanted restraint
  - Mob activity that intimidates others
- Dangerous or severe hazing: Behaviors or activities, in which members tolerate or participate in order to be part of the group or team, that cause or are likely to cause physical, emotional, and/or psychological harm. Examples include, but are not limited to:
  - Branding, tattooing, or piercing
  - Forced, coerced, or pressured consumption of alcohol or drugs
  - Forcible kidnapping
  - Expecting participation in illegal activity
  - Public nudity
  - Forced exposure to the elements
  - Beating, paddling, or other forms of physical assault
  - Forced, coerced, or pressured ingestion of vile substances or concoctions or other food or drink

Any student-initiated activity that has not been reviewed through the consultation process described below, which falls into one of the three categories of hazing that prospective, new, or current members of a group or team are required or encouraged to participate in by virtue of their status as a prospective, new, or current member presumptively constitutes hazing. Given the pressure to participate in an activity that may be explicitly or implicitly present, an individual's consent does not constitute permission to engage in hazing activities or behaviors. Perceived, implied, or expressed consent of any person toward whom an act of hazing is directed will not be an excuse to an allegation of hazing.

Student groups and teams should strive for welcoming activities that are positive, affirming, and consistent with Wheaton's Christ-centered expectations of its community. In planning activities, the following questions should be considered:

- What purpose does the activity serve?
- How does the activity contribute to Wheaton's mission to educate whole people to serve Christ, church, and society as well as benefit the participating students?
- Is there a risk of physical harm or emotional distress?

- Has anyone ever been injured by this activity or a similar activity?
- Will the activity affect anyone outside of the group or team, including on social media?
- How could the activity be interpreted by individuals outside the group?
- If rituals and/or symbols are used in the activity, how could they be interpreted by individuals outside the group?

### Consultation Process for Activities to Ensure They Are Not Hazing

Recognizing that some traditions can be positive and affirming, but also that others have the potential for perverting Christian community by crossing the line into activities that emphasize a power imbalance or cause discomfort or even harm to group or team members, Wheaton has established a consultation process for student groups and teams to ensure that student-initiated traditions or other activities do not constitute hazing.

Student Development and the faculty or staff leader for each student group/team have a joint responsibility to communicate the expectation of and the instructions for completing the consultation process outlined below.

In order to engage consultation, a student group or team leader must submit a request in writing, at least one month prior to the date of the proposed activity, and include the following information:

- The student/group/team making the request
- The date and time of the proposed activity
- Who will participate in the activity (e.g., only freshman, all members of the group/team, or other subgroups)
- An explanation of all activities that will take place and how the event will be executed, including the role(s) of current members or nonmembers

Requests may be submitted to [reslife@wheaton.edu](mailto:reslife@wheaton.edu).

A three-member Consulting Panel (the “Panel”) including the Dean of Residence Life and two additional employees who are faculty and/or staff members (one from outside and one from within the department making the request) will serve as the consulting resources. Panel members will come from the standing Hearing Panel for student conduct (See Appendix B, Section D in the Student Conduct Policy for more information) but will not include any staff or faculty members who directly supervise or advise the student groups or teams requesting consultation.

The Panel will review the written requests and will contact the request-maker with any questions and/or a request for resubmission with modification if the initial request is not supported. The Panel will examine the nature of the activity, its purpose, its potential impact, and whether it is consistent with Wheaton’s Christ-centered expectations of the Wheaton community. The Panel’s feedback is expected to be followed.

The Panel’s guidance applies only to the activities as described in the request and does not constitute support for any modification of, deviation from, or addition to the activities included in the request. Consultation will only need to be requested and received once as long as future implementation does not deviate from the scope of the original request.

## Reporting Hazing Incidents

It is a violation of the Hazing Policy for any student to fail to report a known or suspected incident of hazing.

A known or suspected incident of hazing may be reported to the Dean of Residence Life in person at the Residence Life Office (Student Services Building, 501 College Avenue), by phone at 630-752-5427, in writing to [residence.life@wheaton.edu](mailto:residence.life@wheaton.edu), or anonymously online at [www.wheaton.edu/ethicscomplaints](http://www.wheaton.edu/ethicscomplaints) (click “Make an online report through Lighthouse Services” on the bottom right).

## Limited Amnesty for Self-Reporting Hazing

### Individual Self-Reporting:

A student who reports activities and/or behaviors, including pranks, that may fall within the definition of hazing and who cooperates fully in providing information related to hazing activity will be granted amnesty for conduct related to the hazing even if his or her own conduct violated the hazing policy, unless the conduct the student engaged in violates the dangerous hazing category or the College’s policy on sexual misconduct. A decision to grant amnesty for a self-report of a violation of the hazing policy means that Wheaton will not independently pursue disciplinary action against the self-reporting individual. Wheaton may, however, choose to require the student to engage in educational or restorative action. But if any individual who is harmed by the hazing makes a complaint or if the College previously learned of the incident from another source, the College will follow the process set forth in the Student Conduct Policy.

### Group or Team Self-Reporting:

Members of a group or team who are concerned that some of their activities and/or behaviors, including pranks, may violate Wheaton’s hazing policy should consult the Dean of Residence Life. A group or team that fully discloses past or recent behavior in violation of the Hazing Policy will receive assistance as the group or team develops a new plan to replace the activities in question. With this disclosure, the group or team will be granted amnesty for the activities disclosed, unless the conduct engaged in violated the dangerous hazing category or the College’s policy on sexual misconduct. A decision to grant amnesty for a self-report of a violation of the hazing policy means that Wheaton will not independently pursue disciplinary action against the self-reporting group or team. Wheaton may, however, choose to require the group or team to engage in educational or restorative action. But if any individual who is harmed by the hazing makes a complaint or the College previously learned of the incident from another source, the College will follow the process set forth in section III. of the Student Conduct Policy.

Individuals, groups, or teams may only be granted amnesty for prior activities one time.

Wheaton College also offers amnesty for a student who seeks professional emergency assistance for him- or her-self, or for another student experiencing a medical emergency. For more information, see the Medical Amnesty Policy.

Questions about amnesty from the Hazing Policy may be directed to the Dean of Residence Life.



## Investigation and Conduct Resolution Process

Reported complaints of hazing will be investigated and resolved promptly as described in the Student Conduct Policy. The investigation may include interviews with any complainants and witnesses and will provide an opportunity for the accused student to share relevant information and evidence.

Wheaton requires that students comply with a spirit of cooperation, honesty, and integrity when asked to participate in investigations and conduct meetings about alleged violations of college policy. Students found to have lied, deceived, or obstructed the truth in an investigation or conduct meeting will be considered in violation of the Noncompliance Policy and may be subject to disciplinary action. For more information, see the Noncompliance Policy.

Wheaton strictly prohibits retaliation against any person who in good faith reports a hazing incident or in good faith participates in a hazing investigation or report resolution process. Encouraging or assisting others to engage in retaliation also violates this policy. Retaliatory acts may include, but are not limited to: acts or comments that are intended to discourage a person from engaging in activity protected under this Policy (e.g., self-reporting) or that would discourage a reasonable person from engaging in activity protected under this Policy; adverse changes in employment status or opportunities; adverse academic action; adverse changes to academic, educational, and co-curricular opportunities; harassment; intimidation; acts or comments intended to embarrass the individual; and seeking to influence the participation or statements of parties or witnesses. Retaliatory conduct is prohibited regardless of whether it occurs on or off campus, in person, or through social media, email, or other form of communication, or whether it is committed by parties to the investigation, their friends, their representatives, or any other person. Retaliation may be present against a person even when the person's allegations of hazing are not substantiated. Any concerns of retaliation should be reported to the Dean of Residence Life. An individual that engages in retaliation will be subject to disciplinary action.

If Wheaton determines at any stage of the conduct process that a student poses a serious threat to the complainant, to self or others, or to the stability and continuance of the College's operations, the College may, in its sole discretion, require the student to move out of College housing, stop working as a student employee on campus, withdraw or take an involuntary leave of absence, or otherwise restrict the student's access to and movement about campus, which could include class attendance and/or the opportunity to complete coursework. For more information, see the Student Conduct Policy section III.B on Interim Action.

## Disciplinary Action

Following the completion of the conduct review process as described in the Student Conduct Policy, individuals found to be organizers of, or participants in, hazing will be subject to disciplinary action. Witnesses and/or bystanders who fail to intervene to stop the hazing incident from occurring and/or individuals who fail to report a known or suspected incident of hazing may also be subject to disciplinary action. The Dean of Residence Life, the Vice President for Student Development, or a Hearing Panel for a "sensitive matter" has authority to impose sanctions including, but not limited to: fines/restitution; community service; an oral warning; confiscation of prohibited property; a written warning; behavioral requirements such as counseling, reflection papers, and letters of apology; educational requirements; restrictions/reassignments; loss of participation and/or recognition;

suspension of activity; probation; withdrawal, suspension; and expulsion. For more information, see the Student Conduct Policy section VI on Sanctions in Response to Student Misconduct.

In addition, an incident of hazing may result in discipline for an entire group or team. Group or team sanctions may include, but are not limited to, loss of Wheaton privileges (including the use of Wheaton facilities), educational requirements for group or team members, required additional oversight of group or team activities, and temporary or permanent suspension of all team or group activities, including loss or forfeiture of games or performances. If the Dean of Residence Life, the Vice President for Student Development, or a Hearing Panel for a “sensitive matter” believes that group or team misconduct may merit temporary or permanent suspension of all team or group activities, including loss or forfeiture of games or performances, the decision whether to impose this sanction must be referred to the Senior Administrative Cabinet. Factors for determining whether to discipline a group or team include, but are not limited to, the percentage of the group or team who participated in the incident, the percentage of the group or team who had knowledge of hazing and did not report it, whether the members of the group or team cooperated with the College during the investigation, and the impact of and harm caused by the activity.

In determining the appropriate discipline for an individual or student group or team, Wheaton will consider the following factors:

- the seriousness of the alleged offense;
- the student’s or students’ response when confronted; and
- the student’s, group’s, or team’s conduct history.

Although not outcome determinative, Wheaton will also consider the impact of the incident on the participating students as well as on the larger community.

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## 11. Malicious Behavior

Given the imperative to love our neighbors as ourselves found in Scripture and emphasized in the Community Covenant, students are expected to avoid behavior that is malicious (showing a desire to cause physical harm to a person and/or a group) through damage to College property and/or personal possessions, communication posted in a public location on campus and/or on the Internet, and/or behavior posing risk of physical injury to individuals inside and outside of the Wheaton College community, including entering another student’s residence without permission.

Students found to have done harm through malicious behavior will be held accountable through the student conduct process. College property includes public artwork, content on public bulletin boards, campus signage, and displays. Beyond receiving a conduct sanction, students will be expected to pay for the damaged property and any time and money spent on restoring it to its original condition, as well as any applicable fines for violating additional college policies.

Malicious behavior may subject the offender to interim action as described in the Student Conduct Policy.

## 12. Medical Amnesty Policy

Wheaton College is a drug and alcohol-free community that expects each student to uphold the boundaries identified in the Community Covenant and the Student Handbook while enrolled. The College is committed to the health, well-being, and safety of every student.

The Medical Amnesty policy applies to students who require immediate professional medical attention due to consumption of alcohol and/or drugs. The fear of disciplinary action should not hinder the appropriate medical response to address incapacitation from alcohol and/or drug use. Students in danger or who are concerned for a peer's well-being should call (911) or Public Safety at 630-752-5911 for immediate assistance.

A student who seeks professional emergency assistance for him- or her-self, or for another student experiencing an alcohol and/or other drug related emergency, will not be subject to disciplinary action under Wheaton's Student Conduct Policy.

The student who is experiencing the medical emergency or the individual who reported the concern should expect to have a follow up conversation with a staff person in student development to discuss the incident as well as the support and care that need to be established. Under the Medical Amnesty policy, the College will refer students to the appropriate follow up post-emergency care resources.

## 13. Noncompliance Policy

Wheaton requires that students will comply with a spirit of cooperation, honesty, and integrity when asked to:

- Participate in investigations and conduct meetings about alleged violations of college policy
- Participate in meetings regarding students' safety or well-being
- Participate in meetings initiated by College employees

Students who refuse to meet with college employees or who are found to have lied, deceived, or obstructed the truth in an investigation or conduct meeting will subject to disciplinary action.

Students are expected to comply with all Student Development requirements communicated to them either through writing or after meeting with a Student Development staff member. Students who fail to comply with a requirement will receive one or more of the consequences listed below:

- Additional outcomes listed in the Student Conduct policy
- Academic registration hold until requirements are completed
- Extended conduct outcomes (e.g., probation, registration hold) until requirements are completed

Students who fail to comply will receive written notification (to their my.wheaton.edu email and/or College Post Office box) of their new or continued requirements.

## 14. Nondiscrimination Policies

Wheaton College serves Jesus Christ and seeks to enroll and hire individuals who have decided to follow Jesus Christ as Lord and Savior and live according to biblical standards. The goal of campus life at Wheaton College is to live, work, serve, and worship together as an educational community centered around the Lord Jesus Christ. Our mission as an academic community is not merely the transmission of information; it is the education of whole persons who will build the church and benefit society worldwide “For Christ and His Kingdom.” Along with the privileges and blessings of membership in such a community come responsibilities. The members of the Wheaton College campus community have consented to the responsibilities articulated in the Wheaton College [Community Covenant](#) and elsewhere in College policies. The Nondiscrimination Policy describes the prohibition of unlawful discrimination, harassment, and sexual misconduct directed toward any member of its community because of the individual’s legally protected status as described in the policy. This policy has been developed to honor biblical principles, comply with federal and state law, and follow best practices for campus safety.

You may access the current Nondiscrimination policies [here](#).

## 15. Public Indecency Policy

As a Christian Community whose desire it is to promote behavior that is consistent with the mission to develop whole and effective Christians for Christ and His Kingdom, Wheaton College adheres to the Criminal Law of Illinois prohibiting public indecency and public nudity which would fall under the category Disorderly Conduct (Code: 720 ILCS 5/26-1 (a) (1)). Therefore, it is college policy that nudity outside of the student’s room or restroom is considered public nudity. Any students participating in these acts can expect a \$100 fine and a disciplinary response.

## 16. Sexual Behavior Policy

Wheaton College believes that sexual intimacy was created as a gift by God to be an expression of love between a woman and a man in the context of a life-long marriage commitment. Therefore, all students, regardless of age, residency, or status, are expected to abstain from cohabitation with the opposite sex, premarital sexual intimacy (specifically, the stimulation of the breasts or genitals), any and all extramarital sexual behavior, any and all same-sex sexual behavior (including same-sex dating relationships, civil unions, or marriages), viewing pornography, and any and all sexual violence. Sexual behavior can include physical expressions of written descriptions about, and/or visual images suggesting sexual intimacy. The College will respond to prohibited sexual behavior, wherever it is observed or reported (including on social media), with grace-filled correction and spiritual accountability.

## 17. Student Conduct Policy

### I. Vision

Wheaton College desires that students pursue holy living described in the Community Covenant from a heart of gratitude for the patience and kindness of God’s love in Christ Jesus. The Community Covenant applies God’s truth in Scripture to foster a learning environment that educates the whole person for Christ and His Kingdom through liberal arts and graduate programs. In voluntarily joining the Wheaton College community, students are choosing to love God and each other with the patience and kindness

with which He loves them, which includes exercising freedom responsibly and with sensitivity to one another's needs; this kind of love is possible with the help of the Holy Spirit. By joining the Wheaton community, students also freely and willingly accept the responsibilities outlined in the Wheaton College Community Covenant and Student Handbook.

As Christians, we too will fail at times to exercise freedom responsibly. These failures may be as a result of an offense against God's Word, an offense against the agreement made with members of the Wheaton College community (i.e., Community Covenant), an offense against state and/or federal law, and/or an offense against a Wheaton College policy in the Student Handbook.

Romans 12:5 says, "we belong to one another." Therefore, members of the Wheaton College community should expect fellow members to lovingly speak the truth about their offenses in a spirit of encouragement to return to love and good deeds. The good news of the Gospel is that restoration follows acknowledgement of wrongdoing. Wheaton believes we can show students God's love and care for them through the College's response to their offenses against members of the College community and/or against the College, in the spirit of guidance found in I Corinthians 6:1-8. Whenever appropriate, the College's response to a student offense against a member of the College community will include encouragement to meet with the member(s) against whom an offense has been committed, in the spirit of the guidance found in Matthew 18:15-20. The College views its responses to student offenses as ministry opportunities, which the Lord can use for His glory and for students' personal growth.

## **II. Introduction**

Honoring one's word to pursue the vision for holy life together described in the Community Covenant and to hold each other accountable to the Student Handbook's expectations is a shared responsibility for every member of the community. However, disciplinary authority and responsibility for student misconduct as defined in the Student Handbook has been delegated by the President to the Vice President for Student Development and, in turn, to the Dean of Residence Life. Employees in Athletics, Residence Life, and Student Engagement share in this disciplinary responsibility.

College personnel seek to humbly exercise their God-given authority with the aim of being redemptive by: praying for and maintaining respect for individuals; seeking to be agents of the Holy Spirit by providing students with the opportunity to learn and grow; giving direction and encouragement for desirable behavior outlined in Scripture, the Community Covenant, and/or Student Handbook; balancing justice and mercy in student conduct outcomes; and by promoting restoration between individuals as well as between individuals and the community.

The College's procedures for addressing academic misconduct by students are set forth in the *Policy on Academic Integrity*.

The Student Handbook outlines the College's expectations related to student conduct. Students who enroll as a student at Wheaton College agree to follow the student conduct expectations when classes are in session and/or when participating in any college program on or off-campus. Failure to follow the student conduct expectations outlined in the Student Handbook will constitute student misconduct.

The College reserves the right to amend, withdraw, or replace the following procedures at its sole discretion and without notice. The Vice President for Student Development and the Dean of Residence Life also have the discretion to modify the following procedures at any time during a specific

investigation or adjudication, as circumstances warrant. Nothing contained in these procedures is intended to create, or be interpreted as creating, any contractual rights on the part of any student.

Where the College determines that a report or complaint arguably implicates more than one type of misconduct under the College's policies, Student Development will explore all such possibilities as part of its initial investigation and determine, in its discretion, which investigation or adjudication procedure shall apply to alleged misconduct. The College may also modify any applicable procedures during a specific investigation or adjudication, as circumstances warrant.

### **III. Reporting Misconduct**

Students are encouraged to self-report their own misconduct to a Dean in Student Development or to the Athletics Director in an effort to seek help and support. The College encourages students to walk in the freedom that can follow self-reporting misconduct. When a student self-reports to violating the vision for holy life together described in the Community Covenant or a Student Handbook policy, the College will respond with care and support resources as well as with a reduced consequence when appropriate in order to honor the student's acknowledgement of wrongdoing.

The Wheaton College Community Covenant states, "Keeping our covenant may also on occasion require that we take steps to hold one another accountable, confronting one another in love as we work together to live in faithfulness both to God's Word and to our own word. Such loving acts of confrontation are at times difficult, but when performed in the right spirit (Gal. 6:1), they serve to build godly character for both the individuals involved and the community (Matt. 18:15-17). Only in this way, as we are willing to speak the truth in love, will we 'grow up into him who is the Head, that is, Christ' (Eph. 4:15)." If students address misconduct with each other and the misconduct stops, then a further response from the College may not be necessary, depending on the nature of the offense.

If serious student misconduct comes to the attention of Student Development employees in Athletics, Residence Life, or Student Engagement when classes are in session, and/or related to student participation in any college program on or off-campus, the information about the misconduct is expected to be shared with the appropriate Student Development leader, either the Athletics Director, the Dean of Residence Life, or the Dean for Student Engagement in an effort to foster communication and consistency in the adjudication of potential Student Handbook policy violations by the Dean of Residence Life.

Students conduct matters are considered confidential by College leaders and will only include College employees not directly involved on a need-to-know basis.

If the misconduct relates to hazing, bullying, the production, sale and/or distribution of illegal substances, or other serious policy violations, students and employees with knowledge are required to contact the Dean of Residence Life in an effort to foster communication and consistency in the response.

Misconduct related to discrimination, harassment, and/or sexual misconduct based on a protected status, or related to child abuse or neglect, must be reported as provided in the College's Nondiscrimination Policies and procedures described in that document.

Misconduct by student employees during Christmas break and/or summer break when classes are not in session and/or when students are not participating in a college program on or off campus will be

reported to Human Resources and adjudicated under the policies of the Employee Handbook under the guidance of the student employee's supervisor(s) and/or Human Resources. Adjudication outcomes of student employee misconduct will be shared with the Dean of Residence Life, will become part of a student's conduct history, and may initiate additional requirements to report to other departments, depending on the other expectations to which the student agreed (e.g., student leader, ROTC, academic scholarship, athletics).

#### **IV. Serious Misconduct**

The Dean of Residence Life (or his or her designee) will determine whether alleged misconduct is considered serious. Factors for determining whether alleged misconduct is serious include but are not limited to:

- the impact of the behavior on the community;
- whether the behavior caused or could likely have caused physical, emotional, and/or psychological harm;
- whether the behavior resulted in property damage;
- and/or whether the behavior was criminal in nature.

Alleged misconduct that could constitute a serious policy violation includes but is not limited to: the manufacture and/or distribution of any illegal drug, bullying, and dangerous or severe hazing.

The Dean of Residence Life should be consulted if a member of the Wheaton College community is aware of alleged misconduct but is unsure if such misconduct is viewed as serious.

College responses to all alleged serious student misconduct will be facilitated and/or coordinated by the Dean of Residence Life. Therefore, no team, group, staff member, or faculty member should take independent action in an effort to address serious student misconduct internally.

#### **V. Conduct Review**

The College's initial Conduct Review of alleged student misconduct reports that may violate the Student Handbook or Community Covenant, whatever the source, will be administered by the Dean of Residence Life (or his/her designee) as determined by the College in its discretion.

Residence Directors have the authority to review student misconduct that has not been identified as serious by the Dean of Residence Life.

Other College personnel (e.g., the student's RD/GRA/RA, coach, faculty advisor, or supervisor) may be invited by the Dean of Residence Life and/or by the student to attend the conduct review. The presence of a faculty or staff member is designed to provide the student with a support person during the meeting and after the conclusion of the Conduct Review.

The goal of the initial meeting is to gather information regarding the situation, and to allow the student(s) to share his/her own information and perspective on how the situation occurred (or whether the situation occurred as reported). The initial review may include an interview with the complainant or other witnesses and may include a request for a written statement from the student. Student(s) will be given the opportunity to share any information that may support their perspective. Students are expected to engage the investigation process with truthful cooperation when asked to discuss their behavior and/or the behavior of others they may have witnessed; a lack of cooperation may lead to a student being held accountable through the Non-Compliance Policy.

At the end of the initial review, the student is typically informed about the next step in the conduct process.

If the College representative who conducts the initial review determines that there may have been one or more violations of college policy, the conduct process will continue as outlined below or be referred to another College adjudication process, depending on what policy may have been violated.

The Dean has the freedom, at any time, to refer a matter to the Hearing Panel for Student Conduct, even if the student wishes to have the matter resolved during the Conduct Review.

In addition, the College reserves the right to designate certain matters as a “sensitive matter”. A sensitive matter is designated when allegations involve information that is highly private and sensitive to the respondent and/or witnesses.

#### **VI. Standard of Proof**

The College uses the preponderance of evidence standard of proof when determining if a policy violation occurred. The preponderance standard of evidence means that the facts/evidence is more probable (51% or greater likelihood) than not to be true.

#### **VII. Interim Action**

If the College determines at any stage that a student(s) participating in a conduct review poses a threat to the complainant, to self or others, or to the stability and continuance of the College’s operations, the College may, in its sole discretion, require the student to move out of College housing, withdraw or take a leave of absence, or otherwise restrict the student’s access to and movement about the campus, which could include class attendance and/or the opportunity to complete coursework. Any such interim action shall become effective immediately upon delivery of oral and/or written notification to the student. Such an interim action shall not affect the student’s right to a prompt review consistent with the Conduct Review and Hearing Panel for Student Conduct provisions set forth in these procedures. Such interim action shall continue until rescinded by Student Development and communicated in written or oral form to the student. Suspected acts of criminal misconduct may also be reported to law enforcement authorities.

#### **VIII. Felony Charges**

If a student is charged with a felony, the student will be ineligible to participate in co-curricular and/or extracurricular activities, including but not limited to athletics, conservatory, and leadership positions, until the felony charges are resolved, at the earliest. The student’s employment on campus may also be impacted by a felony charge.

#### **IX. Hearing Panel for Student Conduct Membership**

The Hearing Panel for Student Conduct shall be composed of at least three but not more than five members (to be drawn from faculty, staff, and enrolled students). Graduate students will be on panels involving graduate student situations.

The appointment for faculty Hearing Panel members shall be made by the Provost’s Office for two-year terms with staggered terms. The Vice President for Student Development will appoint staff for staggered two-year terms. Undergraduate Student Government and Graduate Student Council, respectively, shall appoint student Hearing Panel members and alternates for one-year terms, with discretion to renew



such appointments for one additional year. Terms of appointment shall begin on July 1. Should any faculty, staff, or student serving on the Hearing Panel withdraw or be removed from the Hearing Panel during his or her term, the appropriate office mentioned above will appoint a new member to serve out the conclusion of that member's term.

Full-time faculty members with tenure track appointments and full-time staff members are eligible to serve on the Hearing Panel. Full-time students are eligible to serve on the Hearing Panel if, at the time of appointment and at all times during their service they, (i) maintain "good standing" as defined by college policy, (ii) have a minimum grade point average of 2.30, (iii) are not on chapel probation, and (iv) are under no sanctions under any College policy. A student member who becomes ineligible shall be removed from the Hearing Panel by the Chairperson and replaced with another student chosen by Student Government; however, an ineligible student member need not be removed from the Hearing Panel during an ongoing proceeding and may continue to serve on the Hearing Panel until the Hearing Panel renders its written decision to the Dean in that proceeding, if the Hearing Panel Chairperson so decides in his or her discretion.

#### **X. Hearing Panel for Student Conduct Procedures**

The Hearing Panel for Student Conduct hears information referred to it by the Dean of Residence Life or appealed to it by students following a conduct review; collects, reviews, and determines facts; and makes a decision.

In implementing the following procedures, the College shall make reasonable efforts to uphold the following considerations relative to the hearing procedure and the interests of the parties as follows:

1. Written notice of allegations and a reasonable time for response to the allegations shall be provided to the respondent and, where appropriate, to the complainant as well.
2. A timely hearing shall be conducted consistent with the circumstances of the particular case; however, any Dean within Student Development has the authority to postpone a hearing procedure in the Dean's sole discretion.
3. The proceedings will be conducted according to the Hearing Panel Procedures then in effect.
4. Any member of the Hearing Panel may be removed prior to the hearing upon request of either the complainant or the respondent, provided that the party making the request can demonstrate that the member is biased (an unreasoned and unfair distortion of judgment in favor of or against a person or thing), prejudiced (having or showing an unfair dislike of a person or group because of some characteristic), or otherwise inappropriate to serve on the Hearing Panel in the particular case due to a conflict of interest. The College considers a person to have a conflict of interest if he or she has existing or potential interests which compete with or might reasonably appear to compete with his or her independent and unbiased judgment in the matter. Prior to the hearing, the Dean of Residence Life will provide the Hearing Panel names to the parties and provide an opportunity for the parties to share any concerns regarding conflicts of interest; the final decision on whether such a conflict disqualifies a proposed Hearing Panel member will be made by the Dean or Residence Life or his/her designee. If during the hearing a new bias, prejudice, or conflict of interest claim arises the Chairperson of the Hearing Panel shall make the final decision with respect to any such request. (If such a removal request is made with respect to the Chairperson, the remaining members of the Hearing Panel shall

delegate to another faculty or staff member on the Hearing Panel the authority to rule upon that request.)

5. A member of the Hearing Panel may also decline on his or her own initiative to serve during a particular hearing if, in the member's opinion, a conflict of interest exists with respect to his or her participation. Where a faculty member, a staff member or a student member on the Hearing Panel is removed or withdraws from service in a particular matter, a designated alternate faculty member will be appointed by the Dean of Residence Life from the pool of faculty members approved by the Provost's Office, from the pool of staff approved by the Vice President for Student Development, or from the pool of students approved by Undergraduate Student Government and Graduate Student Council, respectively.
6. The Hearing Panel shall elect its Chairperson, who shall be a faculty or staff member and who shall serve as Chairperson. The Chairperson shall be a voting member.
7. The Chairperson shall have the responsibility of facilitating the work of the Hearing Panel by working cooperatively with the Dean of Residence Life.
8. The Dean of Residence Life will attend a Hearing Panel meeting, organized in response to a Dean's referral, as a resource to Hearing Panel members.
9. In situations where the Dean of Residence Life refers a conduct matter to a Hearing Panel, all available witnesses identified by the respondent(s) and the complainant should appear before the parties and Hearing Panel and be heard and questioned during the course of a hearing. The Chairperson of the Hearing Panel has full discretion with regard to the number of witnesses or the subject matters of witness testimony, and the Chairperson may also limit questioning to prevent irrelevant questioning or harassment, intimidation, or embarrassment of witnesses.
10. Student hearings are intended to be informal. It shall be the College's burden of proof to establish the student's misconduct. Irrelevant or immaterial information may be excluded by the Chairperson.
11. Respondent(s) and complainants will be given an opportunity to provide brief opening and closing statements, as directed by the Chairperson.
12. In Hearing Panels adjudicating alleged violations of college policy where there are multiple parties, respondent(s) and complainant(s) will have an opportunity to submit written clarifying questions to the Chairperson, who will ask the questions. Hearing Panelists may ask clarifying questions throughout the hearing.
13. In addition, where a witness is unwilling to appear, where privacy rights or litigation interests may be compromised, or where modification of this procedure is found by the Chairperson to be in the best interests of the College community, the Chairperson may modify the procedures and design an alternative method of questioning that will elicit the most useful information for the Hearing Panel under the circumstances. Where the Chairperson deems such modifications appropriate, witnesses may, for example, be questioned only by the Hearing Panel and not by the parties directly, be examined using technology rather than requiring a witness's personal appearance before the panel and/or the parties, give information via technology, or be

questioned using any other procedure deemed appropriate by the Chairperson, after consultation with the Hearing Panel and parties, in the Chairperson's sole discretion.

14. Hearings shall be closed to the campus and greater community other than the parties, support persons, Hearing Panel members, and any witness giving testimony at the particular time.
15. The parties may be accompanied to the hearing by one non-attorney support person, who may participate for the sole purpose of giving advice or assistance to the student; the support person shall not participate directly in the hearing or speak to the Hearing Panel on behalf of the student. The Hearing Panel reserves the right to proceed regardless of a particular support person's availability, and it is not a right that the non-attorney support person is present in person, as technology can be used to have them there to provide support. Support persons are likewise expected to maintain the privacy of any records shared during the hearing process. Such records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The Hearing Panel may restrict the role of any support person who fails to observe the College's limits on participation in the proceedings or the College's privacy expectations. Consultation with support persons during the hearing will be subject to the consent of and limitations imposed by the Hearing Panel Chairperson.
16. The respondent and complainant shall inform the Hearing Panel in writing within five (5) days before the beginning of the hearing whether they intend to be accompanied by a non-attorney support person and identify their respective support persons.
17. Any persons exhibiting disruptive, disrespectful, or other inappropriate behavior may be excluded from the hearing by the Chairperson.
18. The Hearing Panel will have access to previous conduct records of the respondent(s) and any other student witness involved in the hearing.
19. The Hearing Panel may provide for separate hearings if a single incident gives rise to allegations against more than one person. The Hearing Panel may also hear all such allegations in a single proceeding with the express written consent of all parties or as otherwise permitted by law.
20. The precise format of any hearing remains within the Chairperson's discretion and may vary depending upon the circumstances of the particular case.
21. The Chairperson may call for a recess during a hearing or after a hearing if the complexity of the situation and the number of details are too numerous to make an appropriate decision during the allotted time. In this situation the student will be informed of when the continued session will take place and the approximate timeline of when a decision will be made.
22. The Hearing Panel shall close the hearing and meet in executive session to make a decision by majority vote to uphold or overturn the Conduct Review decision. Should the outcome be to change or overturn the Conduct Review decision, the Hearing Panel will formulate an appropriate disciplinary response (but in no event shall the disciplinary response be more severe than that imposed during the Conduct Review) and review their findings and sanctions with the Dean of Residence Life for clarity and consistency.

23. The Hearing Panel's decision shall be forwarded to the Dean of Residence Life within a reasonable amount of time after the conclusion of the hearing. The Dean will provide the parties with the Hearing Panel's decision.
24. The Hearing Panel's outcome will not go into effect until the student(s) either accepts the outcome or until the final appeal decision is made by the Vice President or his/her designee(s). However, based on the nature of the matter discussed, the Hearing Panel has the ability to implement interim sanctions before the outcome of the final appeal is determined.

**XI. Appeal Procedures**

1. A student complainant or respondent may appeal the College's response after a Conduct Review to the Hearing Panel for Student Conduct ("Hearing Panel"). Appeal requests are limited to the following grounds:
  - a. A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
  - b. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
  - c. The sanctions imposed are substantially outside the parameters or guidelines set by the college for this type of offense or the cumulative conduct record of the responding student.
2. A student who wishes to appeal shall submit a letter of appeal stating objections and providing any supporting materials within five (5) business days of receiving the decision of the Dean of Residence Life overseeing the Conduct Review.
3. Student Development will communicate the student's decision to appeal and all materials deemed relevant by Student Development to the Hearing Panel. Relevant materials may include, but are not necessarily limited to: the student's appeal letter, the Conduct Review decision and rationale for disciplinary action, any relevant information, and the student's disciplinary history. To the extent permitted by relevant law, the appeal and relevant materials will be made available to the complainant and the complainant will be provided the opportunity to submit a written response and supporting documentation. The burden of proof to demonstrate the grounds for appeal lies with the party requesting the appeal.
4. The purpose of the Hearing Panel will be to review the Conduct Review in light of the reasons for appeal in order to determine if the decision should be upheld or to determine how the decision should be modified; in no event shall an appeal result in a more severe sanction than any sanction given following the Conduct Review.
5. The Hearing Panel shall conduct a hearing, reach a decision by majority vote, and prepare a written explanation of its decision. The chair of the Hearing Panel shall forward the Hearing Panel's written decision, the record of proceedings, and any related documents to the Dean of

Residence Life.

6. The Dean will contact the student(s) with the final decision of the Hearing Panel. A copy of the Hearing Panel's written decision will be provided to the student.
7. A decision by Hearing Panel may then be appealed to the Vice President for Student Development by the accused student within five (5) business days of the student's receipt of the Hearing Panel's decision. Appeal requests are limited to the three reasons mentioned at the beginning of this section. The student(s) shall submit to the Vice President for Student Development, in writing, specific objections to the previous decision and any material the student deems relevant to the appeal. The Dean shall also provide the Vice President for Student Development the record of the case previously forwarded by the Hearing Panel, any records maintained by Student Development relating to the matter being appealed, and any other materials the Dean deems relevant to the appeal.
8. The Vice President for Student Development shall render a written decision on the appeal, based upon the materials provided by the student making the appeal as well as any other information the Vice President deems relevant. The Vice President for Student Development shall notify the student of his or her final decision in writing. The decision of the Vice President for Student Development is not subject to further appeal.
9. The Hearing Panel will not be available during the final three weeks of each semester or during the summer due to scheduling challenges. In the event the Hearing Panel is not available, student appeals will be made directly to the Vice President for Student Development and will be the student's final level of appeal.

#### **XII. Hearing Panel for Sensitive Matter**

Certain allegations are more likely to involve information that is highly private and sensitive to the respondent and/or witnesses. In such circumstances, the College retains the option to configure the Hearing Panel differently from the procedures described in Section IX and to otherwise invoke hearing procedures intended to protect the privacy interests and respect the dignity of all parties concerned to the fullest extent possible. Such a matter is referred to as a "sensitive matter."

The Hearing Panel for a "sensitive matter" shall be composed of only faculty and staff members, with the student members of the Hearing Panel excused from service for that particular case. The Vice President for Student Development will appoint the other Hearing Panel members for a "sensitive matter," including faculty and staff members. The Hearing Panel for a "sensitive matter" will not include any staff or faculty members who directly oversee student groups or teams related to any of the parties.

If a matter is going to be identified as a sensitive matter, Student Development will do so prior to transmitting the matter to the Hearing Panel. Student Development shall inform the Chair of the Hearing Panel that this is a sensitive matter that involves a non-student Hearing Panel. If necessary, designated alternate faculty members will be called for purposes of adjudicating the particular sensitive matter at issue.

The procedures used for sensitive matters shall conform as closely to the procedures set forth in Sections IX and X as the Hearing Panel deems appropriate. With respect to sensitive matters, the Chair of the Hearing Panel and the Hearing Panel are encouraged to exercise their discretion to modify the

procedures used, for the purpose of balancing the need for full and fair adjudication of serious offenses against the need to protect the privacy rights of participants and the dignity of complainants and accused students alike.

### **XIII. Sanctions in Response to Student Misconduct**

If the Dean has determined through a Conduct Review that a violation of a college policy or the Community Covenant has occurred, the Dean will then determine an appropriate sanction and may offer to orally explain to the student the details of the response. Most conduct sanctions given by a Dean will be followed with written notification to the student.

If a Hearing Panel has determined a violation of a college policy or the Community Covenant has occurred after considering a matter referred to it by the Dean, the Hearing Panel has authority to assess the sanction(s) which it deems are in the best interests of the student(s) and the institution. The conduct sanctions given by a Hearing Panel will be provided to the Dean who will communicate the outcome to the student.

In cases involving serious policy violations, a Hearing Panel for a “sensitive matter” (See Section XI), will be appointed to determine the appropriate sanction in response to the misconduct.

If the Hearing Panel for a “sensitive matter” believes that group or team misconduct may merit temporary or permanent suspension of all team or group activities, including loss or forfeiture of games or performances, whether to impose this recommended sanction must be referred to the Senior Administrative Cabinet for a final decision.

Factors to be considered in determining sanctions for student misconduct include, but are not limited to:

- the seriousness of the alleged offense;
- the student’s response when confronted;
- and the student’s conduct history.

Although not outcome determinative, the College will also consider the impact of the conduct on individuals as well as on the larger community.

Before determining the appropriate response, the decision-maker will seek to understand the student from the perspective of those employees who oversee the student’s living environment, coursework, and/or co-curricular involvement, respectively. If the decision-maker is a Hearing Panel considering a matter referred to it by the Dean, the Hearing Panel will consult the Dean for input to understand past sanction decisions in similar circumstances.

College sanctions are independent of other responses that may be imposed as a result of any civil action or criminal prosecution. The sanctions listed in this section are not exhaustive but are merely designed to serve as guidelines. Responses may be imposed in any combination.

The following are examples of possible sanctions in response to misconduct:

**Fines/Restitution.** A student may be subject to fines for rule violations and certain behaviors, particularly those causing harm to property, expense to the College, or disruption to the processes of the College.

**Forfeiting Student Leadership position.** Wheaton College views student leadership as a privilege and honor. Student leader misconduct when not attending classes (e.g., Christmas break and summer break), when not participating in a college program (e.g., mission trip, study abroad, music tour), and/or when not actively fulfilling an agreement to serve, may result in the student leader forfeiting her/his position for the following academic year.

**Community Service.** Some students will be required to serve the college or another entity without compensation as a response to a violation or to repair any damages that occurred.

**Oral Warning.** A personal conversation will be facilitated with the student to discuss inappropriate behaviors or attitudes.

**Confiscation of Prohibited Property.** Items that are in violation of college policy will be confiscated. Prohibited items may be returned to the owner at the discretion of the Dean of Residence Life or Public Safety.

**Written Warning.** A student may be subject to an official written warning regarding a specific incident or violation. Students may be asked to notify their parents and/or other adults important in their lives and may also be asked to complete community service hours or fulfill other responses the Deans feel are valuable for the student's growth. A temporary record is kept. A written warning documenting misconduct in violation of state or federal laws will be permanently retained in a confidential file after the student graduates.

**Behavioral Requirement.** This includes required activities including, but not limited to, seeking a mentor, counseling, substance abuse screening, writing a letter of apology, etc.

**Educational Requirement.** Requirement to attend, read, write, present and/or participate in a program related to the violation.

**Restrictions/Reassignment.** The college may impose visitation and/or no contact restrictions or otherwise restrict or limit a student's movement on campus for individuals who are in violation of specific policies. The college also reserves the right to reassign student housing and/or to restrict a student from attending some or all of their courses in person.

**Parent Notification. A Student Development Dean may** require a student to notify her/his parents of misconduct. In turn, the student will be expected to direct her/his parents to contact the Dean for a discussion about the misconduct. The reasons for this procedure are two-fold. First, a student's parents are still a primary God-given means of accountability. If parents do not know about their student's misconduct, they are not in the best position to offer encouragement, counsel, and prayer. Second, a conversation between a student's parents and a Dean minimizes the potential of any surprises in the future should any further disciplinary action be necessary.

**Loss of Participation and/or Recognition.** The college may determine that a student(s) or an entire roster of participants involved in a competitive team (e.g., varsity sport, club sport, debate, mock trial, etc.), a performance-oriented group (e.g. music ensemble, theater, dance, etc.), student employment, volunteer role, and/or a student leadership position is prohibited from participating for a designated period of time or for the remainder of an academic year(s). The College may also determine that any or all the awards the student(s) received from the college for that year may be retracted.

**Suspension of Activity.** The student(s) or an entire roster of participants is involuntarily separated from a competitive team or an artistic ensemble (e.g., varsity athletic team, club sport team, student organization, student club, music ensemble, theater) for a specified length of time.

**Probation.** The student is permitted to remain on campus with particular conditions specified.

- Special housing approvals, participation in varsity sports, and other co-curricular privileges are likely to be affected at the discretion of a Student Development Dean, Vice President, or a Hearing Panel.
- Probation can impact one's ability to represent the college, including participating in study abroad programs, athletic participation, attending conferences, or representing the college at an official function, etc.
- Student leader misconduct when attending classes, when participating in a college program, and/or when actively fulfilling an agreement to serve, may result in disciplinary probation and other potential outcomes. If student leader misconduct results in disciplinary probation, the student leader will forfeit her/his position.
- Students may be asked to notify their parents,
- A permanent record is kept.

**Withdrawal.** The student is permitted to withdraw without privilege of returning until time specified by a Student Development Dean.

**Suspension.** The student is involuntarily separated from the College for a specified length of time, which means the student is involuntarily withdrawn from classes, is required to move out of campus housing, and is not allowed to visit campus. Students are strongly encouraged to contact their parents. A record is kept in the student's permanent record.

**Expulsion.** The student is permanently separated from the College with appropriate documentation of the reasons for such termination in the student's permanent record, which means the student is involuntarily withdrawn from classes, is required to move out of campus housing, and is permanently prohibited from visiting campus. Students are strongly encouraged to contact their parents. A record is kept in the student's permanent record.

#### **XIV. Hearing Panel Meeting Procedures**

The Hearing Panel for Student Conduct hears information referred to it by the Dean of Residence Life or appealed to it by students following a conduct review; collects, reviews, and determines facts; and makes a decision. The Chairperson may adapt the procedures below as needed.

1. The Chairperson shall convene the Hearing Panel and preside over the hearing.
2. The Chairperson, or his/her designee, shall be responsible for keeping a record of the hearing.
3. The Chairperson shall inform all parties of their responsibilities regarding honesty respect for others, and the maintenance of order. Furthermore, the Chairperson shall stress the need for confidentiality and explain that there shall be no direct communication between the parties and the Hearing Panel members about the case outside of the Hearing Panel for Student Conduct meeting.



4. At the hearing, the Chairperson shall read the allegation(s) and the outcome of the Conduct Review (if hearing an appeal) and ask the respondent(s) to respond. If any respondent is absent or refuses to reply, it shall be assumed that the student disagrees with the allegation(s) made and/or the sections imposed.
5. A faculty, staff, or student who is bringing the matter forward (hereafter referred to as the complainant), and the respondent(s) may make opening statements, which shall inform the Hearing Panel of the information to be presented and provide a general overview of each party's positions with respect to the issues in the case.
6. The complainant may present witnesses and other information, with the respondent(s) then being able to question the complainant and any other witnesses presented by the College. The complainant may question each witness again after the student(s) has/have finished questioning. The Chairperson shall also have the discretion to allow additional questioning of the witness at a party's request.
7. Members of the Hearing Panel may question any witness presented by the complainant at any time during the witness's appearance before the Hearing Panel.
8. The Chairperson shall make the final decision with respect to any disputes regarding the relevance and admissibility of information.
9. The respondent(s) may then present witnesses and information in an effort to defend against the allegations and the information presented by the complainant. The complainant may question the respondent(s) any witnesses presented by the respondent(s). The respondent(s) may question each witness again after the complainant has finished questioning the witness. The Chairperson shall also have the discretion to allow additional questioning of the witness at a party's request.
10. Members of the Hearing Panel may question any witness presented by the respondent(s) at any time during the witness's appearance before the Hearing Panel.
11. Following the conclusion of the appearances by all witnesses on behalf of the respondent(s), the Chairperson shall offer the complainant and accused student(s) a final opportunity to present any further information pertaining to the case and to deliver brief closing statements, in which they summarize the information submitted and make arguments, based upon the information submitted during the Hearing.
12. The Chairperson may call for a recess during a hearing or after a hearing if the complexity of the situation and the number of details is too numerous to make an appropriate decision during the allotted time. In this situation the student will be informed of when the continued session will take place and the approximate timeline of when a decision will be made.
13. The Hearing Panel shall close the hearing and meet in executive session to make findings of facts based upon a preponderance of the evidence. The Hearing Panel shall also make a decision by majority vote regarding the appropriate sanction and College response for any misconduct determined to have taken place. The Hearing Panel's written findings of facts and decision shall

be forwarded to the Dean of Residence Life within a reasonable amount of time after the conclusion of the hearing.

14. The Dean will contact the student to communicate the Hearing Panel's decision.

## 18. Technology Acceptable Use Policy

Wheaton College's technology infrastructure exists to support the organization and activities needed to fulfill the organization's mission. Access to these resources is a privilege that should be exercised responsibly, ethically and lawfully.

The purpose of this Technology Acceptable Use Policy is to clearly establish the College's position relating to the acceptable use of its technology and the role each member of the organization has in protecting its information resources.

This policy applies to all users of technology resources owned, managed or otherwise provided by the organization. Individuals covered by this policy include, but are not limited to, all employees and service providers, students, guests and anyone else with access to the organization's technology and information resources and/or facilities. Technology and information resources include all Wheaton College-owned, licensed, or managed hardware and software, email domains, and related services and any use of the organization's network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

The full Technology Acceptable Use Policy can be found [here](#).

## 19. Tobacco and Nicotine Policy

While enrolled in Wheaton College, undergraduate members of the community will refrain from the use of tobacco in all settings. For the reasons expressed within the Community Covenant the college prohibits the use of any device that has traces of tobacco and nicotine in it. These items include, but are not limited to cigarettes, cigars, pipes, chewing tobacco, hookah, vaping devices and e-cigarettes (JUUL). Students who are found using tobacco products or possessing paraphernalia will be held accountable under the student conduct process outlined in the Student Handbook. Any nicotine, tobacco, or smoking paraphernalia confiscated will not be returned to the student.

## 20. Violent Behavior

The College prohibits violent behavior, which is behavior that causes physical harm to a person and/or damage to property.

Violent behavior may subject the offender to interim action as described in the *Student Conduct Policy*.

## 21. Visitation Policy

One of the purposes of the Community Covenant is to give Wheaton College Biblically based direction in cultivating a campus atmosphere that encourages spiritual, moral and intellectual growth. How and where female and male students interact and relate to each other has the ability to contribute to a campus atmosphere that encourages spiritual, moral, relational and intellectual growth.

Wheaton College visitation policy is intentionally designed to foster solid floor community, as well as encourage low pressure female and male student interactions that allow for healthy friendships to be formed over time. We purposefully want to provide floors and apartments the opportunity to have set apart time to develop close friendships within their floor/apartment communities and also provide space and set apart times for guests to visit and be invited into those spaces. Students in violation of the Visitation Policy are subject to disciplinary action because of the College's care and concern for how female and male students relate to one another and because a surprise after hour visitor can have an impact on the floor community as well. Repeat violations will result in probation and or loss of visitation privileges for a period of time.

**Residence Halls.** All exterior doors in the residence halls are locked 24 hours a day, which can be accessed by a student's ID. Residence Halls have main floor and lower level public lobbies where students can socialize and/or study together. Fischer Hall and McManis-Evans have small lobby areas outside each elevator landing for additional community space. The lower-level lobbies in Fischer and Smith-Traber turn down the lights at 11pm, though students are free to continue to spend time together in those spaces. Open floors (only certain individual floors being open within a residence hall) and open halls (all floors in the residence hall being open) provide opportunities to practice hospitality and spend time with friends of the opposite gender. Residence Directors give prior authorization for these events, and RAs must be present to monitor and check all rooms. All room doors of those participating in an "Open" event must remain wide open. "Open" events are limited to 7 pm—10 pm Sunday-Thursday and 7 pm—11:00 pm Friday and Saturday. Guests of the opposite sex are only allowed on residence hall floors during the evening times approved by the Residence Life staff. Underclass residence halls (Fischer and Smith-Traber) are allowed three open times each week and Upper-class residence halls (McManis-Evans and Williston) are allowed six open times.

**Houses and Apartments.** Students in their third, fourth, or fifth year at Wheaton are eligible to live in campus apartments and houses. Living in a campus apartment or house offers more freedom with respect to visitors of the opposite sex, but also more responsibility. There is more ownership in apartment and house units upon roommates to hold one another accountable for how, where, and when female and male students interact and relate to each other within the living unit. Even though there is more freedom in campus apartments and houses, boundaries are still important. Visiting guests of the opposite sex are restricted to rooms with wide open doors within the apartment or house, no earlier than 9:00 am and no later than 2:00 am.

**Off-Campus Housing.** Students in their fourth year at Wheaton are eligible to apply to receive off-campus permission through the spring housing selection process, if additional space is needed to house underclassmen. Students living off-campus are expected to live responsibly and in accordance with Wheaton's Off-Campus Policy, Student Handbook policies, and Community Covenant expectations just as is expected of students living in on-campus housing. In addition, as with on-campus apartments, visiting guests of the opposite sex should be limited to rooms with wide open doors within the apartment or house, and may not spend the night.

## 22. Weapons or Explosives Policy

Illinois law prohibits the possession or discharge of fireworks. Students may not possess or store weapons or explosives on campus. Students will incur a \$100 fine for such possession. Disciplinary action will be taken by the College for unauthorized possession or use of the following:

- Firearms or replicas thereof: replicas will be confiscated and not returned;
- Explosives and/or explosive devices;
- Weapons or devices which injure or have the potential to injure another person or property, such as water balloon launchers and numchucks;
- Pellet guns, air-soft guns, orbi guns, B-B guns, and paintball guns;
- Fireworks;
- Dangerous chemicals or fuels;
- Bows and arrows;
- Swords; and
- Knives with blades longer than three inches (including folding pocketknives), with the exception of knives intended for kitchen use.

## Student Development

### 1. Dress Statement

Members of the Wheaton community should make an effort to dress modestly and appropriately at all times. For class, chapel, and in public buildings, always wear shoes. The classroom and offices are your places of work and business. Wear shirts in all public places, indoors and out (except for athletics). Be modest. Avoid abbreviated shorts and tops. For formal concerts, programs, recitals, and other special occasions, wear dresses or suit coats and ties. Sunbathing is not allowed on front campus or in public view.

### 2. Ethic of Care to Prevent Stereotyping of Groups in Student Programming/Activities

#### **Introduction**

The Wheaton College mission includes a commitment to “educate the whole person to build the church and benefit society worldwide.” The Community Covenant calls all members who voluntarily join the College to “pursue unity and embrace ethnic diversity as part of God’s design for humanity and practice racial reconciliation as one of his redemptive purposes in Christ.” One way to pursue unity and embrace ethnic diversity is “to cultivate a grace filled, Christ-Centered academic community where all members are recognized, loved, and respected (Wheaton College Christ-Centered Diversity Commitment). Another way is to exercise responsible freedom by displaying Christ-like love, honoring the name of Jesus Christ and upholding the God-given worth of all human beings as the unique image-bearers of God (Wheaton College Community Covenant).

Planning student programming/activities is one of the structures and functions of the Wheaton College community. When planning for student programming/activities is done to affirm diversity, practice inclusion, seek justice and pursue unity (Wheaton College Christ-Centered Diversity Commitment), it will

contribute to the mission of the College to educate whole persons. When student programming/activities include stereotypes of historically marginalized groups and other groups, the College's mission is compromised.

### **Historically Marginalized Groups**

A stereotype is "a preconceived and oversimplified idea of the characteristics which typify a person, race, or community which may lead to treating them in a particular way" (Oxford Dictionary of Sociology). The members of Wheaton College belong to a variety of subgroups, including some who have been historically marginalized (e.g., African Americans, Asian Americans, Latinos, Native Americans and internationals). Portraying a tall African American male student in a skit as a basketball player may be an example of a stereotype if it operates under the assumption that all tall African American men play basketball.

Marginalization is "a spatial metaphor for a process of social exclusion in which individuals or groups are denied economic, political, and/or symbolic power and pushed towards being 'outsiders'" (Oxford Dictionary of Sociology). A failure to recruit racially and ethnically diverse student leaders to plan student programming/activities is an example of a College function that may contribute to the marginalization of racially and ethnically diverse students.

Wheaton College considers stereotyping members of a historically marginalized group and/or portraying the rituals, symbols, behaviors and/or dress of a historically marginalized group for the primary purpose of humor to be a failure of our commitment to each other as described in the Community Covenant. Such stereotyping will likely have detrimental effects and ought to be avoided.

### **Other Groups**

Sometimes members of subgroups within Wheaton College playfully highlight or mimic aspects of their subgroup that they find humorous. This may seem acceptable because the humor originated from one of the subgroups. Students outside the subgroup, however, may not know how to interpret mimicking humor because they are not part of the subgroup's culture.

At other times members of one campus subgroup mimic or highlight the culture of another campus subgroup. The better part of wisdom is to direct mimicking humor towards one's own subgroup(s). Mimicking behavior directed to an audience outside one's subgroup places a burden on the originator to seek feedback outside one's own subgroup regarding the wisdom and effect of such mimicking behavior.

### **Questions to Consider**

Our voluntary agreement to the Community Covenant has practical implications for student programming/activities/advertising. All students planning informal and formal (that is, College approved) activities and related advertising should consider the following questions in consultation with residence life staff, departmental supervisor(s), staff adviser(s), or coaches. Activity planners and those responsible for creating marketing materials are encouraged to remain open to feedback throughout the planning and facilitation process.

1. What are the purposes of the activity and are they congruent with the Community Covenant's call to its members to pursue unity and embrace ethnic diversity?
2. Are any groups being stereotyped?

3. Are the rituals, symbols, behaviors, and/or dress of a group portrayed for the primary purpose of humor?
4. What are the anticipated effects upon the individuals watching the program/activity?
5. What steps will be taken to ensure that students will not be pressured to participate in and/or watch the activity?
6. Who will be responsible for supervising and providing feedback to the planners about the program/activity in support of the Christ-Centered Diversity Commitment to affirm diversity, practice inclusion, seek justice and pursue unity?

Questions or comments about this ethics statement may be directed to the Vice President for Student Development, the Dean for Student Engagement, the Dean of Student Wellness, the Dean of Residence Life or the Athletics Director.

### **Training**

In order for this document to be understood and implemented effectively, training will need to occur. Potential contexts for such training may include:

- Student leader training (e.g., Athletics, Chaplain's Office, Conservatory, Residence Life, Student Engagement, etc.)
- Special interest club fall training
- Compliance training with student athletes

### **3. Parent Notification Policy**

In keeping with its holistic educational mission, Wheaton College seeks to treat students as young adults. The College must receive proper documentation before it will share non-directory educational records with a requesting parent or guardian. Such documentation may include student consent forms, verification of tax dependent status, or other acceptable documentation indicating the College's authority to release the requested record(s). In an effort to treat students as young adults, the College defers, in most cases, to students' decisions regarding contacting a parent(s) or guardian(s) with non-directory educational records.

### **Definitions**

The term "health" in this policy relates to physical and psychological dimensions. The term "safety" in this policy refers to the protection of one's physical body and/or psychological wellbeing as well as that of other persons. The term "emergency" in this policy refers to a threat to one's physical and/or psychological person and/or to someone else's physical and/or psychological person. The term "urgent" in this policy refers to a college circumstance that is directly affected by a student's health and/or safety emergency or disciplinary matter. The term "education records" is defined by the Family Educational Rights and Privacy Act (1974) as those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution, or by a party acting for the agency or institution. Students' educational records at Wheaton College are managed in accordance with the Family Educational Rights and Privacy Act ("FERPA"), which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The Registrar's

Office provides students with an annual notification of how to access the College's FERPA policy as well as student rights under FERPA.

### **Health and/or Safety Emergency Notifications**

FERPA allows the College to share students' educational records with others, including but not limited to students' parent(s) or guardian(s), where the College determines that knowledge of the information to that individual is necessary to protect the health and/or safety of the student. If a student is unwilling to give authorization to release non-directory educational records to a parent(s) or guardian(s) in connection with a health and/or safety emergency, a Student Development Dean, or designee, may offer to contact the parent(s) or guardian(s) on the student's behalf. If a student is unable, due to incapacitation, to give authorization to release non-directory educational records to a parent(s) or guardian(s) in connection with a health and/or safety emergency, the College may initiate sharing and/or requesting pertinent information with a parent(s) or guardian(s) if it is believed they can provide information and/or support in order to effectively assist a student in a health and/or safety emergency.

### **Urgent Academic, Financial or Disciplinary Notifications**

When a student's health and/or safety emergency is likely to affect the student's academic, financial and/or disciplinary status at the College, Student Development staff will strongly encourage students to communicate this academic, financial, and/or disciplinary information to parent(s) or guardian(s) to seek their support. Such situations include, but are not limited to, when such a student:

1. is failing a course and is close to a course drop date in the academic calendar that could lead to a "F" on the student's academic transcript;
2. is failing a course and is approaching tuition reimbursement deadlines; and/or
3. is placed on disciplinary probation, suspended, or expelled for misconduct.

If such a student is unwilling or unresponsive regarding the authorization to release non-directory educational records to a parent(s) or guardian(s) in connection with an urgent academic, financial and/or disciplinary matter, a Student Development Dean may offer to contact the parent(s) or guardian(s) on the student's behalf. The College may also initiate sharing and/or requesting pertinent non-directory educational information with a parent(s) or guardian(s) if it is believed they can provide information and/or support in order to effectively assist a student in an urgent academic, financial and/or disciplinary matter.

FERPA regulations allow, but do not require, institutions to provide parents or guardians with access to private student records if the student is a tax dependent as defined by the Internal Revenue Code. FERPA regulations also allow, but do not require, College officials to inform parents if a student under the age of 21 has been found in violation of the alcohol or drug policy.

## **4. Responding to External Agency Requests**

### **External Agency Requests**

Wheaton College is a voluntary community with its own expectations for membership. The Community Covenant, the Statement of Faith and the Christ-Centered Diversity Commitment articulate these expectations while also forming the foundation of specific policies.

Wheaton College members are also expected to follow city, local, state and federal ordinances and laws. Enforcement, however, is the role of external agencies including but not limited to local or state police, sheriffs, and fire departments; state and federal enforcement agencies, such as the Federal Bureau of Investigations and Department of Homeland Security; and prosecuting attorneys (such as U.S. attorneys and state attorneys).

### **Guidance and Resources for Employees**

A representative from an external agency approaching a College employee about a current student as a possible witness or as an alleged offender is likely to request one or more of the following:

1. To provide the student's directory information (such as enrollment status and campus address) as defined by the College's FERPA policy. Any such request should be directed to the Registrar ([registrar@wheaton.edu](mailto:registrar@wheaton.edu)), who is the College's FERPA officer, to provide the information.
2. To communicate a message on behalf of the external agency to a student about a representative wanting to speak to them along with the representative's contact information. Such requests must be referred to the Vice President for Student Development ([student.development@wheaton.edu](mailto:student.development@wheaton.edu)).
3. To deliver a judicial order or lawful subpoena to the College or a current student (a subpoena or witness summons is issued by a government agency, most often a court, to compel testimony by a witness or production of evidence under a penalty for failure). Requests to deliver a judicial order/subpoena to the College must be referred to the College's General Counsel ([legal.and.risk@wheaton.edu](mailto:legal.and.risk@wheaton.edu)); requests to deliver a judicial order/subpoena to a current student must be referred to the Vice President for Student Development ([student.development@wheaton.edu](mailto:student.development@wheaton.edu)).
4. To deliver an arrest warrant to a current student. Such requests must be referred to the Vice President for Student Development ([student.development@wheaton.edu](mailto:student.development@wheaton.edu)).

A College employee who has been approached with a request from an external agency representative regarding a current student should coordinate with the College's General Counsel ([legal.and.risk@wheaton.edu](mailto:legal.and.risk@wheaton.edu)) before responding.

### **Guidance and Resources for Students**

The guidance and resources below are for students who have been approached by a representative from an external agency as a possible witness or as an alleged offender:

1. Students may complete an [Authorization for Release of Information](#) form, if they wish to release some/all of their private records to a representative of an external agency. However, the College may provide certain information to law enforcement even in the absence of student consent. For more information, see the College's [FERPA Annual Notification of Rights](#).
2. Students are encouraged to inform a parent/legal guardian about the request from the representative of an external agency.
3. Wheaton College cannot provide legal advice to students whose alleged behavior is prompting an external agency to request an interview, to deliver a judicial order/subpoena, or to deliver an arrest warrant.
4. Students may wish to seek legal advice. For basics on legal rights related to legal investigations and requests, students may consult the Illinois Legal Aid resources listed below:
  - a. [Basics of subpoenas](#)
  - b. [Rights during a criminal investigation](#)
  - c. [Rights related to arrest/custody](#)



- d. [Basics of ICE \(immigration\) raids and arrests](#)
5. The College does not require students who receive a request to speak to an external agency representative to do so.

Students may seek personal support from the Chaplain's Office ([chaplains.office@wheaton.edu](mailto:chaplains.office@wheaton.edu)) in lower Beamer Center, suite 057 and the Counseling Center ([counseling.center@wheaton.edu](mailto:counseling.center@wheaton.edu)) in North Harrison Hall, suite 170.

## 5. Student Educational Records Policy

Students' educational records at Wheaton College are managed in accordance with the Family Educational Rights and Privacy Act ("FERPA"), which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The Registrar's Office provides students with an annual notification of how to access the College's FERPA policy as well as student rights under FERPA. Students who wish to request a copy of their educational records must complete an online [form](#) in the Registrar's Office.

After graduating, a student may authorize a Dean in Student Development to answer questions about their conduct during college for applications to graduate schools, professional schools, and/or bar associations, as well as job applications for government agencies, etc. based on information in their educational record.

## 6. Student Publications Policy

Wheaton College is the owner and publisher of all student publications authorized under the Student Publications Constitution. Two publications are currently authorized for campus-wide circulation: *The Record* (newspaper) and *Kodon* (arts magazine). These publications are governed by the Student Publications (SPC). Any request for a new student publication is to be presented to SPC for consideration and approval based on campus need and interest. Requests for a new student publication to be authorized under the Student Publications Constitution may be sent to the Vice President for Student Development ([student.development@wheaton.edu](mailto:student.development@wheaton.edu)). Final approval of a new student publication is the responsibility of the Senior Administrative Cabinet and Board of Trustees. A request to receive a copy of the Student Publications Constitution may be sent to [student.development@wheaton.edu](mailto:student.development@wheaton.edu).

## 7. Wheaton College Policy on Birth Sex and Gender Identity

The New Testament refers to the followers of Jesus as being "in Christ" (e.g., 2 Cor. 5:17). As a Christian institution, Wheaton College thus seeks to understand all aspects of human existence and experience in connection to Jesus Christ. This includes human gender—here defined as the behavioral, cultural, and psychological traits associated with a person's biological sex—and any claims made about gender identity.

Wheaton College recognizes that while many people experience gender identity in ways that are congruent with their birth sex, some experience gender identity and gender expression in ways that are

at variance with their biological birth sex (gender incongruence) and still others have physical characteristics that are partially male and female (intersex).

We acknowledge that matters of birth sex and gender identity can be complex. Here we outline some of the guidelines and principles that will inform the College's decision-making when a student or employee engages in actions or behavior that demonstrate variance between their birth sex and gender identity:

The College desires to be a loving, supportive community that cares for and respects each person, including those among us who experience incongruity between birth sex and gender identity. We oppose unloving responses toward these individuals, lament the hurt caused by any member of the Christian community, and recognize our calling to cultivate a loving Christian environment.

The College assigns access for students and employees to sensitive spaces such as housing, locker rooms, and bathrooms on the basis of sex at birth. As an expression of Christian hospitality, the College provides gender-neutral bathroom options where possible.

The College considers the decision to undergo a medical transition or to engage in other persistent actions or behaviors at variance with one's birth sex to violate the biblical and theological commitments for students and employees in the *Community Covenant* and *Statement of Faith*. We will address such matters within the appropriate pastoral and/or conduct processes of the College. The College will consider enrolling or employing an individual who has undergone a medical transition from his or her birth sex where there is reasonable evidence that the circumstances that led to the medical transition do not violate the College's biblical and/or theological convictions (e.g., medical transitions taking place before becoming a Christ follower or to address certain unique medical situations).

The College recognizes the pronouns she/her/hers and he/him/his as expressing the created reality of a biological binary. The College neither endorses nor requests the statement of preferred personal pronouns by members of the College community. The College does not permit the statement of preferred personal pronouns by employees when conducting College business, when on a platform where they are publicly identified as College employees, and/or when using the College brand in print or digital media, except when employees are required to submit such pronouns when registering for a conference or for membership in a professional organization. With the exception of research conducted under the oversight of the Institutional Review Board ("IRB"), College-created forms, surveys, and questionnaires should only include male and female sex options without additional gender options (although "prefer not to say" is also permissible).

The College reserves the latitude to make reasonable judgments about matters not explicitly addressed in this Policy based on the *Statement of Faith*, *Community Covenant*, and the biblical principles that underlie these documents. The Wheaton College Board of Trustees reserves final authority for the interpretation of these documents and the biblical principles that guide them.

To provide further, more specific context, the College's policies and practices on birth sex and gender identity for the members of our community are informed by the following biblical and theological convictions:

God's original intent and action was to create humanity to bear his divine image as two distinct sexes, male and female (Gen. 1:27), which are further designated as "man" and "woman" (Gen. 2:21-23). Jesus Christ affirmed this teaching, stating that "at the beginning the Creator made them male and female" (Matt. 19:4). According to God's creation intention, each person is divinely intended to experience congruence between the physical and experiential dimensions of his or her sex as male/man or female/woman.

As a result of the choices of our first human parents, Adam and Eve, sin and death permeate the human condition (Rom. 1:18-32). Human beings are both the victims and the perpetrators of transgression. The totality of our experience is fallen in many ways, affecting the sexual, biological, psychological, and spiritual dimensions of living. One example of the effects of the fall on creation is that our personal experience of gender may be inconsistent with God's original design for our biological sex.

The biblical narrative expresses both the distinction of human beings as male and female and the equal dignity of men and women as made in the image of God (Gen. 1:27). When unbiblical expectations or extrabiblical standards for gender distinctiveness are promoted, both men and women are denied their equal dignity, with damaging consequences. Similarly, we see harmful consequences arising out of distorted messages about birth sex, gender identity, and gender expression, such as the view that gender distinctions are harmful, irrelevant, or matters of personal preference rather than intended for our flourishing as divine image-bearers in a fallen world.

As Christians who experience the pain and difficulty of living in a fallen world, we are called to empathize with anyone who seeks to reduce the distress that may accompany gender incongruence. Yet we do not believe that the best path to resolving a conflict between birth sex and gender identity is the adoption of a psychological identity, public persona, or physiology different from one's divinely given birth sex.

08.21.2023

## Student Engagement

### 1. Artistic Expression of the Human Body Policy

The Wheaton College administration affirms the following general principles drawn from biblical foundations:

- The human body and our sexuality is, in itself, a good and glorious creation of a loving God.
- The clear trajectory of scriptural teaching emphasizes the cultivation of personal holiness and purity, fostered in part by an emphasis on modesty and the avoidance of sensualism as a Christian community.
- Together, these emphases suggest the wisdom of reticence in viewing the nude human body in most circumstances outside of the intimacy of a marital couple or in circumstances where practical necessity demands such (e.g., bathing a child, the athletic locker room, or during a medical examination), especially where sexual temptation could result. Such reticence or restraint in displaying or viewing the nude or undraped human body, nevertheless, is not a moral absolute but rather a means to the end of the cultivation of purity and holiness.

#### **Administrative Guidelines and Policies Related to Artistic Expression of the Human Body**

From these general principles, we draw the following practical and prudential guidelines and specific operational policies regarding the exhibition of the nude human form within the context of our campus community:

1. Given the fundamental goodness of our physical bodies and our sexuality, we affirm artistic interest in and godly representation of the human form.
2. As a Christian community, we affirm the opportunity to assist our student artists and indeed all of our students to develop biblically-grounded, wise and wholesome understandings of the human body and of human sexuality. In addition to celebration of the human body, this will also include necessarily the scriptural teaching on modesty and the avoidance of sensualism.
3. The trajectory of scriptural teaching on modesty and the avoidance of sensualism, combined with the widely acknowledged struggles of many on our campus with pornography and sexual temptation as well as our responsibility to act deferentially in support of their well-being, together call for careful prudential judgments in the exhibition of artistic works from all sources around our campus. We thus will incline our judgments in the direction of restraint and modesty in exhibition of explicit or graphic portrayals of the nude human body.
4. We acknowledge that art is not only about celebrating created goodness or beauty but can be legitimately directed toward other purposes. Thus, the individual Christian artist as a matter of conscience or calling may be called to depict the nude human form to accomplish particular redemptive or prophetic purposes (such as striving to “expose what is evil” [Ephesians 5:11] or depicting our shame or human brokenness).
5. Practically, there are serious risks posed to our students through their personal portrayal as the subjects/models for works of art in recognizable images that are nude, sexually suggestive, salacious, or deliberately offensive. The new information climate makes these images difficult to control and puts students at current and future risk.
6. On the basis of the preceding, we draw the following **operational policies** related to these matters:

- a. In public spaces around campus we will not exhibit artwork that displays explicit human frontal nudity; exceptions may be approved by the President's Art Commission acting on behalf of the Wheaton College President.
- b. The Adams Hall 3<sup>rd</sup> floor galleries have been identified as a discretionary space where art students and others may apply to display more explicit images of the human body and other challenging images *when* 1) the student artist has submitted for approval both the art itself (for artistic merit) and a rationale justifying the exhibition and the corpus of art and the rationale have been approved by an art faculty member and the department chair; and 2) the art is exhibited accompanied by a posted version of the statement of rationale (the artist's statement).
- c. We will not exhibit anywhere on campus nude, sexually suggestive, salacious, or deliberately offensive images of recognizable Wheaton students.
- d. In deference to prevailing campus priorities, we prohibit the use of nude (un-draped) human models in our Wheaton College educational preparation of visual arts students.
- e. No restrictions will be imposed on faculty in the use of textbooks and teaching materials that display the undraped human body. Faculty are free within the confines of a specific classroom during a teaching period to discuss and exhibit student art showing the undraped human body in ways that are consistent with our Community Covenant.

### **Administrative Guidelines and Policies Related to Public Display of Art Related to Language**

The Wheaton College Community Covenant acknowledges Scripture's condemnation of vulgar or obscene language, but our campus community also experiences expressions (especially via the arts) of outrage and resistance to violations of life's sanctity. The College highly values the power of art to uniquely embody and communicate what it means to be human. We marvel at the ability and privilege of people to exercise their powers of art making. When artwork wields these powers through making use of vulgar, obscene, or violent language and/or images, the College exhibits the work with discretion about its location and its impact on viewers of all ages. Artworks with challenging and difficult messages are exhibited in a publicly accessible space as a part of a dedicated event sponsored by a campus department, organization and/or club. The College's practice has been to avoid the exhibition of explicitly vulgar or obscene content in public places like the Beamer Center. Sponsored events require collaboration between the artist and the faculty/staff and student leader(s) of the sponsoring department, organization and/or club along with the Director of Student Involvement and an Art department faculty member. Such collaboration will consider artistic efficacy and the ethical accountability to artist and viewers in discerning exhibition parameters.

## **2. Campus Promotion Policy**

The following guidelines apply to any campus related promotional material. Policies are subject to change. For additional information, please contact Student Involvement in the Beamer Student Center at 630-752-5586.

### **Poster Sizes:**

- One 8" x 11" or 11" x 17" poster on each posting location is allowed.
- Posters must not exceed 11" x 17" inches.

### **Poster Approval:**

- Campus departments, undergraduate and graduate student organizations and clubs must have their posters approved and date-stamped by Student Involvement for take-down by the group that posted it.
- Posters must identify the sponsoring department, club, or organization to be approved.
- Marketing Communications must approve any use of the College logos as well as approving any material being used in an off-campus non-Wheaton College context. Email [media.relations@wheaton.edu](mailto:media.relations@wheaton.edu) or call 630-752-5714 for more information.
- Non-Wheaton College off-campus organizations must also have their posters approved by Student Involvement.
- All posters must be consistent, in purpose and content, with the standards and mission of Wheaton College articulated in the Statement of Faith, Community Covenant, and Christ-Centered Diversity Commitment to be approved.
- Posters and banners are approved for specific periods of time:
  - Indoor posters 2 weeks
  - Anderson Commons banners 1 week
  - Outdoor banners 1 week

#### **Materials for Posting:**

- When posting information on the few authorized non-bulletin board surfaces (i.e., wood, glass, stairwell, or walls) Plasti-Tak must be used.
- Absolutely NO Scotch tape is allowed anywhere (masking tape is allowed only on certain picture rails).
- The Beamer Center post-it boards, located throughout the lower level, require no extra hanging material; simply place the flyer on the post-it board.

#### **Recommended Poster Strategies:**

- Posters may not be hung on top of any other poster already hung.
- A poster usually loses its effectiveness after it has been on display over a week; a different poster might draw more attention, or two posters may be rotated.
- Departments that desire to promote their services with posters are encouraged to do so during the first two weeks of the semester when event posters are minimal.

#### **Campus-wide Promotion Locations:**

- Specific locations on campus have been designated for all advertising. A complete list is available in Student Involvement.
- Nothing may be posted in locations that are specified for use by certain groups or departments.
- Nothing may be posted on any surface that is not approved (such as trash cans, walls, railings, benches, light posts, trees, windows, doors, etc.).

#### **Beamer Student Center Display Cases:**

- Five display cases are available for reservation through Student Involvement.
- Please check with the Student Involvement front desk for availability.
- Only current students/faculty/staff groups can reserve the display case.
- Displays need to be set up between 1:00 – 5:00 pm on Monday and removed no later than 12:00 noon on the following Monday.
- Displays not removed may be taken down by the next group or Student Involvement staff.

#### **Beamer Student Center College Post Office (CPO):**

- The empty, open space in the center of the mailbox area can be reserved for a week at a time.
- Depending on demand for CPO space, groups may be limited to the number of approvals granted per semester.
- Groups are responsible for hanging items from the ceiling using the installed hooks and for any items left as part of the display.
- The display should not impede traffic patterns in CPO and should be contained to a 6 feet x 4 feet area.
- Be thoughtful about leaving anything for display that you don't want to "walk away."

#### **Beamer Student Center Display Tables:**

- Two tables across from Sam's in lower Beamer and three along the outer CPO south wall are available for booking through the Student Involvement front desk.
- The tables are numbered and reserved on a first come, first served basis.
- Tables can be reserved for three days within a week.
- Reservations are for the whole day, regardless of the intent to only use the table for a limited number of hours during the day.
- Please call or stop by Student Involvement to cancel a reservation if the table will not be used.
- Only current student groups/faculty/staff can reserve the display tables.
- If a group chooses to display a poster behind their table, it must be approved by Student Involvement and hung with Plasti-Tak or on the cork strip.
- Groups choosing to play music or show a video as part of their display must negotiate the volume level with groups at nearby display tables.
- Complete displays must be removed by the end of the last reserved day.
- Any fundraising ideas must first be approved by the Programs Development Coordinator in Student Involvement.
- Outside organizations (job recruiters, mission organizations, etc.) should be directed to the Center for Vocation and Career (CVC) to reserve the table next to Sam's.

#### **Anderson Commons Tray Area Banners:**

- Five spaces are available next to and across from the return tray in Anderson Commons for indoor banners.
- A reservation must be secured with Student Involvement before the banner is produced.
- A rendering of the banner content must be presented for verbal approval by Student Involvement before the banner is produced.
- The banner must not exceed 5 feet wide by 3 feet high.
- The banner must be hung with push pins on the cork board strips.

#### **Anderson Commons Entrance Area Banner:**

- Requests for banner hanging should be made through Student Involvement. All banners must be approved by the Director of Student Involvement prior to being hung and must be hung by Facilities personnel.
- All banners must be of a heavy canvas material and must have metal grommets already installed. (Banners made of sheets or shower curtains cannot be used.)
- An hourly fee will be charged for hanging the banner. It is up to the discretion of the Facilities Department whether the banner can be hung manually or whether use of the boom truck will be necessary. No matter what method is used, the same fee will be charged.
- Facilities assumes no responsibility for what people may do to the banner once it is hung.

**Outdoor Displays:**

- Must first be approved by Student Involvement.
- No display may be put on front campus, in front of Edman Chapel, or in the fountain area.
- A series of stakes with signs may be put along the campus walks.
- Outside displays must be neat and must not damage lawns, trees, walks, or buildings. They may not hang from telephone or electric poles or across streets.
- Nothing is to be attached to the outside of buildings or permitted to hang from windows unless the Director of Student Involvement or a Residence Director has given special approval.
- If a display becomes damaged or damages College property, it must be promptly removed once notification has been given. If it must be removed by Facilities, the cost of removal will be billed to the individual or organization responsible.
- The Director of Facilities along with the Director of Student Involvement must approve any large or unusual display on the campus lawns.
- An event scheduled first has precedence if there are more requests than available space.

**Outdoor Banners:**

- Requests for banner hanging should be made through Student Involvement. All banners must be approved by the Director of Student Involvement prior to being hung and must be hung by Facilities personnel.
- All banners must be of a heavy canvas material and must have metal grommets already installed. (Banners made of sheets or shower curtains do not hold up to wind and weather and cannot be used.)
- Requested posting location must be specific and must fall within the guidelines of locations considered to be legitimate for banners.
- An hourly fee will be charged for hanging banners. It is up to the discretion of the Facilities Department whether the banner can be hung manually or whether use of the boom truck will be necessary. No matter what method is used, the same fee will be charged.
- Facilities assumes no responsibility for what wind, weather, or people may do to the banner once it is hung.
- No banners will be hung on city property (i.e., parkways, utility poles, streets, easements, etc.) without written permission from the Wheaton City Council.

**Exterior Chalk-Drawing:**

- To maintain the beauty of our campus and to ensure the safety of students, no chalk messages are to be written on college property (walls, sidewalks, signs, and buildings). The only Student Involvement approved exceptions are the pavement south of Memorial Student Center, the Smith Traber sidewalk located on the corner of Howard and University, and the sidewalk outside the entrance to Fischer.
- Requests for chalk drawings on campus sidewalks should be submitted to the Programs Development Coordinator in Student Involvement.
- Information submitted should include location, time-period, and content (artwork and/or text).
- Chalk drawings can only be on blacktop or gray sidewalks.
- Absolutely no drawings can be placed on campus buildings or on any red brick sidewalks.
- The group may be asked to remove the chalk advertisement if rain has not washed it off and it conflicts with another event happening on campus.

**Campus-Wide Email Announcements:**



- Bi-Weekly Campus Announcements are available for all student-led clubs, ministry teams and organizations.
- Submit announcements [here](#).
- The sponsoring organization or department must be included in the submission.
- Submit content before Monday at noon for inclusion in the Tuesday email or Thursday at noon for the Friday email.
- Bi-Weekly Campus Announcements are managed by AIT. Questions may be directed to [campus.announcements@wheaton.edu](mailto:campus.announcements@wheaton.edu).

#### **Personal Advertisements:**

- Any random ads that people want to post can go on one board in the lower level of the Beamer Center—in the alcove across from the women’s restroom. These would include:
  - Personal advertisements listing items for sale, services, rides, or other “wanted” items, etc. These must be approved by Student Involvement and are restricted to designated bulletin boards in the Beamer Center and a bulletin board on the 2nd floor of Billy Graham Hall.
  - Housing advertisements (sale, rent, roommates needed, etc.) are posted on the Wheaton website. Contact the [Graduate Student Life](#) office for more information.

#### **Removal of Promotional Material:**

- Posters may not be removed before the advertised event to make room for posters advertising another organization’s event.
- A group that does not remove posters after the date stamp expiration date may result in forfeiting the privilege of future poster approvals.
- A representative of each building on campus will remove all unauthorized materials and communicate the group’s name to Student Involvement.
- Posters advertising past events may be removed to make room for current posters.

### **3. Campus Wide Email Policy for Recognized Student Groups**

The purpose of this policy is to establish policy and procedures for recognized student group dissemination of mass email communication to students. Mass e-mailing may be used to communicate information to some or all of the student body for the purpose of event promotion, recruitment, organizational announcements, or survey requests. Only requests made by recognized student groups will be sent.

All regulations and authority outlined in the College’s [Internal Digital Communications Policy](#) can also be viewed online via the AIT website or on the [Bi-weekly Campus Announcements Email](#) page.

There are two mechanisms by which mass email messages can be sent by recognized student groups to students:

1. The preferred option is for a student group to draft an announcement for approval to the group’s advisor for review and approval. Next, [an online form](#) available on the AIT [Bi-weekly Campus Announcements Email](#) webpage can be completed to request information or announcements be sent to all students, faculty, and staff via the Campus Announcements email, a bi-weekly digest organized by Academic and Institutional Technology regarding

- upcoming events, activities, lectures, workshops, and important information such as deadlines submitted by student organizations, campus departments, faculty, and staff.
2. A secondary option is to draft a stand-alone e-mail message and submit to the group's advisor for review and approval.
  3. Advisor approved e-mails may then be submitted to the office coordinator for distribution to the target audience.

Messages will not be distributed unless they contain the following information:

- Target Audience: all undergrad students, one specific class of students, undergrad women or undergrad men, students in a particular major, all student leaders, students in a particular residence hall, etc.
- Subject Line
- Date, time and location
- Sponsoring Organization or Department
- Contact information for follow up questions

All messages must be germane to the target audience. Approved *emails are permitted to be sent one time*. Please remember to spell check your message.

If a student group desires to express an opinion, it should not do so through a campus email, but it may submit an opinion to *The Record* for consideration in a future edition of the newspaper, subject to *The Record's* guidelines for publishing opinions.

#### 4. Chapel Attendance Policy (UG)

*Please Note:* The policy below will not be in effect for the fall 2020 semester due to COVID related restrictions necessitating an adapted chapel schedule and format. Chapel services will be [livestreamed](#) on Wednesdays and Fridays from Edman Chapel from 10:40 - 11:20 am CDT.

At Wheaton College the formation of the life of the mind is inseparable from the life of the heart and soul. Chapel is therefore an essential component of your education at Wheaton College. We come together for worship three times a week because gathering in the presence of the living God transforms how we think, act, live and love. As we pray, sing, tell stories and listen to God's Word, we hope you receive deep personal knowledge of love beyond deserving from the Father. We pray you will learn how to live under the easy yoke and light burden of the Lord Jesus. By the end of your time at Wheaton, we hope you will find yourself regularly experiencing the freedom and joy of the Holy Spirit, as God sends you out as a force for good and for the Gospel.

The Board of Trustees of Wheaton College require that all students attend chapel, regardless of the number of years they have been enrolled or their current number of credit hours, because of chapel's role in contributing to the College's mission of developing whole people in Christ to help build the church and benefit societies worldwide.

At each level of the attendance policy a personal meeting is conducted to encourage students and to understand concerns influencing a failure to meet the chapel attendance requirements. Eleven (11) absences are permitted each semester for students who fulfill this requirement. Absences may be used

for sleep, study, recovery from illness, non-school related trips, irregular work schedules, interviews, car repairs, doctor appointments, and trips to the airport, etc. Unused absences do not carry over to future semesters.

### **Arriving Late to Chapel**

When students arrive after the bells chime, they are considered late and the doors to the main level of chapel close. If a student is late to chapel three (3) times, that equals one (1) absence. Late students are not allowed to go into the main level of the chapel if this is where their seat is located. They must go up to the balcony and sign in on the Late Sign-In sheet and then sit in the empty seats in section 7 of the balcony. If they leave the balcony area, their names will be removed from the Late Sign In sheet by a chapel monitor.

### **Chapel Warning**

Students who exceed eleven (11) absences in a semester will receive a Chapel Warning letter from the Dean for Student Engagement with instructions regarding a required dialogue with a Resident Assistant (RA), Graduate Resident Assistant (GRA) or a Student Chaplain. The meeting is an opportunity to connect, discuss challenges to chapel attendance and be encouraged.

### **Chapel Probation**

Students who exceed eleven (11) absences while on Chapel Warning or have 23 to 33 absences in one semester, will be placed on Chapel Probation. They will receive a letter from the Dean for Student Engagement informing them of their new status, and an enrollment registration hold will be communicated to the Registrar's Office. The student will be required to meet with the Chaplain's Office Ministry Associate to have the hold removed. The purpose of this meeting is to determine why the student continues to miss chapel and how best to address the challenges (e.g., Is the student connecting with a spiritual mentor on campus? Is it a time-management issue? Should the student be referred to counseling or academic services?).

Students on Chapel Probation must have permission from their coach or campus activities/club advisor to continue participating in co-curricular activities such as sports, ministries, music, and theatre groups. Conservatory or Communication students required to participate in music, theater performance, or debate as part of their academic curriculum do not need permission to participate but are still required to meet with a Ministry Associate.

### **Achieving Good Standing Following Chapel Warning or Probation**

Students placed on Chapel Warning or Probation can return to good standing by remaining within eleven (11) absences in the immediately succeeding semester.

### **Chapel Pre-Suspension Support**

Students who exceed eleven (11) absences while on Chapel Probation or have 34 or more absences in one semester will be placed on Chapel Pre-suspension. They will receive a letter from the Dean for Student Engagement informing them of their new status, and an enrollment registration hold will be communicated to the Registrar's Office. The student will be required to meet with the Director of Student Care Services to have the hold removed or to be recommended to the Dean for Student Engagement to be suspended from the College canceling their enrollment for one semester.

### **Chapel-Related Suspension Appeals**

A suspension decision by the Dean for Student Engagement may be appealed by the student to the Vice President for Student Development within five (5) business days. The student shall submit to the Vice President for Student Development, in writing, specific objections to the decision and any materials the student deems relevant to the objections. The Vice President for Student Development shall render a written decision on the appeal, based on the materials provided by the student as well as information provided by the Dean for Student Engagement. The decision of the Vice President is final and not subject to further appeal.

### **Returning from Suspension Related to Chapel Absences**

Students who return from a suspension related to Chapel absences will be on Chapel Probation, will be required to meet with the Dean for Student Engagement after re-enrolling and must remain at eleven (11) or fewer chapel absences in their returning semester to return to good standing.

### **Chapel Excuses**

Individual chapel excuses are not accepted. Students in good standing are permitted 11 absences per semester to cover all individual absences including ad hoc meetings with an academic advisor or professor, doctor appointments, interviews, personal trips (including funerals), unexpected employment opportunities, sleep, homework, etc. Watching Chapel online or watching an archived Chapel message does not constitute as a Chapel excuse.

### **ADA Accommodations**

Wheaton College is committed to providing equal access to all students, inside and outside the classroom. If you require or anticipate requiring disability-related accommodations in order to fully access chapel services, please reach out to Learning & Accessibility Services (LAS) [las@wheaton.edu](mailto:las@wheaton.edu) or visit [wheaton.edu/las](http://wheaton.edu/las) in order to find information on how to register with LAS. This is also applicable if you foresee absences exceeding the 11 allowed per semester due to disability or health-related reasons. Feel free to reach out to [las@wheaton.edu](mailto:las@wheaton.edu) with any questions.

### **Two Chapel Excuse options:**

**Permanent Chapel Excuse form:** You may request a permanent chapel excuse due to a job or an internship, or if you are a part-time student living off campus.

- This form must be completed by the student and approved by his/her faculty adviser and by the Dean for Student Engagement before the form is considered accepted.
- Every effort to avoid scheduling a work or internship commitment around the Monday, Wednesday and Friday chapels is expected before consideration and/or approval will be given for a permanent chapel excuse.
- Approval given to a permanent excuse form is valid for one semester.
- An accepted permanent chapel excuse will modify your allowed absences for the other chapel days
  - 1 day permanently excused allows you 7 chapel absences
  - 2 days permanently excused allows you 4 chapel absences

**Authorized Chapel Excuse form:** An authorized employee may request a chapel excuse on a student's behalf. The form must be submitted within the quad of the absence and from the employee's Wheaton email account. Wheaton College employees may request a chapel excuse for a student under the following circumstances:

A chapel absence due to a required off-campus field trip for an academic course, a varsity athletic competition, or a R.O.T.C. training exercise will be excused if the excuse form is completed by the sponsoring faculty member, coach, or commanding officer.

A chapel absence request submitted by a staff or faculty member to excuse a student(s) to attend a meeting on campus during chapel time will only be accepted if the meeting is related to an unexpected emergency.

## 5. Citizenship / Voter Registration / Jury Duty

Students are encouraged to exercise the rights of citizens to be well informed and to vote for candidates and issues. At the appropriate times and in various campus publications, students are informed that they can either register to vote or request an absentee ballot from their home state by clicking [here](#).

Students who register to vote in DuPage County may be called upon to serve jury duty.

## 6. Club Advisors Policy

All student clubs have a staff or faculty advisor who is chosen by the students. The advisor has responsibility for supervising activities, financial accountability, and attending club functions.

## 7. Club Finances Policy

Funding for student special interest clubs comes from Student Involvement monies and is allocated by the Finance Committee of Student Government under the supervision of the Director of Student Involvement. All organizational funds must be deposited with the Business Office. All bills are paid from these funds by the Business Office and remain in their files. A monthly statement of receipts and disbursements of each organization is available from the Program Development Coordinator in the Student Involvement Office.

## 8. Fundraising Guidelines

Officially recognized student clubs, ministry teams, and organizations may engage in fundraising activities on and off campus under certain circumstances. Any proceeds of these fundraising activities must be used for the activities and projects of the group to further its goals and objectives. Any fundraising activities are subject to the following guidelines:

### General Policies:

- Fundraisers may not be conducted for private gain of individuals or for-profit businesses.
- Pleas for direct solicitation of funds from faculty and staff are not permitted.
- The Ministry and Evangelism Office fundraisers have scheduling and activity priority.
- No door-to-door soliciting of funds is permissible.
- No student organizations are qualified to conduct raffles. Raffles involve paying money for the chance to win a prize of greater value, which is considered gambling. Instead of raffles, it is

suggested that student organizations hold “free drawings” or “door prizes” in which no money is exchanged for the prize.

- Groups/organizations interested in raising funds for off-campus organizations are not permitted to do so. Students can be made aware of opportunities to give directly to an off-campus organization or cause but cannot be collecting funds on behalf of an off-campus organization. Exceptions to this policy for charitable organizations that hold a 501.c3 status may be considered by a committee chaired by the Vice President for Student Development.

#### On-Campus Fundraising Procedures:

If a student group wants to fundraise through activities such as car washes, sales of baked goods (see food safety guidelines), trinkets, apparel items, community workdays, or auctions, they must take the following steps:

1. Complete the fundraising request form. Forms are available in the Student Involvement Office and are due two weeks prior to the event.
2. Obtain approval first from the organization’s advisor and then submit to the Director of Student Involvement for approval.
3. Included in the request form must be the promotional/advertising plan and schedule for the fundraising activity.
4. Upon receipt, the Director of Student Involvement will review the request and if approved note the fundraising activity and promotional dates in 25Live.

#### Off-Campus Fundraising Procedures:

1. If a student group wants to solicit any off-campus Wheaton College related sources for funding (e.g., parents of current Wheaton students, and/or Wheaton alumni), they must take the following steps (if funds are received without solicitation skip to step 3):
  - a. Complete the Mailing Address Request Form (or Email Request Form) for approval by the Advancement, Vocation, and Alumni Engagement Division and submit to the Alumni and Parent Engagement Office. The forms can be found [here](#).
  - b. Include with the Address Request Form an appeal letter and sample reply mechanism to accompany the letter. Design of any communication to be sent to external constituents needs to be approved by the Marketing Communications team.
  - c. Upon receipt, the Alumni and Parent Engagement Office will send the request to the Annual Giving team for approval.
  - d. After the request is reviewed, approval (or notification of concerns/issues, if any) is transmitted to the Alumni and Parent Engagement Office who communicates to the group.
  - e. List of donor names is provided by Advancement Services.
2. If the group/organization wants to submit a funding request to an off-campus source unrelated to Wheaton College, (e.g., business, foundation or organization), they must first receive approval from the Development department ([development@wheaton.edu](mailto:development@wheaton.edu)) in the Advancement, Vocation, and Alumni Engagement division before proceeding.
3. As donations are received from any source, DO NOT deposit at Student Financial Services. Bring them to the Advancement Services department in Billy Graham Hall (1W) within three days of receipt and complete the following steps:

- a. Ensure that all checks have both names and addresses of the donors.
- b. If any check is erroneously made payable to an individual, that individual should cash the check and submit the cash with the donor's full name and address.
- c. Any checks or cash without names/addresses will be returned to the student group for clarification, delaying processing time.
- d. Receipts for all donations will be returned to the student group through CPO and must be mailed or given to donors within two weeks.
- e. All mailing costs, including envelopes and postage, are the responsibility of the student group or the sponsoring department.

## 9. Latex Balloons Policy

Wheaton College does not allow Latex balloons for any campus event (inside or outside).

## 10. Lost and Found Procedure

In most cases, lost and found articles should be turned in to the Student Involvement Office (065) on the lower level of Beamer directly across the hall from the Chaplain's Office. Expensive items should be taken to Public Safety (Chase Services). Unclaimed items are turned into the Corinthian Coop and made available free of charge to the College community twice a year.

## 11. Observation of Communion Policy

As a means of protecting the integrity of the observance of the Lord's Supper, the College has operated under a longstanding policy of requiring the leadership of an ordained minister in the observance of communion on campus and for off-campus college functions. This applies to both formal and informal gatherings. Many of our own faculty and staff are able to fulfill this function. Please contact the Chaplain's Office for questions or referrals.

## 12. Political Involvement and Campaign Activity Policy

Students and student groups may express personal political views and engage in political campaign activity on campus and off campus, including supporting candidates campaigning for office and/or promoting political causes.

While students and student groups may express personal political views and engage in political activities, it is important that they do so only as an individual or as a group whose individual members decide to express similar opinions or organize in support of similar political activities; speaking or acting for the College in political matters must be avoided. Wheaton College is a not-for-profit charitable institution of higher education and is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, which states that not-for-profit organizations are prohibited from "participating in or intervening in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office."

The following guidelines are for individuals:

1. Individuals promoting political positions independent of any student group should clearly indicate, by words and actions, that their positions do not represent Wheaton College and are not being communicated on behalf of the College.
2. Individuals are prohibited from promoting a political cause that violates the Community Covenant.
3. Since Wheaton College is a non-partisan institution, signs, symbols, banners, posters, slogans and/or messages that promote political candidates and/or parties may be displayed on the interior areas of a student's living space in keeping with the Residence Life Room Care Policy and/or on someone's person or personal property. Such items are prohibited in community-facing areas such as doors, windows, hallways, external walls, porches, or lawns owned by Wheaton College, which include but are not limited to residence halls, apartments, and houses as well as academic, athletic and student service buildings.

The following guidelines are for student groups. Student groups are permitted to:

1. Organize political rallies and debates on campus with Wheaton students, faculty, and staff.
2. During the three months leading up to an election for public office, campus facilities may be used by student groups for election related public forums provided that at least the candidates from the primary competing party in a general election, or two of the candidates for the nomination of a particular party leading in political polls, are invited, as well as given equal access and opportunity to speak.
3. Distribute campaign literature/paraphernalia in the Beamer Student Center.
4. Promote voter education/registration on campus.
5. Campaign for, endorse, and/or promote a candidate, a legislative change and/or political cause in the name of their own student group.
6. Use their address on the college's website to provide hyperlinks to nonpartisan organizations and offices (e.g., voter registration), their political party's organizational websites, and **all** the legally qualified candidates for any given public office in their party who have a web presence.
7. Conduct opinion polls to gauge community sentiment.
8. Publish opinion articles in the student newspaper (*The Record*) which oppose or endorse specific legislation and/or candidates while stating clearly that the views expressed reflect those of the student authors and not of the College.



9. Spend the group's own budget money to pursue the goals permitted above.

Student groups are not permitted to:

1. Solicit donations for a candidate, sell campaign paraphernalia, make monetary contributions to a particular campaign from a student group's College account, or give College supplied goods or services to a candidate.
2. Violate the College's Posters, Promotions, Publicity, and Announcements Policy in the Student Engagement section of the Student Handbook.
3. Campaign for, endorse, or otherwise promote a candidate in the name of Wheaton College.
4. Violate or operate outside the College's Room Reservations and Campus Scheduling policy and procedures found in the Student Programming Guide on the Wheaton College Portal.
5. Use the College's resources to support a political campaign or political party (e.g., mailing lists, office space, computers, vehicles, or copy machines).
6. Permit use of College's resources by non-Wheaton students for politically related activities.
7. Promote a political cause that violates the Community Covenant.

Student groups are expected to:

1. Seek permission through the Visiting Speaker Application before inviting a current elected official who is not actively campaigning for office to speak to a student group meeting or in a student group sponsored lecture. The Visiting Speaker Policy & Procedure may be found in the Student Engagement section of the Student Handbook.
2. Seek permission through the Visiting Speaker Application before inviting candidates actively campaigning for office to speak to a student group meeting or to speak to a student group sponsored campus event with the understanding that in the three months leading up to an election, inviting candidates actively campaigning for office can only be done in the context of joint invitations as noted in # 2 the section above describing what student groups are permitted to do. The Visiting Speaker Policy and Procedure may be found in the Student Engagement section of the Student Handbook.

### 13. Public Display of Art Related to Language Policy

The Wheaton College Community Covenant acknowledges Scripture's condemnation of vulgar or obscene language, but our campus community also experiences expressions (especially via the arts) of outrage and resistance to violations of life's sanctity. The College highly values the power of art to uniquely embody and communicate what it means to be human. We marvel at the ability and privilege of people to exercise their powers of art making. When artwork wields these powers through making use of vulgar, obscene, or violent language and/or images, the College exhibits the work with discretion about its location and its impact on viewers of all ages. Artworks with challenging and difficult messages are exhibited in a publicly accessible space as a part of a dedicated event sponsored by a campus department, organization and/or club. The College's practice has been to avoid the exhibition of explicitly vulgar or obscene content in public places like the Beamer Center. Sponsored events require collaboration between the artist and the faculty/staff and student leader(s) of the sponsoring department, organization and/or club along with the Director of Student Involvement and an Art department faculty member. Such collaboration will consider artistic efficacy and the ethical accountability to artist and viewers in discerning exhibition parameters.

## 14. Sales Policy

Salespersons from off campus are not permitted to solicit or sell on campus. Salespersons from off campus, however, are permitted to advertise through the College Post Office (CPO). CPO charges \$260 (profit) and \$150 (nonprofit) per campus mailing. Selling of products by Wheaton College students is permitted subject to the following requirements:

1. Register with the Student Involvement Office concerning intent to sell.
2. Storage of products must not infringe upon the reasonable living rights and comfort of roommate(s), nor interfere with designated storage areas.
3. Door-to-door selling and phone solicitation are prohibited.
4. No food products are to be sold in the residence halls.
5. All contacts for purchasing must be initiated by the consumer.
6. Beamer Student Center display tables are not permissible for student sales and business.
7. Personal gain on the good name of the College or use of Wheaton College facilities for personal gain is not permissible.
8. Advertisements may be placed on the Beamer Student Center Bargain Board and in the residence halls.

All other advertisement options are subject to the discretion of the Director of Student Activities.

## 15. [Scheduling Events on the College Calendar](#)

### 16. Senior Bench Activity Guidelines

(A student-initiated tradition – governed by students)

#### ORIGINS:

The origins of the legendary Senior Bench that has sparked rivalry over the last half century are obscure. Some speculation suggests that the Bench was gifted to Wheaton College by the class of 1912, while other sources believe it did not arrive on campus until the late 1920s. A 1934 Tower photo first pictured the Bench in the location where it would remain for years—outside the west doors of Blanchard Hall facing south. Over the years, the tradition developed that only seniors sat on the bench, and it was thus dubbed the “Senior Bench.”

Sometime around 1947, the top of the Bench, which measured three inches by two feet by seven feet and weighed over eight-hundred pounds, came loose, and the juniors would sometimes remove it and hide it from the seniors. Such acts did not elicit much response, so the Bench was always returned. The turning point came in May 1949; while the seniors were on their Senior Sneak, the junior class ('50) took the bench but did not return it. Since then, there has been a rivalry between the Junior and Senior Classes for possession of the bench.

#### PURPOSE:

One way that we as a campus celebrate and build our community can be through this long-standing rivalry. In appreciating this tradition, as in all things, we seek to honor God in how we experience this tradition. We also seek to be consistent with our Community Covenant as well as city, county, state and federal laws, by coordinating a spirit of playfulness that is in agreement with a biblical lifestyle. While there may be individual opinions on what is appropriate in bench activity, we embrace a spirit that

celebrates our community and builds it up. Therefore, we uphold guidelines on how the bench rivalry is to be planned, organized and implemented.

#### INVOLVEMENT:

1. Bench activity is limited to the Junior and Senior classes.
2. Non-college or off-campus individuals are not to be involved.

#### INTENTIONALITY:

Bench activity is expected to be intentionally planned. Therefore, it is recommended that emphasis should be placed on ingenuity and wit that reflects careful consideration of outcomes and expectations of the events.

#### PLANNING:

1. The responsibility of planning bench activity rests on the class that has possession of the bench.
2. The bench will at all times be within a five-mile radius of Blanchard Hall.
3. When hidden, at least half of the bench must be clearly visible to a person standing three feet away.
4. The bench's location must be known at all times by the president of the class in possession of the bench.
5. If the Senior class has possession of the bench at time of graduation it must be passed onto the outgoing Sophomore class within five days of Commencement.
6. A valid showing occurs when 50 students of the opposing class view the bench. Normally, a *random* group of 200 students would meet this criterion.

#### CRITERIA:

1. All bench activity must be consistent with the Community Covenant.
2. All city, county, state and federal laws will be followed at all times (i.e., speed limits must be observed in transporting the bench).
3. Rules of fair play must be observed at all times (i.e., deliberate property damage and fighting are prohibited).
4. The bench will not be shown during chapel, convocations and other *prominent* events where it would be in poor taste (i.e., the Senior Banquet, a famous guest-speaker, Conservatory concerts, etc.).

#### NUMBER OF SHOWINGS:

Each academic year, there will be a minimum of 2 and a maximum of 4 bench showings.

#### REPRESENTATION:

Because this is a student initiated and student governed tradition, an ad-hoc committee chaired by the Student Government Executive Vice President of College Life and consisting of the President of College Union, the four Assistant Resident Directors and one student at large (appointed by the Student Government Executive Vice President of College Life) will enforce these guidelines. They will also serve as the voice of accountability, determine possession during disputes as well as offer outcomes in response to a violation of these guidelines.

## 17. Social Dancing and Dance Event Guidelines

Dance is one way that Wheaton College celebrates life and builds community. We seek to be consistent with our Community Covenant by planning campus social dance events that integrate our lives around Christian principles and devotion to Jesus Christ. We embrace dance that celebrates the College's ethnic diversity and builds Christ-centered community. To that end, the College upholds guidelines related to both social dancing and dance events.

The Community Covenant codifies the official dance policy of Wheaton College when it states: "Campus dances will take place only with official college sponsorship. All members of the Wheaton College community will take care to avoid any entertainment or behavior, on or off campus, which may be immodest, sinfully erotic, or harmfully violent. (Eph. 4:1-2, 17-24; 1 Tim. 5:2; Gal. 5:22-23)"

These guidelines build on the Community Covenant's vision for God-honoring celebration by describing boundaries for social dancing and dance events that respect the spirit of the Community Covenant, to love God and others.

### **SOCIAL DANCING and DANCE EVENT PHILOSOPHY:**

Wheaton College seeks to cultivate a campus atmosphere that encourages spiritual, moral and intellectual growth. Out of our love for each other, at times, members of the community give up individual freedom for the growth of the Christ-like community.

The dance guidelines seek to live within the tensions of the God-given freedom we enjoy as members of a temporary Christian community while avoiding legalism. The intent of the dance guidelines is to create opportunities for the Wheaton Community to celebrate dance as a form of cultural expression and for that experience to be one that encourages mutual edification and the glorification of God. The guidelines also seek to create a space for those who wish to enjoy dance in appropriate off-campus venues.

Campus residence halls, apartments, and houses include students with a variety of perspectives on music and dance. These guidelines acknowledge and seek to honor these distinctions that enrich the campus community while at the same time clarifying communal expectations that are intended to encourage honoring and life-giving engagement in dancing on campus while avoiding the glorification as well as the objectification of the human body.

Out of respect for the wide range of individual experience, the campus community needs to be particularly careful in the selection of music, style of dance movement and dance attire, as well as the environment created for dance to occur. The Dean for Student Engagement is responsible for overseeing a careful process of approving and supervising campus social dance events that build community life.

### **SOCIAL DANCING GUIDELINES:**

Below are ways to clarify and extend freedom in the areas of social dancing, with attention being given to the appropriate selection of music content, dance style and dance attire:

- Enjoy campus dance events that are purposely and carefully approved by the Dean for Student Engagement.
- Engage in dance styles in off-campus locations that are God-honoring.

- Spontaneously dance with campus members of the same gender in campus housing units.
- Allow for spontaneous movement at concerts and in times of worship where the focus is not on social dancing.
- Rehearse choreography for other campus-sanctioned events (e.g., Talent Show, Confessions).

#### **SOCIAL DANCE EVENT OVERSIGHT:**

Any Wheaton social dance event, held on or off campus, must be sponsored and supervised by the Intercultural Arts and Media Office (College Union), Student Involvement Office (Class Councils, or an officially chartered special interest club, such as the Swing Club, whose mission is to foster community through dance); and/or the Office of Multicultural Development (which includes Gospel Choir, Koinonia, Unidad Christiana, or the William Osborne Society)). For each social dance, an event proposal must be submitted to the respective office Director a minimum of six weeks in advance of the event. The Director will bring a recommendation to the Dean for Student Engagement. All dances will be denied or approved by the Dean for Student Engagement within one week of receipt of the application. If and when a dance is approved, a request may then be submitted for official space approval via the Campus Scheduling Office. All dance events must be attended/overseen by a college staff member from the sponsoring office(s).

#### **SOCIAL DANCE EVENT GUIDELINES:**

1. Dance events are expected to be intentionally planned. Therefore, all dance events must have programmatic themes that reflect clear planning and careful consideration of outcomes and expectations.
2. Campus-wide dance events are open to the Wheaton College community. This includes students, faculty, staff, administrators, and alumni, and their guests.
3. Non-college or off-campus groups are not to be invited.
4. All music, lyrics and dance style should be consistent with the Community Covenant and pre-approved by the appropriate Student Engagement Director.
5. The following considerations should be taken into account when planning campus social dance events: venue capacity, attire expectations for attendees, sound ordinances, beginning and ending times, structural security of the venue, and other events on the campus calendar.
6. The social dance event and its location must be approved by a Student Engagement Director and the Dean for Student Engagement prior to submitting a request for space for official event approval (see above).
7. The student leaders planning the dance event will be responsible for compliance with all social dance event guidelines, the care of the facility that is being used, and the conduct of all attendees. College staff members attending/supervising the dance event will intervene if necessary. Privileges to sponsor campus-wide dance events may be suspended in response to a lack of compliance with guidelines for dance events, failure to care for the facility, and/or in response to the inappropriate conduct of attendees.

Dance can be fun, healthy and glorifying to God and Wheaton College wants to encourage an appreciation for and a godly use of this gift he has given. Please approach the Dean for Student Engagement if you have questions about the social dancing and dance event guidelines, whether of a philosophical or practical nature.

## **18. Speech, Public Expression, and Public Assembly Policy**

The First Amendment in the United States Constitution provides freedom of speech protection from government interference with the speech of private citizens. However, private institutions are also free to determine their own limits on permissible speech, public expression, and public assembly within their communities. At Wheaton College, the Community Covenant provides foundational guidance for the boundaries of speech, public expression, and public assembly in our community.

According to the Community Covenant, whole person education at Wheaton is built on the biblical foundation of Christian community expressed in Jesus' two Great Commandments: "Love the Lord your God with all your heart and with all your soul and with all your mind," and, "Love your neighbor as yourself" (Matt. 22:37-40).

The Community Covenant provides biblical guidance to help the College live out its mission and calls its members "to cultivate a campus atmosphere that encourages spiritual, moral and intellectual growth." On the one hand, students who voluntarily join the Wheaton College community must accept that speech, public expression, and public assembly that foster growth require inclusion of even those ideas with which students disagree. However, an environment that fosters spiritual, moral, and intellectual growth also requires that speech, public expression, and public assembly must be constrained by the two Great Commandments: love for God and love for others.

Scripture instructs us in the practical application of love for God and others through its exhortation toward peace (Ps. 34:14; Rom. 12:18; Rom. 14:19) and unity (Eph. 4:1-3) in Jesus Christ (John 16:33; John 20:21; Eph. 4:4-7). Such peace and unity does not simply result from the absence of anger and/or dissent, but rather results from the way in which anger and/or dissent are expressed, namely, after first listening with the goal to consider the interests of others, and then speaking gently, truthfully, and lovingly from a desire to build up one another and to pursue peace as living witnesses of God's love for the world (Prov. 15:1; James 1:19; Eph. 4:15; Phil. 2:4; John 17:20-23).

Examples of speech, public expression, and public assembly at the College may include posting on digital platforms; offering verbal comments at College-sponsored events or activities; writing for student-run publications; organizing a campus program; posting in designated public spaces; and organizing as well as participating in peaceful and orderly demonstrations, rallies, and/or equivalent activity on College property to raise awareness and/or call the community to pray and/or act.

The following guidance seeks to articulate the application of the College's vision related to boundaries around speech, public expression, and public assembly in light of our voluntary agreement to join the Wheaton College community and uphold the promises and shared vision of the Community Covenant:

1. Speech, public expression, and/or public assembly must be respectful to fellow students as well as the women and men who provide daily classroom instruction and/or administrative leadership on campus, supervision at College-sponsored events, and those conducting and participating in worship, and may not disrupt or interfere with private residences and living spaces, the outside and inside of Edman Chapel before worship services begin, any other location that impairs the ability of campus staff to conduct day-to-day business or ministry.
2. Scripture instructs us to know what God hates (Prov. 6:16). Speech that displays, affirms or promotes the following may be considered hateful and thus is to be avoided: 1) an attitude of superiority and contempt for people or things perceived to be inferior; 2) lying or false witness; 3) murder or physical violence; 4) plans causing or likely to cause harm; and/or 5) quarreling.

3. Artwork that displays explicit human frontal nudity will not be exhibited in public spaces; please see the Policy on Artistic Expression of the Human Body in the Student Handbook for more information.
4. The College's practice has been to avoid the exhibition of explicitly vulgar or obscene content in public places; please see the policy on the Public Display of Art Related to Language in the Student Handbook for more information.
5. Student groups recognized by a College department, school, program or office are permitted to consider inviting visiting speakers from off campus to advance their respective group's mission, which ultimately should contribute to the mission of Wheaton College; please see the Visiting Speaker Guidelines for Students and Student Organizations in the Student Handbook for more information.
6. In order to maintain the beauty of our campus and to ensure the safety of students, no chalk messages are to be written on College property (walls, sidewalks, signs, and buildings). There are limited exceptions chalk messages on approved pavement areas that have been approved in advance by the Student Involvement Office only for the promotion of College approved events; please see the Campus Promotion Policy in the Student Handbook for more information.
7. In order to be approved and stamped by the Student Involvement Office for posting on approved campus bulletin boards, all campus-wide posters must include the sponsoring campus department; please see the Campus Promotion Policy in the Student Handbook.
8. Students must not send unsolicited e-mail messages, including "junk mail" or other advertising material, to individuals who did not specifically request such material for commercial ventures, solicitations, religious or political causes, outside organizations, or other non-Wheaton-related endeavors; please see the Campus Wide Email Policy for Recognized Student Groups and the Technology Acceptable Use Policy for more information.
9. Wheaton College considers stereotyping members of a historically marginalized group and/or portraying the rituals, symbols, behaviors and/or dress of a historically marginalized group for the primary purpose of humor to be a failure of our commitment to each other as described in the Community Covenant. Such stereotyping will likely have detrimental effects and ought to be avoided; please refer to the Ethic of Care to Prevent the Stereotyping of Groups in Student Programming/Activities in the Student Handbook for more information.
10. Wheaton College affirms the dignity and worth of each student and employee. There is no place within our community and under the Community Covenant for bullying (including, but not limited to, public boards in campus buildings, cell phone calls, text messages, websites, social networks, instant message, and emails); please see the Bullying Policy in the Student Handbook for more information.
11. Given the imperative to love our neighbors as ourselves found in Scripture and emphasized in the Community Covenant, students are expected to avoid behavior that is malicious (showing a desire to cause physical harm to a person and/or a group) through communication posted in a public location on campus and/or on the Internet; please see the Malicious Behavior Policy in the Student Handbook for more information.
12. Anonymous speech limits follow-up dialogue between the author(s) and members of the campus community who wish to engage. Additionally, anonymous expression may implicitly encourage the use of language that personally attacks rather than engaging the merits of the content with which an anonymous author disagrees. Considering these weaknesses, the College cautions students against the use of anonymous speech.
13. While students and student groups may express personal political views and engage in political activities, it is important that they do so only as an individual or as a group whose individual members decide to express similar opinions or organize in support of similar political activities;

speaking or acting for the College in political matters must be avoided. Wheaton College is a not-for-profit charitable institution of higher education and is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, which states that not-for-profit organizations are prohibited from "participating in or intervening in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office." See the Political Involvement & Campaign Activity Policy in the Student Handbook for more information.

14. Since Wheaton College is a non-partisan institution, signs, symbols, banners, posters, slogans and/or messages that promote political candidates and/or parties may be displayed on the interior areas of a student's living space in keeping with the Residence Life Room Care Policy and/or on someone's person or personal property. Such items are prohibited in community-facing areas such as doors, windows, hallways, external walls, porches, or lawns owned by Wheaton College, which include but are not limited to residence halls, apartments, and houses as well as academic, athletic and student service buildings. See the Political Involvement & Campaign Activity Policy in the Student Handbook for more information.
15. Public assembly organizers must collaborate with a Student Government board member and a Student Development Division Director, Dean, or Vice President to establish a time and place for any student organized public assembly, as well as to enhance cooperation and communication before a public assembly occurs.
16. Material published in official student publications is governed by the Student Publications Constitution.
17. Student interest in organizing a public or private forum or listening session should be directed to an elected Student Government representative, who will collaborate with the appropriate Student Development Director, Dean or Vice President and if necessary, with the appropriate Senior Administrative Cabinet and or Faculty member for consideration, decision-making and planning.
18. Public advocacy for beliefs and/or behaviors that are contrary to the Community Covenant and/or Student Handbook are not considered permissible speech, public expression, and/or public assembly. Student dissent about the College's biblical convictions and/or policies may be directed personally to an elected Student Government representative, a Student Development Division Director, Dean or Vice President, and/or a member of the Senior Administrative Cabinet.
19. Students who disregard the guidance outlined in this document in their speech, public expression, and/or public assembly may subject themselves to legal action (if local, state, and/or federal law is violated) and/or action under the Student Conduct Policy or other relevant policies (if College policy is violated).

## 19. Student Programming Guide

The Student Programming Guide is a resource for student groups to navigate College procedures, operations, and policies. The Guide is full of resources to help your student group be effective and successful. Student groups are encouraged to read and reference the [Student Programming Guide](#) throughout the year as questions arise or contact Student Involvement. Please note that policies and procedures change frequently, so information contained in this guide is subject to change without prior notice.



Student Involvement functions as a primary link between your student group and the College. If you report to a different office on campus, that corresponding office will serve in this role.

## 20. Sunday Activities Policy

The planning of Sunday activities should be sensitive to the biblical imperative, “Remember the Sabbath day by keeping it holy.” Only activities that are worship oriented or of a specific spiritual nature can be scheduled on Sundays. No activities will be scheduled for Sunday mornings. This reflects our commitment to involvement in local churches. Students needing clarification are encouraged to talk with the Dean for Student Engagement.

The rationale for the policy stated above is to encourage an observance of Sunday that is in keeping with biblical principles of God’s grace, Christian freedom, and personal responsibility. The College endeavors to define Sunday as a day that the community “rests” from “business as usual.” While recognizing the need to maintain certain services for a residential campus, the emphasis of the day is on worship, fellowship, deeds of mercy and rest that are physical, spiritual, and emotional.

## 21. Tower Bell Ringing Policy

Ringling the Tower Bell in Blanchard is one of Wheaton College’s oldest traditions. It is rung to celebrate and announce engagements and weddings of students and alumni. At the sound of the bell, the College community enters into the joy of the announcement. Reservations to ring the bell must be made in the Student Involvement Office at least 3 working days in advance.

## 22. Visiting Speaker Policy & Procedures for Recognized Student Groups

### Preamble

Wheaton College serves Jesus Christ and advances His Kingdom through excellence in liberal arts and graduate programs that educate the whole person to build the church and benefit society worldwide. Inviting visiting speakers to campus is one example of how recognized student groups support the College’s mission to educate whole persons. Inviting visiting speakers to campus (who may or may not follow Jesus Christ) facilitates opportunities to respectfully engage different ideas, deepens an understanding of truth, and develops discernment. The following policy and procedures provide guidance to recognized student groups who desire to invite visiting speakers to campus; they do not apply to faculty or staff in campus departments, programs, offices, and/or schools. Visiting speaker event planning must also be consistent with the policies and procedures outlined in the Student Handbook and the Student Involvement Programming Guide.

### Policy

1. Student groups must be recognized by a College department, school, program or office in order to invite a visiting speaker to campus.
2. Student groups recognized by a College department, school, program or office are permitted to consider inviting visiting speakers from off campus to advance their respective group’s mission, which ultimately should contribute to the mission of Wheaton

College.

3. Individual students interested in inviting a visiting speaker to campus must approach a recognized student group's leadership with the idea; the group's student leadership must agree to sponsor the visiting speaker, which means completing the procedures described below.
4. The invitation to a visiting speaker must originate with the student group.
5. The intended outcome for a campus program, including one that includes inviting a visiting speaker to campus, should be discussed and clarified by a student group.
6. Careful consideration ought to be given to assessing how the campus context might impact the proposed event.
7. Visiting speakers should be considered for their potential to enhance the intellectual, spiritual, moral, physical and/or relational growth of the Wheaton College community while also helping the student group pursue its intended outcome.
8. Potential visiting speakers whom student groups desire to address contested ideas / controversial topics and / or who may hold convictions contrary to the College's theological and moral convictions can be welcome additions to campus programming; the development and evaluation of a thoroughly Christian perspective can be strengthened by critical interaction with differing points of view. Potential visiting speakers should strengthen participants' commitment to the College's mission to educate whole persons For Christ and His Kingdom.
9. No visiting speaker honoraria and travel related expenses may be paid by a source outside Wheaton College. Visiting speaker honoraria and travel related expenses must be paid solely from the college account issued to the recognized student group and/or from a combination of college accounts from College related co-sponsors.

## Procedures

After reflecting on the above policy, the following procedures, outlined on the Visiting Speaker Request Form available in the Student Involvement Office, must be completed by students from the sponsoring group(s).

1. State the name of the student group that desires to invite a visiting speaker and what department, program, school, or office recognizes the group.
2. State the mission of the student group and how the potential visiting speaker could advance this mission and the College mission.
3. Describe the desired outcome(s) for the potential visiting speaker.
4. Conduct research about the potential visiting speaker(s) (e.g., personal websites, books/articles written by/about them, social media platforms such as blogs, vlogs, podcasts, YouTube, Instagram, Twitter, etc.). Include the search word "controversy" along with the potential visiting speaker's name and note past controversies as well as the context surrounding such controversies.
5. Review the *Ethic of Care to Prevent Stereotyping of Students in Student Programming*, located in the Student Handbook, then test the potential impact of the potential speaker on the variety of Wheaton College community members.
6. Share all the results with the student group's faculty or staff advisor in order to identify if any concerns rule out the person under consideration for not being able to advance the mission of the student group, accomplish the intended outcome, contribute to the College's

mission, and/or because the speaker will likely be insensitive to the Wheaton College context.

7. Potential visiting speakers, if pre-approved by the student group's faculty or staff advisor after the research step above are completed to her/his satisfaction, may be contacted **to explore** the potential speaker's interest, College expectations outlined on the Visiting Speaker Agreement Form, availability, honorarium expectations and estimated expenses (i.e., travel, food), **with no invitation extended by the student group**. Determine the exact title of the potential visiting speaker's lecture/presentation. If the potential visiting speaker already has a prepared title for her/his lecture/presentation, the group should discuss if the title is of interest and if it advances the mission of the student group or the intended outcome of the program, while contributing to the College's mission with sensitivity to the Wheaton context.
8. Draft marketing content (e.g., poster, campus announcement text, etc.) must be designed by the student group, not the potential visiting speaker, and must be responsive to guidance in the Ethic of Care to Prevent Stereotyping in Student Programming.
9. Secure a Wheaton College faculty or staff member to moderate the lecture/presentation if followed by a Q & A time. A faculty or staff member may also co-moderate the lecture/presentation Q & A with a student. Planning audience engagement with the visiting speaker through a moderated question and answer format following the speaker's lecture/presentation is strongly encouraged. During the Q & A discussion time following the lecture/presentation, the moderator is expected to exercise the liberty of screening questions that are trivial, ambiguous, or indiscreetly worded.
10. Determine how the potential visiting speaker's honorarium and expenses will be paid from the College account issued to the recognized student group and/or from a combination of College accounts from College related co-sponsors. Refer to the Fundraising Guidelines in the Student Organization Programming Guide regarding acceptable fundraising practices and how to properly deposit and spend fundraised monies from the student group's college account number.
11. If interested, contact Academic & Institutional Technology to determine the cost to record the lecture/presentation and where the student group will store such a recording. Please note that a visitor speaker may require her/his approval form be utilized in addition to Wheaton College's Student Group Visiting Speaker Agreement Form.
12. Seek approval of the Visiting Speaker Request Form from the sponsoring student group's faculty or staff advisor, after all the steps outlined in the Visiting Speaker Procedures have been completed.
13. The Visiting Speaker Request Form will then be submitted, upon completion, to the Dean for Student Engagement, or her/his designee, for consideration within three weeks by the Visiting Speaker Board consisting of one student appointed by Student Government, one faculty member appointed by the Provost (or her/his designee), the Chief Intercultural Engagement Officer, or her/his designee, and chaired by the Dean. NOTE: Student groups are strongly encouraged to start planning at least one semester in advance in order to allow ample time to complete the steps outlined in this document; many other student groups, campus departments, programs and schools are also planning campus programs.
14. Secure a signed copied of the Visiting Speaker Agreement Form and submit to the Dean for Student Engagement for a signature on behalf of the College.

Approval by the Visiting Speaker Board is required before the student group is permitted to invite the visiting speaker, reserve campus space for the lecture/presentation, finalize the marketing material (with the speaker's approval where expected) and print the posters to be approved by the Student Involvement Office (after showing the Visiting Speaker Board approval) before posting on public bulletin boards.

The Visiting Speaker Board reserves the right to refuse student group requests that it determines are outside its mission, are insensitive to the campus context, will likely not meet the desired outcome(s), and/or do not contribute to the College mission.

Inviting visiting speakers to campus is a privilege. Student groups that invite a visiting speaker to campus without following the policy and procedures outlined in this document risk their student group forfeiting being able to invite visiting speakers to campus for a period of time. Multiple violations place the student group's recognition at risk of being revoked by the Dean for Student Engagement.

The Dean for Student Engagement reserves the right to interpret the Visiting Speaker Policy and Procedures as the Wheaton College staff person responsible for their implementation.

Please note: The visiting speaker and his/her views should be treated with a respectful and gracious spirit. The student introducing the visiting speaker may consider a statement expressing this expectation. For example, "Dr. Jane Doe is a visiting speaker to Wheaton College and an invited guest of the Turtle Society. Our hope is that Dr. Doe's lecture/presentation tonight will help advance our mission to save painted turtles while also contributing to the whole person educational mission of Wheaton College For Christ and His Kingdom. We invite you to consider her ideas with a respectful and gracious spirit, especially where you hear points of disagreement."

## Student Wellness

### 1. Class Attendance Policy

In-class attendance is fundamental to effective, quality teaching and learning at the college level. Students are expected to attend classes in person and follow the attendance requirements as outlined by individual professors in their respective class syllabi. Remote learning is only permitted for graduate school online or hybrid courses. This policy does not supersede an individual professor's attendance guidelines as recorded in the course syllabus.

In addition to academic course requirements, students are encouraged to be involved in a limited number of co-curricular activities in order to prioritize classroom learning. The College's expectation is that students will not be absent from class because of a co-curricular activity unless previously approved by the professor. Students participating in varsity athletics should refer to the Varsity Student Athlete Class Attendance Policy.

Student Care Services and Student Health Services, respectively, may issue a Notification of Absence to a faculty member to make them aware of a student not being present only in the case of a contagious or prolonged illness (three or more days), a family crisis (e.g., death in the immediate family),

hospitalization, participation in a treatment program, or other crisis situations\* that are unavoidable and/or unexpected. When possible, requests for excused absences will be made in advance of missing class.

No more than a total of two weeks of excused absences per semester for full semester classes or a total of one week for quad classes may be requested. If a student needs an absence request for more than a total of two weeks of classes (for semester classes) or a total of one week of classes (for quad classes), the Dean of Student Wellness may compel a student to take a Leave of Absence or withdraw from one or more classes if remaining enrolled precludes the student from initiating and completing the treatment recommended by a health professional for the purpose of preserving the student's health and safety, and/or if remaining enrolled is likely to result in a failing grade based on feedback from course instructor(s). Consulting with Student Financial Services is important before withdrawing from one or more courses because of the potential impact of a course reduction on a student's financial aid.

In the case of emergencies, illness, or injury, students should make the request for excusal as soon as they are able to do so by emailing Student Care Services at [scs@wheaton.edu](mailto:scs@wheaton.edu). Retroactive requests for excusals (more than 2 weeks in the past) may be denied. If Student Care Services or Student Health Services, respectively, is not able to confirm a medical reason for the absence request, they may require that a licensed medical professional submit an official letter to document the reason.

Students who have a chronic, documented medical/mental health condition with unpredictable or cyclical acute episodes should refer to the guidance on ADA Accommodations for Attendance as well as instructions for how to request accommodations [here](#).

Faculty members are encouraged to complete a C.A.R.E.S. referral when a student 1) has been absent from class for longer than one week, and/or 2) has reported experiencing, or faculty observes, medical or mental health concerns, such as depressive or anxiety symptoms, suicidal thoughts, panic attacks, disheveled appearance, bizarre behavior, or changes in behavioral patterns that negatively impact class attendance.

Examples of absence requests that are *not* supported, include unpreparedness, co-curricular activities, family vacations, non-academic travel, short-term non-contagious illnesses, and competing course assignment deadlines. If students desire to be absent from class because of circumstances that fall outside the bounds of a class syllabus or an excused absence request, students should communicate directly with the professor to request the absence. Students with excessive unexcused absences are subject to syllabus requirements including any consequences as determined by the instructor.

Questions or concerns should be directed to the Dean of Student Wellness at [student.wellness@wheaton.edu](mailto:student.wellness@wheaton.edu).

\*Determination of "other crisis situations" is done on a case-by-case basis.

## 2. Communicable Diseases and Immunization Policy

### **Definition**

A communicable disease is defined as any condition which is transmitted directly or indirectly to a person from an infected person or animal. A communicable disease includes, but is not limited to,

coronavirus; influenza; tuberculosis; infectious mononucleosis; acquired immune deficiency syndrome (AIDS), and positive HIV antibody status; hepatitis A, B, C, and D; meningitis; pertussis; mumps; measles; Severe Acute Respiratory Syndrome (SARS); sexually transmitted infections; and certain tropical diseases.

### **Purpose**

The objective of this policy is to promote the health and physical safety of students as well as the Wheaton community, and to articulate the boundaries around when information regarding a communicable disease and/or immunization status may be shared with others.

### **Policy**

Students are required to comply with Wheaton College medical entrance requirements and the State of Illinois immunization laws, found in the Illinois College Student Immunization Act at 110 ILCS 20. Under this law, students must receive all required immunizations unless they provide a certificate of medical exemption or statement of religious objection. However, students with medical exemptions or religious exemptions may be required to leave the Wheaton College campus in the event a communicable disease that is vaccine-preventable presents on campus as described below.

Students must inform Student Health Services if they believe they may have a communicable disease, whether or not they are symptomatic. Students with a communicable disease, in consultation with Student Health Services, may be allowed regular in-person classroom attendance, co-curricular involvement, and work attendance in a non-restrictive manner if they are medically proven to not pose a threat for transmission of the disease.

When, as recommended by Student Health Services, there is a medical justification for restricting students who have or are suspected of having a communicable disease from accessing college buildings and/or activities to help prevent the spread of the disease, Student Health Services will require the students to remain quarantined in their living spaces or in a designated isolation space on campus for a specified amount of time with instructions about meal delivery and/or meal pickup.

When there is a medical justification, Student Health Services may also require students to complete medical testing.

Medical information—that is, specific information regarding clinical treatment or diagnosis—related to communicable diseases of students shall be kept confidential and shared only with employees with a work-related need to know the medical information. Medical information will only be released beyond those employees with a need to know after a specific written consent is signed by the student unless providing such information is required by state and/or federal law. Information such as quarantine status, compliance with public health expectations and protocols, or required mask status is not considered medical information for the purposes of this policy. The College recognizes that vaccination status is sensitive information, and will generally retain vaccination status information in the same manner as medical information as described above, with the following additional uses:

- In the aggregate: to make public health decisions within the guidance of this Policy.
- At the individual level, to determine whether a student must complete entry and/or periodic testing; inform individual treatment decisions at Student Health Services; determine appropriate isolation and quarantine procedures after exposure or a positive test result; and/or make medical/disability accommodation decisions.

Student noncompliance with Wheaton College public health expectations and protocols is not considered medical information. The implications of such non-compliance may necessitate communication to College employees who need to know the implications of non-compliance in order to protect the public health of the campus community.

The President of the College, or person(s) designated by the President:

1. shall take responsibility for designing and implementing procedures in keeping with the Communicable Disease and Immunization Policy.
2. has the authority to exclude from campus (or to take any other action considered appropriate with respect to) anyone who has or who is suspected of having a communicable disease, and/or who fails to comply with the implementation of communicable disease procedures to prevent its spread.
3. may make any decisions relating to whether the College should be closed or its programs and/or services modified, based on consultation with guidance from the County Health Department, State Health Department, the Centers for Disease Control as well as other relevant sources.
4. is required to report the existence of certain communicable diseases to the County and State Health Department.

### 3. Health & Wellness Fee Policy

A Health & Wellness Fee of \$130 per semester is charged to the account of every degree-seeking undergraduate student enrolled in classes on the main Wheaton College campus, except F1 visa students who already incur a mandatory 3<sup>rd</sup> party provider insurance charge.

The Health & Wellness fee helps ensure that the College has the human resources to continue providing access to quality counseling and medical care in support of individual and community health.

The fee does not cover medications, lab tests, lab drawing fee, immunizations, allergy injections, medical supplies, or minor medical procedures.

Questions about the Health & Wellness Fee should be directed to [student.wellness@wheaton.edu](mailto:student.wellness@wheaton.edu).

#### **Graduate Students**

Graduate students may voluntarily choose to opt-in to the Health & Wellness Fee each semester.

Students who do not opt-in are charged the current \$45 first time visit fee and subsequent \$30 per visit fee to see a doctor or a nurse practitioner at Student Health Services; a per visit fee to see a counselor in the Counseling Center will also be charged according to the schedule below:

- Sessions 1 – 3 will be charged at \$10 each
- Sessions 4 – 6 will be charged at \$20 each
- Sessions 7 – 9 will be charged at \$30 each
- Sessions 10 and beyond will be charged at \$60 each

#### **Access to Counseling Center and Student Health Services**

Paying the Health & Wellness Fee does not mean that students have unlimited access to the Counseling Center and Student Health Services. Wheaton College clinicians providing the service will exercise clinical judgment to determine the appropriate frequency and duration of mental health and/or medical treatment. This determination will be based on best practices as well as current legal and ethical standards. Chronic health conditions may necessitate that a student is referred to an off-campus specialist to support some or all their health care needs.

### **Off-Campus Academic Programs**

Students participating in an off-campus academic program full-time (e.g., HNGR, Wheaton in Chicago, Study Abroad, etc.) will not be billed a Health & Wellness fee.

### **Refunds**

The Health & Wellness Fee is non-refundable to students who withdraw from Wheaton College after classes begin.

### **Appeals**

A student may submit an appeal for the Health & Wellness Fee to be refunded if she/he believes there is an extenuating circumstance, or a mistaken bill issued. An appeal may be submitted to [student.wellness@wheaton.edu](mailto:student.wellness@wheaton.edu).

## **4. Immunization Exemption Policy**

## **5. Involuntary Student Leave of Absence for Reasons of Personal or Community Safety Policy**

It is the policy of Wheaton College to foster a campus environment that is conducive to learning, promotes the College's educational purposes, maintains reasonable order, and protects the rights and safety of all members of the College community. In certain circumstances, the College may place a student on an involuntary leave of absence or take other appropriate action for reasons of personal or community safety, subject to the procedure outlined below.

This policy applies to all undergraduate and graduate students of the College and to all College locations, courses, programs, and activities. This policy does not apply to doctoral students. In addition to utilizing this policy, the College also reserves the right to take action under the College's Student Conduct policy. This policy does not preclude the removal or dismissal of students from the College, its courses, programs, activities, and/or college-owned facilities in the College's discretion or as a result of the violation of other college policies, procedures, rules, or regulations.

### **Policy**

A student may be required to take an involuntary leave of absence from the College and/or be involuntarily removed from college courses, programs, activities, and/or facilities if the College determines that:

- The student presents a danger to the life, health, welfare, safety, or property of any member of the College community or other person;
- The student presents a risk of concerning or troubling behavior that is disruptive; and/or
- The student's conduct or circumstance renders him or her unable to:



- Function safely without harming himself or herself, harming one or more other individuals.
- Comply with professional recommendations for mental health and/or physical medical treatment.
- Be helped by mental health or medical treatment.

Conduct-related rationale for involuntary leave of absence may include but is not limited to, engaging in, activity involving, disruptive conduct, conduct that threatens the safety of others, and/or conduct that demonstrates an inability to take care of oneself. An example of a circumstance that may necessitate an involuntary leave of absence is when a student has exhausted all excused absences, or will miss two weeks or more of a semester class (one week or more of a quad class), and has been required to complete intensive treatment to address medical and/or mental health concerns.

The procedure outlined below will be initiated only (1) on the basis of actual risks and not on mere speculation, stereotypes, or generalizations about individuals with disabilities; (2) after reasonable attempts to secure a student's voluntary cooperation for a medical or psychological evaluation or leave of absence have been pursued; or (3) if a student refuses to agree to, or does not adhere to reasonable conditions established for:

- The student's return or readmission to the College,
- The student's continued presence on campus, or continued presence in college courses, housing or other college program or activity.

### **Procedure**

The Dean of Student Wellness or a designee may be alerted to an undergraduate or a graduate student's concerning or troubling conduct from a variety of sources on campus; concerning or troubling conduct related to a graduate student is likely to be shared first with the Director of Graduate Student Life or the appropriate Academic Dean. If the Dean of Student Wellness deems it appropriate, this procedure may be initiated, subject to any modifications that the College deems appropriate in its discretion. Any pending conduct proceedings will usually be suspended pending a meeting with the student and evaluation of the student under this procedure, but this is a matter reserved to the College's discretion.

1. **Information gathering.** Upon initiation of this procedure, the Dean of Student Wellness will consult on a confidential basis with others in the campus community who have knowledge regarding the student's conduct and circumstances and other appropriate persons with knowledge about the student's condition and circumstances (*e.g.*, parents, healthcare providers) to determine whether the student is able to comply with this policy.
2. **Initial meeting with student/possible voluntary leave.** If possible, under the circumstances, the Dean of Student Wellness will schedule a meeting with the student as part of the information gathering process; meetings with graduate students will include the Director of Graduate Student Life. The student may be accompanied by a non-attorney advisor. At any time, the Dean of Student Wellness may discuss with the student whether the student wishes to take a voluntary leave and may also attach appropriate readmission conditions to the granting of any such leave to the extent such conditions are deemed necessary or appropriate for purposes of adhering to the conduct standards set forth in this policy. If the student refuses to meet with the Dean of Student Wellness, he/she will complete the Involuntary Student Leave Procedures with the available information.

3. **Individualized assessment.** Any determination that a student's conduct is inconsistent with the standards set forth in this policy shall be based on an individualized assessment facilitated by the Dean of Student Wellness. This assessment shall be based upon the best available objective evidence, which may include available medical and/or mental health information.
4. **Possible interim withdrawal.** If the College concludes that a student presents an immediate danger (a) to the life, health, welfare, safety, and/or property of any member of the College community or other person, (b) demonstrates an inability to function safely in the College's courses, programs, activities, and/or facilities without an imminent or risk of harming himself or herself or others, and/or c) demonstrates a risk of exhibiting concerning or troubling conduct that is disruptive to the College's courses, programs, activities, and/or facilities, the Dean of Student Wellness may withdraw the student or restrict the student's access to campus, college course, programs, activities, or facilities for an interim period before a final determination is made.
5. **Considering an involuntary leave (or other involuntary action).** If the review process outlined above results in the student's decision not to take a voluntary leave or the Dean of Student Wellness determines that no further investigation is necessary, the Dean of Student Wellness shall then determine whether, under all of the individual circumstances of the case, the College wishes to consider an involuntary leave of absence from the College or from College courses, programs, activities, and/or facilities (or other involuntary action).
6. **Possible evaluation.** The Dean of Student Wellness may require the student to schedule an evaluation by a qualified, licensed medical and/or mental health professional within or outside the College, with the student responsible for any costs of such evaluation and with the results of that evaluation to be shared with the Director of the Counseling Center, Director of Student Health Services and Dean of Student Wellness as well as the student. The Dean of Student Wellness shall consider the results of this evaluation and other information collected in making a final determination.
7. **Final determination.** In making a final determination, the Dean of Student Wellness will consider any information obtained during the preliminary review, as well as any other information that the student submits or that the Dean of Student Wellness deems relevant. The Dean of Student Wellness may also consult with other College representatives and appropriate health care providers on a confidential basis in making an individualized judgment based upon all of the facts and circumstances.
8. **Communicating the final decision.** Any decision by the Dean of Student Wellness to require an involuntary leave of absence (or other involuntary action) shall be communicated to the student in writing as soon as possible after the decision is rendered. The student has a right to be informed of the effective date of the leave, pertinent information upon which the decision is based, as well as the contemplated length of the leave, which will be determined on a case-by-case basis. The conditions under which a student may return to or seek readmission at the College will also be determined on a case-by-case basis and be specified in writing at or near the time that the decision is issued. Students will also be informed of the institutional point of contact during the involuntary leave of absence.

9. **Appeal.** Students have the right to appeal the Dean of Student Wellness's decision in an involuntary leave situation. Any undergraduate student appeal should be made in writing to the Vice President for Student Development within seven (7) calendar days of the student's receipt of the written decision from the Dean of Student Wellness. Graduate student appeals should be made in writing to the Provost within seven (7) calendar days of the student's receipt of the written decision from the Dean of Student Wellness. The grounds for appeal should be set forth in writing. Appeals are limited to the following grounds:
  - a. A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
  - b. To consider new information that could substantially impact the final decision; the new information and its potential impact must be included.
  - c. The final decision is substantially outside the parameters or guidelines set by the college for this type of situation.

The student may submit supporting documentation or other information in support of the appeal. The Vice President for Student Development/Provost will decide the appeal as soon as is practicable and will issue a written decision regarding the appeal. The decision shall be final.

## 6. Leave of Absence Policy for Undergraduate & Graduate Students

The purpose of a voluntary Leave of Absence (LOA) is to provide students time away from Wheaton College for treatment of a medical or mental health condition that impairs a student's ability to function successfully in class and complete coursework material and safely participate as a member of the Wheaton College community.

The authority to grant an LOA and permission to return from an LOA resides with the office of the Dean of Student Wellness. This policy applies to undergraduate and graduate students but does not apply to doctoral students.

Wheaton College has designed this policy to ensure that students are given the individualized consideration and support necessary to address their particular circumstances with the goal of helping students safely return to participation in college life and successfully complete their studies. This policy describes: 1) the process to request an LOA; 2) important information about a student's status during an LOA; and 3) the process to request reinstatement following an LOA.

### LOA Approval Process

1. **Recommendation.** A student who is experiencing medical or mental health issues that are interfering with their academic course work and/or their ability to participate in campus life may request an LOA. Undergraduate students should first contact the Dean of Student Wellness (Dean); graduate students should first contact the Director of Graduate Student Life. The student is required to obtain a letter from a medical or mental health treatment provider stating that in his or her professional judgment, the student is unable to manage the rigors of academic studies and participate in campus life as well as *the provider's recommendation for treatment while on LOA*. This letter will serve as a letter of recommendation for the LOA. This letter of recommendation may be provided by Wheaton's Student Health Services or Counseling Center

if currently treating the student.

2. Request. Read the LOA policy and sign the page that says you have done so. Complete the *Request for Leave of Absence* form and email both the acknowledgement page and the request form to Student Wellness ([student.wellness@wheaton.edu](mailto:student.wellness@wheaton.edu)). The date the request form is received by Student Wellness will serve as the Official Withdrawal Date (OWD) should the LOA be granted. The letter of recommendation from the healthcare professional (with treatment recommendations) should also be emailed or faxed (630-752-7226) to Student Wellness as soon as possible. Once this letter is received the Dean's office will set an appointment for the Dean to meet with the student to review the LOA request and discuss strategies for returning to campus after the LOA. The Dean may include the Director of Graduate Student Life when meeting with a graduate student.
3. Withdrawals and Incompletes. With an LOA, students are permitted to withdraw from any full-term course or any A-quad course that has not been completed.

In certain circumstances, students may be eligible to request incompletes in their classes. The decision about incompletes will be determined based on the students' interest, the guidance of Student Development staff, and the College requirements for incompletes and withdrawals as outlined in the Course Catalog. Students will be required to follow the Registrar's Incomplete Grade Policy Guidelines for course completion. An incomplete may not be guaranteed depending on the time of semester in which it has been requested and depending on the amount of coursework remaining for the student to complete. Students need to have completed at least 75% of coursework in a particular class in order to be considered eligible to receive an incomplete.

Students who have outstanding incompletes will not be permitted to take additional incompletes and will need to withdraw from all courses when taking an LOA. The Dean of Student Wellness may deny a request for an incomplete if the faculty member for the course, LAS or SCS indicate that the student's past behavior indicates that additional incompletes will more than likely be detrimental to the student and/or unrealistic to complete.

4. Timing of Request. For an LOA requests to be considered, students must complete and submit a Request for Leave of Absence Form *no later than noon on Reading Day of the semester in which they are currently enrolled*. Students may not request an LOA during a Christmas or summer break. If students commence an LOA beginning the last two weeks of a fall semester, the student will not be permitted to be reinstated until the following fall semester given the spring semester reinstatement deadline.
5. Tuition, Room and Board fees. All tuition refund requests will be evaluated based on the [Registrar's Calendar](https://catalog.wheaton.edu/college-calendar/registrar-calendar/) (<https://catalog.wheaton.edu/college-calendar/registrar-calendar/>), whether an A-quad course was completed prior to the LOA request, and whether incompletes were requested. Students are strongly encouraged to consult with their Financial Aid Advisor as to how taking an LOA may impact their tuition/financial aid.

Room and board refunds will be based on the student's last day in campus housing. The student should consult with the Dean for questions about his/her specific last day in campus housing.

6. Determination. The Dean will then notify the student in writing of the determination regarding whether the LOA has been granted.

### **Status During LOA**

- Access to Campus. Students are not permitted to live on campus while on LOA. Access to campus or any Wheaton College affiliated program will not be permitted unless approved by the Dean of Student Wellness for such purposes as meetings and commitments related to their LOA reinstatement request. Students are required to return their ID to their Residence Life staff or to the Student Development office before leaving campus.
- Registration. All future class registrations will be canceled when an LOA is approved. While on LOA, students may not register for Wheaton College classes unless the student has been reinstated by the Dean.

### **Reinstatement after LOA**

When a student is interested in returning to the College following an LOA, the student should take the following steps to initiate the reinstatement process.

1. Reinstatement Request. The student should first inform the Dean of his or her interest in returning well in advance of the desired return date. (See deadlines below) The student must complete and submit to the Dean an *LOA Reinstatement Request Form*, the *Readiness to Return and Continuation Plan* form(s) to be filled out by the student and their medical or mental health treatment provider(s), and any additional information requested by the Dean and communicated in the student's LOA confirmation email. The information provided by the medical or mental health treatment provider(s) will be incorporated into a care plan with the student upon reinstatement.

Timing. The College requires that students submit their request for reinstatement and any supporting materials by August 1 for consideration for a fall semester return, by December 1 for consideration for a spring semester return, and by April 1 for consideration for a summer term return. If information is missing and/or the College needs additional time to process the student's request, the College may have to treat the request as a request to return for the following semester rather than the semester for which the student initially sought permission to return.

Status. All incompletes previously granted to a student must be completed for a reinstatement from LOA to be considered. A student's account must be paid in full for a reinstatement from LOA to be considered.

2. Information Requested. If Student Health Services will serve as the student's primary care physician for treatment of a medical issue upon returning to campus, the student is required to provide Student Health Services with pertinent medical records for continuity of care. Students returning from LOA will not be permitted to utilize Student Health Services for psychiatric medication management (See item 8 below). If the Counseling Center will be providing treatment to the student for a mental health issue upon returning to campus, the student is required to provide the Counseling Center with pertinent records for continuity of care. The student is also required to submit, to the Dean, any and all documentation received following discharge from a residential program, inpatient hospitalization, partial hospitalization, or intensive outpatient hospitalization, including the *treatment discharge summary*. Note: The *Readiness to Return and Continuation Plan* form includes a release of information, which will

allow the Dean of Student Wellness, Director of Student Care Services, Student Health Services, and/or the Counseling Center to discuss concerns with the medical provider(s) about the student's request for reinstatement.

3. **Additional Information.** The College will determine on a case-by-case basis if additional medical or mental health information is required to assess a student's readiness to return following the LOA.
4. **Student Statement.** Depending upon the nature and individual circumstances of the LOA, the student may be required to provide a brief statement describing (a) the student's experience away from the College including the activities undertaken while away, (b) the student's current understanding of the factors that led to the need for the LOA, and the insights the student has gained from treatment and time away, and (c) how the student plans to ensure a successful return to the College. The decision to require submission of such a statement will be made by the Dean on an individualized basis.
5. **Evaluation of Information.** After the Dean evaluates the student's information, the Dean may contact any medical providers that the student has identified. The Dean may contact the student to discuss student readiness to return and progress made while on LOA. During the process of reviewing an application, if the Dean determines that information provided by the student's treatment providers is incomplete, requires further explanation or clarification, or when there is incongruity between the medical information provided by the treatment providers and other information, the Dean will contact the treatment provider(s) to obtain additional information or instruct the student to do so. In rare circumstances, the Dean may request that the student undergo an additional assessment to allow the College to make a determination about the student's readiness for return. In those rare instances, the Dean will notify the student of the rationale for making this request.

In the event that the student's LOA was precipitated by an act of self-violence or violence against others, the Dean may confer with the Director of the Counseling Center, the Director of Student Care Services, the Director of Learning and Accessibility Services, the Director of Graduate Student Life, or the Dean of Residence Life as a means by which to determine eligibility for reinstatement.

6. **Determination.** The Dean will evaluate the information provided by the medical or mental health treatment provider(s), Student Health Services, the Counseling Center, and/or the student and make a determination whether the student may return to the College. Reinstatement is based on the student's readiness to manage a full-time course load (minimum of 12 credits for undergraduates; minimum of 8 credits for graduate students). The Dean's office will notify the student of the determination. Factors the Dean will typically consider include but are not necessarily limited to:
  - The student's ability to complete the specific treatment recommended by a mental health or medical professional at the time the LOA request was made. If individual therapy and/or psychiatric medication management are recommended, the student will be expected to complete at least six therapy sessions, with a licensed therapist, and at least an initial psychiatric evaluation with a psychiatrist, not a general practitioner;

- Evaluations and recommendations provided by the medical or mental health treatment provider(s), Student Health Services and/or the Counseling Center including information on the *Readiness to Return and Continuation Plan* form;
  - The student's demonstrated ability to engage in productive and realistic academic planning;
  - The student's ability to participate safely and independently in the College's programs and activities;
  - The student's personal statement included on the LOA Reinstatement Request form;
  - Any coursework completed or employment during the LOA; and
  - Any other factors that the Dean, in his or her discretion, deems relevant under the student's particular circumstances.
7. Determination of Ineligibility for Reinstatement. If upon review, the medical or mental health treatment providers, Student Health Services, or the Counseling Center submits a recommendation to the Dean's office that a student is not ready for return, the Dean of Student Wellness may deem the student ineligible for reinstatement to campus. If this occurs, the student will be advised of this determination along with recommendations that will enhance the student's chance of being reinstated the next time the student's request is considered. A student may appeal a determination of ineligibility for reinstatement to the College by submitting an appeal letter to the Vice President for Student Development ([student.development@wheaton.edu](mailto:student.development@wheaton.edu)) within seven calendar days of receiving notice of the negative recommendation. The student must also submit any information he or she believes to be relevant to the appeal. The Vice President for Student Development will review the student's submission and notify the student in writing of the College's final determination as to whether the student will be permitted to return as requested.
8. Returning Students. Students who are reinstated from an LOA will be required to set up a meeting with the Director of Student Care Services (SCS) to create a care plan. This care plan is a requirement for enrollment, and meeting with the Director of SCS as often as she/he deems necessary throughout the school year, is an essential requirement of the care plan process. Failure to initiate or follow through with the care plan as it is written, may result in an involuntary leave of absence for reasons of personal and community safety.

Students who need psychiatric medication management upon returning must receive this service directly from a psychiatrist and not a general practitioner. Failure to establish and maintain psychiatric care from a psychiatrist, if medication is prescribed and/or recommended for treatment of a mental disorder, may result in an involuntary leave of absence for reasons of personal and community safety.

Students with disabilities, including mental health conditions, may be eligible for accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act as amended in 2008. If you require ADA accommodations, you are encouraged to request those through LAS prior to the start or within the first two weeks of the semester. Further information and the link to the accommodations request form are available on the [Learning and Accessibility Services](#) website.

Upon reinstatement, the Dean's office will notify appropriate campus offices of the student's planned return to campus and classes.

9. **Returning Students and Study Abroad/Domestic Travel.** Reinstatement following an LOA is a process whereby students can be restored to active student status at Wheaton's main campus. An approved reinstatement to Wheaton College following an LOA is not an approval to participate in a study abroad or domestic travel program through Global Programs & Studies (GPS). Students who wish to participate or have been planning to participate in a GPS study abroad or domestic travel program, must receive an additional approval through GPS. They also must have their medical or mental health treatment provider(s) complete an additional Readiness to Return for Study Abroad or Domestic Travel form. Both LOA reinstatement approval from the Dean of Student Wellness and approval from GPS are required for study abroad or domestic travel for students returning from LOA. The GPS approval process will incorporate materials submitted for LOA reinstatement and consists of an approval from Student Health Services (SHS) and final approval from Student Care Services (SCS). It is possible for a student to be approved for reinstatement to Wheaton College and denied for participation in a study abroad or domestic travel program.

*(Undergraduate students, please contact the Student Wellness office for the full policy: [student.wellness@wheaton.edu](mailto:student.wellness@wheaton.edu). Graduate students; please contact the Graduate Student Life office for the full policy: [graduate.student.life@wheaton.edu](mailto:graduate.student.life@wheaton.edu).)*

## 7. Medical Entrance Requirements (Undergrad Student)

## 8. Medical Records

## 9. Patient Privacy and Confidentiality

## 10. Post-Hospitalization for Mental Health Concerns Policy

According to research, the risk for self-harm is particularly high in the first few weeks following discharge from the hospital for mental health concerns. Upon returning to campus, the student must receive a post-hospitalization assessment at the Counseling Center. The student must also, separately, establish or review a Student Care Services care plan with the Director of Student Care Services or their designee. The purpose of the post-hospitalization assessment is to identify risk factors and protective factors, and to ascertain appropriateness for reinstatement to classes and campus housing relative to the safety and wellbeing of the student and the campus community. The purpose of the care plan is to partner with the student for their overall wellness, provide an outline of supportive measures for follow-up care and support, and discuss useful tools for having a successful and safe return to campus life.

**Notification of Discharge.** The student will sign a release of information permitting the hospital to notify the Director of Student Care Services regarding a student's discharge from treatment, medication, and follow-up care requirements. The Student Care Services office should participate in the student family session to serve as the Wheaton College Liaison to answer questions related to what the college is able to provide for the student to safely return to the campus residential community.



**Before being discharged from the hospital,** the student is required to schedule two appointments with college staff and communicate those appointment dates/times to the Director of Student Care Services: (1) An appointment with the Director of Student Care Services or their designee, and (2) an appointment with the Director of the Counseling Center or his or her designee. The Director of Student Care Services will notify the Director of the Counseling Center and the Dean of Student Wellness of the student's discharge day. Should a staff member (e.g., Residence Director, Graduate Resident Advisor, or Resident Assistant) be notified by the student of his or her imminent discharge and request a ride, the staff member should notify the Director of Student Care Services (x7472) prior to picking up the student from the hospital.

**Return to Campus.** The student will check in with his or her Residence Director (RD) or Graduate Resident Advisor (GRA) upon return to campus. The RD or GRA will help the student transition back to their residence dynamics.

**Meeting with the Counseling Center and Student Care Services.** The meeting with the Director of the Counseling Center, or designee for a post-hospitalization assessment, is a requirement and must take place as soon as possible, the same day the student returns to campus. If a student is discharged from the hospital during the weekend, the student will be required to go to the Counseling Center for a post-hospitalization assessment as soon as the Counseling Center opens on Monday morning. Failure, refusal, or inability to complete a post-hospitalization assessment as soon as possible, following discharge, may result in the student being required to take an involuntary leave of absence from Wheaton College. The meeting with the Director of Student Care Services, or designee, is also a requirement and must take place after the student meets with the Director of the Counseling Center, or designee, and within 48 hours of the student returning to campus. If the student is discharged on the weekend, the meetings must take place the following Monday. Failure, refusal, or inability to comply with the aforementioned expectations may result in the student being referred to the Dean of Student Wellness. Subsequently, the Dean of Student Wellness may have grounds to invoke the Involuntary Student Leave of Absence policy.

**Return to Classes.** Once the student has met with the Director of the Counseling Center, or designee, and received approval to return to classes, the student may return to classes the same day.

**Parents.** Students are encouraged to include their parents in the process of a hospitalization and return to the College including any subsequent information surrounding their SCS care plan. Once a Release of Information form has been signed, the Director of SCS will be able freely share details regarding their student's care plan and coordinated care.

**Meeting specifics.** The meeting will cover:

- Wheaton College's desire to support and care for the student
- Establishing or revisiting a previous care plan to help the student successfully return to the College and provide on-going support
- Process for Withdrawal/Re-application (if needed)
- The return to campus impact
- Academic support options (if needed)

**Care Plan.** Examples of what may be included in the care plan are the following:

- A commitment to meeting regularly with a therapist/counselor

- A commitment to remaining compliant with prescribed medications
- A commitment to a meeting with the RD/GRA for support and help with navigating any housing/roommate concerns
- A commitment to have follow-up meetings with the Director of Student Care Services or their designee
- Signing of releases for the Counseling Center, Student Health Services, parents/guardians, and any external agency involved in follow-up care
- A statement indicating that the student understands that s/he must fulfill the stated commitments in order to remain enrolled at Wheaton College
- A recommendation of reduction of course load, if needed or required by treatment team
- Requirement to meet with a nutritionist
- Requirement to attend classes
- Follow-up appointments with Student Health Services, Wheaton College Counseling Center, and/or Learning and Accessibility Services
- Follow-up appointments with a psychiatrist or outside agencies
- Any further requirements specified by Student Care Services, the Counseling Center or Dean of Student Wellness

**Inability to follow the care plan.** Students are required to comply with expectations outlined in their care plan. Failure, refusal, or inability to do so could result in the student being referred by the Director of Student Care Services to the Dean of Student Wellness. Subsequently, the Dean of Student Wellness may have grounds to invoke the Involuntary Student Leave of Absence policy for reasons of personal or community safety. Policy #4 under Student Wellness above.

## 11. Pregnancy Resources

The College is committed to supporting pregnant/expecting Wheaton students, including the mother, and as appropriate, the father. Students can expect to be treated with Christian love, dignity, and respect. The life and health of the mother and child as well as the spiritual well-being of the parents are primary concerns. Every effort will be made to ensure confidentiality.

Scripture urges believers to seek wise and godly counsel when faced with significant or difficult life circumstances (Proverbs 11:14).

Should a Wheaton College student become pregnant, she is encouraged to seek confidential medical care, encouragement and guidance from the Director of [Student Health Services](#) (SHS). The Director of SHS as well as the SHS staff are prepared to support both the mother and father during pregnancy.

### College Resources

The [Residence Life Office](#) is available to help the student(s) determine the best housing option on or off-campus during and after pregnancy.

The [Student Financial Services Office](#) is available to explain how to submit a financial aid appeal for additional federal and/or state assistance due to having a dependent other than a spouse.

The [Learning & Accessibility Services Office](#) is available to provide academic accommodations for pregnant/expecting/post-partum students.

The [Equity & Title IX Office](#) is available to receive reports of dating violence, sexual violence, discrimination and/or harassment and can explain a student's options outlined in the College's policy that prohibits such violence (see Nondiscrimination Policies); a student may also consult first with a [Confidential Title IX Advisor](#) to understand their options before or instead of speaking with the Equity & Title IX Office.

The [Counseling Center](#) is available to provide confidential individual short-term counseling services to a student for whom pregnancy/expecting is causing distress.

The [Chaplain's Office](#) is available for confidential pastoral care support.

[Student Care Services](#) is available to come alongside undergraduate students who are pregnant/expecting and help connect them with on and off campus resources, establish a plan of support, including communicating with professors regarding potential extended classes absences as well as connecting them with the Dean of Student Wellness if they are seeking to apply for a Leave of Absence, if desired.

### **Off Campus Resources**

[Caring Network](#) is available to reach out with love, non-judgmental counsel, and practical resources that offer truth and empower women to choose life. All Caring Network counseling and medical services are free and confidential.

The team at Evangelical Child & Family Agency is made up of professionals who provide free, caring, and confidential counseling for women experiencing an unexpected pregnancy, or who are simply in need of extra support during their pregnancy.

## **12. Service and Assistance Animal Policy**

Wheaton College is committed to providing equal access to its policies, practices, or procedures to ensure that students with disabilities have the same access to college programs, activities, and services as their nondisabled peers. The Learning and Accessibility Services (LAS) office works in collaboration with Housing and Res Life to review and approve Assistance Animals in Housing.

### **I. Definitions**

#### ***Service Animals***

Service Animals are animals that are individually trained to perform tasks for individuals with disabilities. Examples of such tasks include guiding people who are blind, alerting people who are deaf, pulling wheelchairs for those with limited mobility, and alerting and protecting a person who is having a seizure. Animals other than dogs or, in some cases, miniature horses, are not Service Animals. The work or task that a Service Animal has been trained to provide must be directly related to the person's disability.

#### ***Assistance Animals***

Assistance Animals are animals that provide emotional or other support that decreases one or more identified symptoms or effects of a person's disability. Unlike Service Animals, Assistance Animals are not required to be trained to perform work or tasks, nor do they accompany a person with a disability at all times. Emotional Support Animals (ESAs) are a subset of Assistance Animals.

### **Pets**

A "pet" is an animal kept for ordinary use or companionship. Service and Assistance Animals, as defined above, are not considered pets. Pets are prohibited indoors and in university housing with the exception of aquatic species that live under water in standard size aquariums. For more information, please refer to the *Animals/Pets in Campus Housing policy* in the Student Handbook.

### **Approved Animal**

An Approved Animal is an Assistance Animal that has been approved by LAS as a reasonable accommodation under this Policy.

### **Owner**

An Owner is an individual with a disability who has requested an accommodation and has received approval to bring the approved animal on college property.

### **Direct Threat**

Anything that results in a direct threat to the health or safety of others, or in property damage to the property of others, including property owned by the College. The determination of the existence of a Direct Threat:

- Must be based on objective evidence and not fear, speculation, or stereotype; and
- Requires an individualized analysis that includes considering if a reasonable accommodation can eliminate or significantly reduce the threat.

*Example:* A resident requests an Emotional Support Animal at a property where another tenant is allergic to that animal. LAS and the ESA Review Committee must consider the following factors to determine if a Direct Threat exists:

- How often the animal's presence will trigger the allergies;
- The severity of the allergic reaction that the animal triggers; and
- If a Reasonable Accommodation (i.e., housing both residents on opposite sides of the unit, placing the requestor at another unit, etc.) will eliminate or significantly reduce the likelihood and severity of an allergic reaction.

## **II. Access to Campus for Service and Assistance Animals**

In order for an individual to qualify for having a Service Animal on campus: 1) s/he must have a disability as defined by the ADA, and 2) the accompanying animal must be trained to do work or specific tasks for the qualified individual. Service Animals are permitted to accompany people with disabilities to public areas of campus and owners are not required to provide certification that the animal has been trained or licensed or make a formal request for an accommodation. Faculty or staff members with questions may contact LAS at [las@wheaton.edu](mailto:las@wheaton.edu).

Service Animals are permitted to accompany individuals with disabilities in all public areas of campus but may be prohibited in certain locations due to health and safety restrictions (e.g., where the animal may be in danger, or where its use may compromise research). Restricted areas may include, but are not

limited to, custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, rooms with heavy machinery, and areas outlined in state law as being inaccessible to animals. Service Animals may be granted access to restricted areas on a case-by-case basis by gaining approval from LAS and the appropriate department representative. Service Animals do not need prior approval to be on campus though it can be helpful for an owner to voluntarily share that information with the college, especially for housing purposes.

In contrast, Assistance Animals are only permitted in and around the Owner's campus housing as set forth below.

### III. Assistance Animals in Campus Housing

Before an Assistance Animal can move into campus housing with a person with a disability, a request with supporting documentation, according to documentation guidelines to establish:

- That the individual qualifies as a person with a disability (i.e., has a physical or mental impairment that substantially limits one or more major life activities); and
- That the Assistance Animal is necessary to afford the person with a disability an equal opportunity to use and enjoy campus housing (i.e., that the animal would provide emotional support or other assistance that would alleviate one or more symptoms or effects of the disability).

Requests must be submitted to Wheaton's LAS Office and approval must be granted by the ESA Review Committee, which is comprised of LAS, Housing, and ResLife representatives. Requests should be made at least 30 days prior to move-in whenever possible as late requests may impact the timeliness of the approval process. As provided in the *Animals/Pets in Campus Housing Policy*, the fine for an unauthorized animal in campus housing is \$50 per day.

#### ***Special Rules for Assistance Animals***

Assistance Animals are not allowed to accompany persons with disabilities in all public areas of Wheaton campus as a Service Animal is allowed to do, but an Assistance Animal may reside in campus housing, including accompanying such individual in all public or common areas of campus housing when it may be necessary to afford the person with a disability an equal opportunity to use and enjoy campus housing.

### IV. Service and Assistance Animal Approval Process

If approved, a ResLife staff member will reach out to roommates or students in neighboring rooms prior to bringing the Assistance Animal into housing to determine if allergies, phobias, or other health concerns are present. No information regarding the diagnosis or nature of the disability will be shared. If concerns are raised, a direct threat analysis will be conducted.

If a student wishes to seek review of a determination made under this Policy, please see our [ADA Grievance Procedure](#).

### V. Care and Control

The Owner is responsible for the cost, care, and supervision of Service and Assistance Animals. Wheaton College is not responsible for the care or supervision of Service or Assistance Animals. Roommates and student neighbors are not responsible for the care or supervision of Service or Assistance Animals.

Owners who are accompanied by Assistance Animals must comply with the same college rules regarding noise, safety, disruption, and cleanliness as people without disabilities.

The following guidelines for Service and Assistance Animals are intended to ensure that the animal does not engage in behavior that would be disruptive or a direct threat to the health and safety of others. If the animal's behavior is disruptive, aggressive, or destructive, the handler will be held responsible and may be asked to remove the animal from campus.

Guidelines for Service and Assistance Animals on campus:

- Animals must be controlled by Owner at all times.
  - Animals who are in public spaces on campus must be on a leash at all times unless a leash would negatively impact the ability of the animal to complete the task/service for which it is being utilized.
  - Animals in common areas of campus residences may be required to be on a leash, harness, or in a carrier.
  - Animals may not disrupt the environment by barking, meowing, scratching, screeching, or growling.
  - Assistance Animals must be housebroken before arriving on campus.
  - Arrangements must be made to remove the animal from campus during breaks and any other time when the Owner is off campus overnight.
  - Evidence of inhumane treatment of the service/assistance animal by the Owner may lead to the animal's removal from campus.
- Animals must be in good health.
  - Animals must be properly vaccinated; vaccinations must be current. Documentation may be required.
  - Animals must be maintained in a manner that takes into consideration the health and hygiene of the animal and those who come in contact with the animal.
- To the greatest extent possible, the animal should be unobtrusive to other students and the learning environment.
- Wheaton will not require any deposits, surcharges, or fees for Service or Assistance Animals. However, an Owner may be charged for damage caused by a Service or Assistance Animal to the same extent that Wheaton would normally charge a person for the damage they cause or if the room requires additional cleaning beyond standard yearly institutional cleaning procedures. Examples of reasons for additional cleaning may include but are not limited to residue of animal waste on the floor, urine or animal smell in the apartment, and excessive fur/animal hair within the apartment.
- The Owner is responsible for complying with the DuPage County/City of Wheaton dog control and licensing laws or any other applicable laws pertaining to animal licensing, vaccination, identification, or animal rights and owner responsibilities.
- Relief Guidelines
  - Service and Assistance Animals must be housebroken before arriving on campus.
  - The Owner is responsible for cleaning up all animal waste and disposing of that waste immediately in outdoor dumpsters. Animal waste is not to be disposed of indoors.

## VI. Conflicting or Competing Accommodations

If another student, staff, or faculty member has a severe allergy around animal dander or a phobia to the type of animal being approved, there will be a direct threat analysis conducted. The final determination will be considered on a case-by-case basis and attempts will be made to accommodate the needs of both individuals to the fullest extent possible.

## VII. Responsibilities of the Campus Community

- Must allow Service animals to accompany their Owners at all times and everywhere on campus where the general public are allowed.
  - As noted above, the appropriate way to ascertain that an animal is a Service Animal is to ask (only if it is not apparent) if the animal is required because of a disability and what tasks it has been trained to perform. Specific questions about the individual's disability should not be asked.
  - Contact LAS if any questions or concerns arise relating to Service or Assistance Animals.
  - Contact LAS Office if students/faculty/staff have any additional questions regarding visitors to campus who have animals.
  - Report any animals who misbehave or any Owners (or other individuals) who mistreat Service or Assistance Animals to the Wheaton Public Safety at 630-752-5911 or 911 from campus phones.

## VIII. Appeal Process

If a student believes that a request for an ADA accommodation related to the use of a Service or Assistance Animal on campus has been wrongfully denied, the individual can refer to the [ADA Grievance Procedure](#) to appeal the decision.

## 13. Student Academic Grievance Procedure

The procedure outlined in this document shall be used to address an undergraduate student's academic grievance relating to classroom procedures, grade determination, interpersonal conflict, and/or a department decision where there is no appeal procedure established.

The appeal procedures related to alleged violations of academic integrity (including the impact of such alleged violations on a student's grade) may be found in the Academic Integrity Policy in the [Student Handbook](#). Information about a grievance related to college-wide academic policies and procedures may be found in the Academic Petition section of the [College Catalog](#) and requires that an [Academic Petition](#) be completed so the grievance may be addressed. Policies and procedures related to discrimination, harassment, or sexual misconduct may be found in the [Nondiscrimination Policies](#); a report may be filed [online](#). The [Bias Incident Policy](#) details procedures regarding a bias incident; a report may be filed [online](#).

Requests to use the Academic Grievance Procedure must be made at least three weeks prior to the end of the term. Requests that are made later than three weeks prior to the end of the term may not be considered until the start of the subsequent academic term.

A student who desires to use the Academic Grievance Procedure must meet with the Dean of Student Wellness ([student.wellness@wheaton.edu](mailto:student.wellness@wheaton.edu)) to explore if the Academic Grievance Procedure is the most appropriate pathway to address the situation. The Dean of Student Wellness will inform the student about the grievance process and decide whether this is the appropriate process to address the student's concerns.

If it is determined this is the appropriate process, the Dean of Student Wellness will then introduce the student to the Ombudsperson resources. Students are not authorized to enact the Academic Grievance Procedure without the assistance of a faculty or staff Ombudsperson. The student with a grievance may also request additional support from a student Ombudsperson.

Faculty and staff Ombudspersons serve as neutral parties to help the student compose a clearly written account of her/his concerns for use in the Academic Grievance Procedure. Ombudspersons also are a resource to help parties in conflict communicate with each other. Faculty ombudspersons are designated on an annual basis by the Provost; staff ombudspersons are designated by the Vice President for Student Development. The Ombudspersons will only discuss the grievance with those parties immediately involved in the matter.

Should a student choose to address a conflict with a faculty member through the Academic Grievance Procedures:

1. The Dean of Student Wellness will provide a copy of the Academic Grievance Procedure and the student's written account of her/his concerns to the relevant faculty member.
2. The faculty member shall review the student's written account and meet with the student and the Ombudsperson(s) in the spirit of the guidance found in Matthew 18:15-20, to seek to understand the position of the student and the desired outcome.
3. The student is encouraged to ask follow-up questions to seek to understand the faculty member's decision.
4. Following the meeting, the faculty member is expected to communicate a written outcome within a reasonable amount of time to the student and to the Dean of Student Wellness.
5. If after receiving the faculty member's written response, the student does not experience resolution, the student may notify the Dean of Student Wellness that they would like the decision reviewed by the faculty member's direct supervisor. This notification must take place via email to [student.wellness@wheaton.edu](mailto:student.wellness@wheaton.edu) within three business days of receiving the faculty members response.
6. The Dean of Student Wellness will follow the same procedural steps outlined above while being guided by the notes below.

Notes:

1. The supervisory hierarchy starts with a faculty member, who reports to a department chair, who reports to an academic dean, who reports to the Provost.
2. All grievances will follow this supervisory hierarchy.
3. A student may have a grievance with a faculty member who is also a department chair or a dean.
4. The decision of the Provost will be final.
5. The Student Wellness office will provide administrative support to schedule all meetings.
6. If a faculty member has multiple direct reports and/or has multiple leadership roles, the Dean of Student Wellness will confer with the Provost's Office to determine the appropriate grievance pathway.



The Academic Grievance Procedure outlines the distinct and shared responsibilities that Academic Affairs and Student Development staff have in managing the grievance process. If future modifications are made to these procedures, they should be developed collaboratively and with the assistance of the Academic Policies Committee.

## 14. Student Non-Academic Grievance Procedure

The procedure outlined in this document shall be used to address an undergraduate student's non-academic grievance relating to interpersonal conflict, and/or a department decision where there is no appeal procedure established.

Policies and procedures related to discrimination, harassment, or sexual misconduct may be found in the [Nondiscrimination Policies](#); a report may be filed [online](#). The [Bias Incident Policy](#) details procedures regarding a bias incident; a report may be filed [online](#).

Requests to use the Non-Academic Grievance Procedure must be made at least three weeks prior to the end of the term. Requests that are made later than three weeks prior to the end of the term may not be considered until the start of the subsequent academic term.

A student who desires to use the Non-Academic Grievance Procedure must meet with the Dean of Student Wellness ([student.wellness@wheaton.edu](mailto:student.wellness@wheaton.edu)) to explore if the Non-Academic Grievance Procedure is the most appropriate pathway to address the situation. The Dean of Student Wellness will inform the student about the grievance process and decide whether this is the appropriate process to address the student's concerns.

If it is determined this is the appropriate process, the Dean of Student Wellness will then introduce the student to the Ombudsperson resources. Students are not authorized to enact the Non-Academic Grievance Procedure without the assistance of a faculty or staff Ombudsperson. The student with a grievance may also request additional support from a student Ombudsperson.

Faculty and staff Ombudspersons serve as neutral parties to help the student compose a clearly written account of her/his concerns for use in the Non-Academic Grievance Procedure. Ombudspersons also are a resource to help parties in conflict communicate with each other. Faculty ombudspersons are designated on an annual basis by the Provost; staff ombudspersons are designated by the Vice President for Student Development. The Ombudspersons will only discuss the grievance with those parties immediately involved in the matter.

Should a student choose to address a conflict with a staff member through the Non-Academic Grievance Procedures:

7. The Dean of Student Wellness will provide a copy of the Non-Academic Grievance Procedure and the student's written account of her/his concerns to the relevant staff member.
8. The staff member shall review the student's written account and meet with the student and the Ombudsperson(s) in the spirit of the guidance found in Matthew 18:15-20, to seek to understand the position of the student and the desired outcome.
9. The student is encouraged to ask follow-up questions to seek to understand the staff member's decision.

10. Following the meeting, the staff member is expected to communicate a written outcome within a reasonable amount of time to the student and to the Dean of Student Wellness.
11. If after receiving the staff member's written response, the student does not experience resolution, the student may notify the Dean of Student Wellness that they would like the decision reviewed by the staff member's direct supervisor. This notification must take place via email to [student.wellness@wheaton.edu](mailto:student.wellness@wheaton.edu) within three business days of receiving the staff member's response.
12. The Dean of Student Wellness will follow the same procedural steps outlined above while being guided by the notes below.

Notes:

7. The supervisory hierarchy starts with a staff member, who may report to a director, who may report to a dean, who may report to a Vice-President or a Chief Officer.
8. A student may have a grievance with a staff member who is also a director or a dean.
9. All grievances will follow the relevant supervisory hierarchy; the Dean of Student Wellness will determine the appropriate grievance pathway.
10. The decision of the Vice-President or the Chief Officer will be final.
11. The Student Wellness office will provide administrative support to schedule all meetings.

## 15. Student Wellness Appeal for Academically Dismissed Students Policy

This policy is designed to provide for a flexible and individualized process to facilitate student appeals for reinstatement, following an academic dismissal when mental health concerns have been indicated. Wheaton College has designed this policy to ensure that students are given the individualized consideration and support necessary to address their particular circumstances. The goal of this policy is to help students return to the College and successfully complete their studies.

### **Reinstatement after Academic Dismissal**

If an academically dismissed student submits an appeal to be reinstated to the Registrar's office, citing mental health concerns, the appeal will be sent to the Academic Appeals subcommittee of the Academic Policies Committee for review and, at their discretion, the Dean of Student Wellness will be contacted for joint review and possible reinstatement. The student in this case has two semesters to submit documentation to the Dean of Student Wellness for reinstatement. After these two semesters have elapsed, the student is no longer eligible for reinstatement from academic dismissal and should instead contact Admissions for re-enrollment.

The following requirements assume that the student has received mental health treatment following their academic dismissal. If treatment has not been sought, the student is expected to seek a recommendation for reinstatement from a licensed mental health professional and/or meet with the Dean of Student Wellness for an individualized assessment, as part of the reinstatement process. Because the academically dismissed student's status with Wheaton College is "Inactive", the student may not request a recommendation for reinstatement from the Wheaton College Counseling Center unless authorized by the Dean of Student Wellness.

1. **Reinstatement Request.** The student must complete and submit to the Dean a *Reinstatement Request Form* and the *Readiness to Return and Continuation Plan* form to be filled out by the student and the licensed mental health treatment provider(s). The information provided by the licensed mental health provider will be incorporated into a care plan with the student upon

reinstatement.

The College requires that students submit their request for reinstatement and any supporting materials by August 1 for a fall return and December 1 for a spring return. If information is missing and/or the College needs additional time to process the student's request, the College may have to delay considering the request until the following semester.

2. Documentation. The student is also required to submit, to the Dean, any and all documentation received following discharge from a residential program, inpatient hospitalization, partial hospitalization, or intensive outpatient hospitalization, including the *treatment discharge summary*.

Note: The Student Wellness *Readiness to Return and Continuation Plan* form includes a release of information, which will allow the Dean of Student Wellness, Director of Student Care Services, Student Health Services, and/or the Counseling Center to discuss concerns with the licensed treatment provider(s) about the student's request for reinstatement.

3. Additional Information. The College will determine on a case-by-case basis if additional mental health information is required to assess a student's readiness to return following an academic dismissal.
4. Student Statement. Depending upon the nature and individual circumstances of the academic dismissal, the student may be required to provide a brief statement describing (a) their experience while away from the College including the activities undertaken, (b) their current understanding of the factors that led to the academic dismissal, and the insights they have gained from treatment and time away, and (c) their plans to ensure a successful return to the College. The decision to require submission of such a statement will be made by the Dean of Student Wellness on an individualized basis.
5. Evaluation of Information. After the Dean evaluates the student's information, the Dean may contact any treatment providers that the student has identified. The Dean may contact the student to discuss the student's readiness to return. During the process of reviewing an appeal, if the Dean determines that information provided by the student's treatment providers is incomplete, requires further explanation or clarification, or when there is a disconnect between the information provided by the treatment providers and other information, the Dean will contact the treatment provider(s) to obtain additional clarification. In rare circumstances, the Dean may request that the student undergo an additional assessment to allow the College to make a determination about the student's readiness for return. In those rare instances, the Dean will notify the student of the rationale for making this request.
6. Determination. The Dean will evaluate the information provided by the mental health treatment provider(s) and will submit a recommendation to the Registrar's Office, on or before August 8 for fall reinstatements or December 8 for spring reinstatements, as to the student's ability to manage the mental health concerns that contributed to the academic dismissal, if reinstated to the College. Reinstatement is based on the student's readiness to manage a full-time course load (minimum of 12 credits for undergraduates or minimum of 8 credits for graduate students). The Registrar's office will notify the student of the final decision. Factors the Dean will typically consider include but are not necessarily limited to:

- Evaluations and recommendations provided by the mental health provider(s) on the *Readiness to Return and Continuation Plan* form;
  - The student's demonstrated ability to engage in productive and realistic academic planning;
  - The student's ability to participate safely and independently in the College's programs and activities;
  - The student's personal statement included on the Reinstatement Request form;
  - Any coursework completed or employment during the academic dismissal period; and
  - Any other factors that the Dean, in his or her discretion, deems relevant under the student's particular circumstances.
7. Records. If the Counseling Center will be providing counseling to the student upon returning to campus, the student is required to provide the Counseling Center with pertinent records for continuity of care.
8. Returning Students. Students who are reinstated following an academic dismissal will be required to set up a meeting with the Director of Student Care to create a care plan. This care plan is a requirement for enrollment. Failure to initiate or follow through with the care plan as it is written, may result in an involuntary leave of absence for reasons of personal and community safety.

Students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 as amended in and the Americans with Disabilities Act as amended in 2008. Students are responsible for communicating their requests for academic accommodations to the College's Learning and Accessibility Services office prior to returning to campus. Information about requesting accommodations is available on the [Learning and Accessibility Services](#) website.

9. Reinstatement Denial. If the Registrar's office denies reinstatement the student will be advised of recommendations that will enhance the student toward a positive recommendation the next time the student's request is considered. A student may appeal a denial by submitting an appeal letter to the Vice President for Student Development within 10 calendar days of receiving notice of the denial. The student may also submit any information he or she believes to be relevant to the appeal. The Vice President for Student Development will review the student's submission and notify the student in writing of the College's final determination as to whether the student will be permitted to return as requested.

NOTE: This application and all of the aforementioned supporting materials must be submitted to the Dean of Student Wellness at [student.wellness@wheaton.edu](mailto:student.wellness@wheaton.edu) on or before August 1 for a fall return and December 1 for a spring return. Failure to meet either deadline will result in a denial for reinstatement.

*(Please contact the Student Wellness office for the full policy at [student.wellness@wheaton.edu](mailto:student.wellness@wheaton.edu).)*

## 16. Withdrawal or Cancel Enrollment Procedure

### **Withdrawal from Enrollment**

Any undergraduate or graduate student finding it necessary to withdraw from the College while currently enrolled in class must complete the Withdraw or Cancel Enrollment Form. Undergraduate students must meet with the Dean of Student Wellness and graduate students are encouraged to meet with the Director of Graduate Student Life. The Student Wellness office oversees this process and can be reached at [student.wellness@wheaton.edu](mailto:student.wellness@wheaton.edu) or 630-752-5941 or in person in the Student Services Building, Suite #218.

Official withdrawal notification takes place when a student completes the [Withdraw or Cancel Enrollment Form](#) notifying the College that she/he has either ceased to attend classes and does not plan to resume academic attendance or believes, at the time of notification, she/he will cease to attend classes. The Official Withdraw Date (OWD) will be the date the student submits the Withdraw or Cancel Enrollment Form. This OWD will determine any financial aid adjustments and/or possible tuition reimbursement based on the [Registrar's Calendar](#). This policy includes degree seeking graduate students who are enrolled in only one course. Room and board refunds are determined by Housing Services for those students living on campus. Pertinent campus departments will be notified of a student's withdrawal based on submission of the Withdraw / Cancel Enrollment form.

Students withdrawing from all full-semester courses between the third and twelfth week of classes, or from all A-Quad or B-Quad courses between the third and fifth week of the respective Quad, will have "W" (withdrawal) recorded on their transcript for those courses. After the respective withdrawal deadlines, students are not able to withdraw from the College and will receive the grade(s) earned at the end of the term.

### **Withdrawal Exemptions**

There are three exemptions for when a student has met the respective withdrawal deadlines, will receive "W" (withdrawal) recorded on their transcript for those courses, but is not considered to have withdrawn from the College and is reported as enrolled for the entire semester:

- A student who completes all the requirements for graduation from their program before completing the semester (e.g., a student completes degree requirements during A-Quad).
- A student who successfully completes coursework equal to or greater than what is considered to be half-time enrollment during a module (e.g., an UG student successfully completes 6 or more hours; a graduate student successfully completes 4 or more hours during A-Quad).
- A student who successfully completes an A-Quad course, if A-Quad is at least 49% of the period of enrollment (semester) as determined by the number of countable days.

The tuition refund policy does not apply for students qualifying for a withdrawal exemption. Financial aid may be retained, except for Federal Pell Grants which must be recalculated based on the adjusted enrollment status.

### **Administrative Withdrawal**

These same guidelines apply to students who are administratively withdrawn or dismissed for disciplinary reasons. [Refund on tuition](#) information can also be found in the College Catalog.

### **Unofficial Withdrawal**

If a student stops attending or academically participating in all courses before the withdrawal deadline for the term and subsequently fails all courses, the student may be unofficially withdrawn from the

College as of the last date of attendance or academic activity. If the withdrawal deadline has passed, the student will receive the grades earned at the end of the term (likely failing grades).

In either case, the student may forfeit all fees or deposits paid to the College, and tuition refunds will not be granted.

### **Cancellation of Enrollment**

Official cancellation notification takes place when an undergraduate or graduate student completes the [Withdraw or Cancel Enrollment Form](#) notifying the College of one of the following statements:

- I will complete the current term but will not be returning for the next term; or
- I have completed the most recent term but will not be returning for the next term; or
- I will not be returning for the current term (whether I've registered for classes or not and have not attended any current term classes).

Students who cancel their enrollment from the College for reasons related to mental or physical health concerns may be required to have a healthcare provider complete a *Readiness to Return and Continuation Plan* before being reinstated to resume classes. Students may also be required to receive a care plan through Student Care Services or Graduate Student Life upon reenrollment.

### **Compassionate Withdrawal**

The withdrawal enrollment procedures recognize circumstances under which students are incapacitated and unable to complete courses due to serious and unexpected physical or mental illness, accident, grievous personal loss, or such circumstances beyond a student's control. If a student cannot make academic decisions due to incapacitation, the Dean of Student Wellness will withdraw the student from all courses to keep the student from receiving failing grades.

### **Rescission of Official Withdrawal Notification for Undergraduate Students**

If a student provides official notification to the College of the intent to withdraw then changes his/her mind, the student must 1.) provide a written statement to the Dean of Student Wellness regarding his/her intent to remain in academic attendance through the end of the enrollment period and 2.) meet with the Dean of Student Wellness. The Dean of Student Wellness, in collaboration with the Registrar and the Director of Student Financial Services, will then decide whether or not to reinstate the student.