

POLICIES AND PROCEDURES

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

We are transitioning the Student Handbook from a PDF to an Intranet version. Please excuse the formatting issues at this time.

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I. Athletics

1. 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 can be found on the [athletics web site](http://www.wheaton.edu/athletics) at www.wheaton.edu/athletics.

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 Associate Dean of Student Care & Services who serves as the College's Title IX Coordinator.

2. 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 SRC.

3. [Summary of NCAA Regulations- Division III](#)

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. (Consult the Athletics Office for further details.)

5. **Sunday Activity Policy**

Formal practice or competition is not permitted on Sundays. This prohibition includes the rescheduling of games due to inclement weather or other unforeseen circumstances whether at home, on the road, or on team trips. Other activities prohibited on Sundays include team banquets, department/team sponsored study halls, and other required team activities.

6. **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 not permitted at Wheaton College and, in certain circumstances, is a violation of Illinois law.

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), whether voluntary or involuntary, to subject that student or students to abusive or humiliating pranks or other activities (e.g., initiations, responses to engagements, “kidnappings”, etc.)

Please see the full Wheaton College Hazing Policy under the Student Development section of the handbook (#14). All student-athletes will be required to sign the [signature page of the Hazing Policy](#).

7. [Student Athlete Handbook and Compliance Statement](#)

II. **Student Care & Services**

1. **Accommodating Students in Campus Housing & Food Services**

Students with disabilities who may require accommodation with respect to campus housing or food should contact the Academic & Disability Services Director for details as to the kinds of documentation that may be necessary to obtain accommodations in housing or food services. The Director may be contacted via phone, 630-752-5674, in person in the Student Services Building 218, or via email at Jennifer.Nicodem@wheaton.edu. The Director will evaluate the request and, if necessary, consult with the Director of Student Health Services, the Associate Dean for Residence Life and/or the Director of Facilities Management before communicating back to the student how the request will be resolved. For further information, please see the Academic and Disability Services [website](#).

2. **Communicable Diseases**

Communicable disease is defined as any condition which is transmitted directly or indirectly to a person from an infected person or animal. Communicable disease includes, but is not limited to, influenza; tuberculosis; infectious mononucleosis; acquired immune deficiency syndrome (AIDS), and positive HIV antibody status; hepatitis A, B, C, and D; meningitis; pertussis; mumps; Severe Acute Respiratory Syndrome (SARS); sexually transmitted diseases and tropical diseases.

Purpose

The objective of the policy is to promote the good health and safety of students and to prohibit discrimination against persons afflicted with communicable disease.

Policy

Persons who know or who have reason to believe they are infected with a communicable disease have an obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.

Students are required to comply with Wheaton College medical entrance requirements and the State of Illinois immunization laws. Students must complete the immunization exemption waiver, realizing that they may be asked to leave the Wheaton College campus in the event that a vaccine preventable disease presents.

Students are encouraged to inform campus health authorities if they have a communicable disease, whether symptomatic or not. Students with a communicable disease shall be allowed regular classroom and work attendance in a non-restrictive manner as long as they are able to attend classes and/or work and do not pose a medically proven threat for transmission of the disease or condition. When there is a medical justification for restricting the access of students who have communicable diseases, they shall not be allowed access to the Student Activities Center, theatres, cafeterias, recreational facilities, and other College property.

All medical information related to communicable diseases of students shall be kept confidential. Medical information may be released after a specific written consent is signed by the student unless providing such information is required by state and/or federal law.

The President of the College, or a person designated by the President, shall take responsibility for directing and implanting the overall program and policies relating to communicable diseases. The President has the authority to exclude from campus (or to take any other action he considers appropriate with respect to) anyone who has a communicable disease that he considers to be a health threat to the campus population and to make any decisions relating to whether the College should be closed or its programs curtailed. The College is required to report the existence of certain communicable diseases to the County and State Health Department and its consultation on exclusion may be sought. The President may seek the consultation of the Director of Student Health Services and the County and State Health Departments relating to decisions to exclude students from the College or its programs or activities, or to close the College or curtail its programs due to the outbreak of communicable disease.

3. [Immunization Exemption Policy](#)

4. Involuntary Student Leaves of Absence for Reasons of Personal or Community Safety

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 extraordinary 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 students of the College – including both undergraduate and graduate -- and to all College locations, programs, and activities. In addition to utilizing this policy, the College also reserves the right to take action under the College's conduct policy. This policy does not preclude the removal or dismissal of students from the College, its programs or activities, 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 programs, activities, or facilities if the College determines that (a) the student presents a danger to the fulfillment of the mission of the College or to the life, health, welfare, safety, or property of any member of the College community or other person; or (b) the student's conduct renders him or her unable (i) to function safely or effectively in the College's programs, activities, or facilities without harming himself or herself, harming one or more other individuals, causing a disruption, or (ii) to be helped by mental or physical medical treatment. Such circumstances may include, but are not necessarily limited to, engaging in physical or sexual violence, activity involving illegal drugs or other controlled substances, disruptive conduct, conduct that threatens the safety of others, or conduct that demonstrates an inability to care for oneself.

The procedure outlined below will be initiated (i) only after reasonable attempts to secure a student's voluntary cooperation for a leave of absence have been pursued; or (ii) 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, continued presence on campus, or continued presence in College housing or other College program or activity.

Procedure

The Associate Dean of Student Care and Services or a designee may be alerted to a student's concerning or troubling conduct from a variety of sources on campus. If the Associate Dean of Student Care and Services 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 Associate Dean of Student Care and Services 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 Associate Dean of Student Care and Services will schedule a meeting with the student as part of the information gathering process. The student may be accompanied by a non-attorney advisor. At any time, the Associate Dean of Student Care and Services 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.
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. This assessment shall be based upon the best available objective evidence, which may include available medical information.
4. **Possible interim suspension/withdrawal.** If the College concludes that a student presents an immediate danger (a) to the fulfillment of the mission of the College or to the life, health, welfare, safety, or property of any member of the College community or other person, or (b) demonstrates a serious inability to function safely or effectively in the College's programs, activities, or facilities without an immediate risk of harming himself or herself or others, the Associate Dean of Student Care and Services may withdraw the student or restrict the student's access to campus for a brief, interim period before a final determination is made.
5. **Considering an involuntary leave (or other involuntary action).** If the review process outlined above does not result in the student's decision to take a voluntary leave or the Associate Dean of Student Care and Services' determination that no further proceedings are warranted, the Associate Dean of Student Care and Services shall then determine whether, under all of the individual circumstances of the case, the College wishes to consider an involuntary leave of absence (or other

involuntary action). If the Associate Dean of Student Care and Services determines that the matter should be handled as an involuntary leave of absence (or other involuntary action), the Associate Dean of Student Care and Services shall proceed to make a final determination as follows.

6. **Final determination.** In making a final determination, the Associate Dean of Student Care and Services will consider any information obtained during the preliminary review, as well as any other information that the student submits or that the Associate Dean of Student Care and Services deems relevant. The Associate Dean of Student Care and Services will also give the student, who may be accompanied by a non-attorney advisor, an opportunity to be heard. The Associate Dean of Student Care and Services 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.
7. **Possible evaluation.** As part of this final determination, the Associate Dean of Student Care and Services 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 Associate Dean of Student Care and Services as well as the student. The Associate Dean of Student Care and Services shall consider the results of this evaluation and other information collected in making a final determination.
8. **Communicating the final decision.** Any decision by the Associate Dean of Student Care and Services 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 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.
9. **Appeal.** Students have the right to appeal the Associate Dean of Student Care and Services' 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 Associate Dean of Student Care and Services. 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 Associate Dean of Student Care and Services. The grounds for appeal should be set forth in writing. 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.

5. **Leave of Absence (LOA) Policy (undergraduate & graduate)**

The purpose of a Voluntary Leave of Absence (LOA) is to provide students time away from Wheaton College for treatment of a physical or mental health condition or for an extenuating circumstance, that impairs a student's ability to function successfully or safely as a member of the Wheaton College community.

The authority to grant an LOA and permission to return from a LOA resides with the office of the Associate Dean of Student Care & Services. This policy applies to undergraduate and graduate students but does not apply to doctoral students. Students on LOA remain accountable to the Community Covenant as they retain their status as a Wheaton College student.

Wheaton College has designed this policy to ensure that students are given the individualized consideration and support necessary to address their particular circumstances. This policy is designed to provide for a flexible and individualized process to facilitate student requests for a LOA with the goal of

having students return to the College and successfully complete their studies. This policy describes: 1) the process to request a LOA; 2) important information about a student's status during a LOA; and 3) the process to request reinstatement following a LOA.

(Please see the Student Development Office (SSB, Suite 218) for the full policy).

6. [Medical Records](#)
7. [Patient Privacy and Confidentiality \(SHS\)](#)
8. [Medical Entrance Requirement \(undergraduate\)](#)
9. [Medical Entrance Requirement \(graduate\)](#)

10. **Pregnancy Statement**

Scripture urges believers to seek wise and godly counsel when faced with significant or difficult life choices. Therefore, should a Wheaton College student become pregnant while unmarried, she is encouraged to communicate with the Associate Dean of Student Care and Services or Student Health Services. The Dean and the Student Health Services Staff are prepared to stand with both the mother and the father as they consider the meaning of their actions, deal with the consequences, and experience the forgiveness that comes from repentance. The College is committed to responding in a redemptive manner, seeking to balance compassion with accountability. Students can expect to be treated with Christian love as they deal with their new circumstances. Every effort will be made to ensure confidentiality, but the life and health of the mother and child and the spiritual well-being of the parents and the Wheaton College community are our primary concerns. Continuity of on-campus residency and/or enrollment as a student at Wheaton College will be considered in light of what is best for all those involved.

11. **Post-Hospitalization for Mental Health Concerns**

According to research, the risk for self-harm is particularly high in the first few weeks following discharge from hospital. Upon returning to campus post-hospitalization, the student will sign a behavioral contract with the Associate Dean of Student Care & Services. The purpose of the contract is to provide a set of expectations for a return to campus life and outline a plan for follow-up care. Whenever possible, the follow-up meeting with the Dean will involve the student's parent(s).

The purpose of the contract is to ensure appropriate coordination of care and follow-up post-hospitalization, to enable the student to remain enrolled at Wheaton College, to support the student towards academic and personal success, and to protect the due process rights of the student.

Notification of Release. The student will sign a release of information permitting the hospital to notify the Wheaton College Counseling Center regarding a student's release from treatment, medication, and follow-up care requirements. The Counseling Center will then notify the Associate Dean of Student Care & Services of the student's discharge. Should a staff member (e.g. Residence Director or Resident Assistant) be notified by the student of his or her imminent release and request a ride, the staff member should notify the Counseling Center (x5321) and the Dean's office (x5941), prior to picking up the student from the hospital.

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

Meeting with the Dean. The meeting with the Dean will take place within 24 hours of the student returning to campus. If the student is released on the weekend, the meeting will take place the following Monday. The Office Coordinator (x5941) will set and communicate a meeting time by phone. If the Office Coordinator is unable to reach the student by phone, the Office Coordinator will contact a Residence Life staff member to relay the appointment time to the student. Whenever possible the student will be notified of the meeting upon release from the hospital. The Office Coordinator will also send an email reminder of the appointment to the student.

Parents. The Associate Dean of Student Care & Services will notify the parent(s) regarding the meeting with the student and plan for follow-up care.

Meeting specifics. The meeting will cover:

- Wheaton College's desire to support and care for the student
- Requirements (contract) for remaining enrolled
- Process for Withdrawal/Re-application (if needed)

Contract. The contract will include:

- 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 meeting with the Associate Dean of Student Care & Services
- Signing of releases for the Counseling Center, Student Health Services, Residence Life, 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

The contract may also include but is not limited to:

- A reduction of course load
- Requirement to meet with a nutritionist
- Requirement to attend classes
- Follow-up appointments with Student Health Services.
- Follow-up appointments with a psychiatrist
- Any further requirements specified by the Counseling Center or Associate Dean of Student Care & Services

Inability to follow the contract. Inability to follow through with the terms of the contract may result in the student being asked to withdraw from classes and campus life.

Availability of the Dean. If the Associate Dean of Student Care & Services is away from campus and unavailable to meet with the student and parent(s), the Associate Dean of Residence Life will be responsible for contacting the parent(s) and conducting the meeting with the student. The Associate Dean of Residence life may collaborate closely with the Director of Counseling Services regarding the content of the contract and will sign witnessing the contract on behalf of the Associate Dean of Student Care & Services.

III. Student Development

1. [Academic Honesty Policy \(undergraduate\)](#)

2. Academic Honesty Policy (graduate)

The Graduate School Academic Honesty Policy and attendant protocols reflect the expectation that by this stage of their academic life graduate students should demonstrate a mature understanding of and commitment to academic integrity. In addition, the protocols for disciplinary sanctions and appeal options have been adapted for adjudication by graduate school personnel and offices.

Some individual graduate programs have established additional student review processes that meet or exceed the expectations of the basic graduate policy. Where such procedures are clearly specified in department or program student handbooks, those procedures take precedence.

For further information on the Graduate School Academic Honesty Policy, please contact the Dean of the Graduate School, Dr. Nicholas Perrin at 630-752-5933.

3. Aggressive Physical Contact

Wheaton College will not tolerate any type of aggressive physical contact, or threat of such contact, against others. Such conduct on the part of a student or employee is grounds for immediate disciplinary action up to and including dismissal or expulsion.

4. Bullying & Cyber-bullying

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 or cyber-bullying (including, but not limited to, cell phone calls and 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 is not limited to: direct or indirect relational aggressive behavior such as rumor-spreading, 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 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 Discrimination, Harassment and Retaliation policy).

Bullying should be reported to the Associate Dean of Student Care & Services. Reported complaints of bullying or cyber-bullying will be investigated and resolved promptly. Where the accused is a student, any

potential disciplinary proceeding will be resolved using the College's *Procedures for the Administration of Student Discipline (Non Academic) at Wheaton College*.

5. Chapel Attendance Policy (undergraduate)

"The primary purpose of chapel is worship. In chapel, we come together three-times a week as a community of Christians to affirm our faith, to be encouraged in the Christian life, to pray for ourselves and the world, and to give praise and thanksgiving to our triune God. Since chapel is the only occasion that allows the entire student body to gather in one place, community-building is a secondary purpose of chapel. Thirdly, there is an educational dimension of chapel worship as an informal yet intentional curriculum allows for the consideration of a spectrum of theological, social, ethical, psychological, and political issues from a distinctively Christian and biblical perspective."

-Chaplain Stephen Kellough

The chapel program exists to encourage a thriving student body through worshipping the Lord Jesus Christ in a variety of formats. Chapel also exists as a reminder to students that they are not alone, but are valued members of a Christian community because of God's love in Christ. Chapel is a companion experience to worship in a local church and to classroom/co-curricular learning.

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 in to 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 Assistant (COA) 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. The SAO Office Coordinator communicates with coaches or directors of those activities about suspending the student's ability to participate as a follow-up regarding what decision has been made about their involvement in the program and activity.

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 the COA.

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-Related Suspension

Students who exceed eleven (11) absences while on Chapel Probation or have 34 or more absences in one semester may be suspended from the College, canceling their enrollment for one semester after meeting/speaking with the Dean for Student Engagement.

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 doctor appointments, interviews, unexpected employment opportunities, sleep, homework, etc. Watching Chapel on campus cable TV, listening on FM 88, or watching an archived Chapel message does not constitute as a Chapel excuse.

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.

6. Class Attendance Policy

Class attendance is fundamental to effective, quality teaching and learning at the college level. Students are expected to follow the attendance requirements as outlined by individual professors in their respective class syllabi.

In addition to academic course requirements, students are encouraged to be involved in co-curricular activities that complement 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. Professors are encouraged, but not required, to excuse class absences for competition in varsity athletics.

Student Development staff may excuse class absences in the case of a contagious or prolonged illness (three or more days), a family crisis (e.g., death in the family), hospitalization or participation in a treatment program, or other crisis situations that are unavoidable and/or unexpected. Student Development may excuse absences for students no more than a total of two weeks per semester for full semester classes or a total of one week for Quad classes. Student Development may require an official letter of excuse by a licensed medical professional if the medical reason for the absence cannot otherwise be confirmed. If an illness, family crisis, hospitalization, treatment program, or other crisis situation requires a student to miss more than a total of two weeks of classes (for semester classes) or a total of one week of classes (for Quad classes), the student may meet with the Associate Dean of Student Care and Services about the option of taking a Leave of Absence or temporarily withdrawing from the College. Students who have a chronic documented medical/mental health condition with unpredictable or cyclical acute episodes should refer to the *Modification of Attendance/Coursework Extension Policy for Students with Documented Disabilities/Medical Conditions*.

Examples of absences that Student Development does *not* excuse include the following: family vacations, non-academic travel, short-term non-contagious illnesses, and other course assignment deadlines. If students plan to be absent from class because of circumstances that fall outside the bounds of a class syllabus or a student development excused absence, students should communicate directly with the professor about the absence and the implications the absence may have on the student's final grade and/or expectations for making up lost class time.

7. Discrimination, Harassment, Sexual Misconduct, and Other Relationship Violence Policy

Wheaton College strives to serve Jesus Christ. While the College is not a church, it is yet a community of Christians who seek to live according to biblical standards laid down by Jesus Christ for his body, the church. 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 take these responsibilities seriously (Wheaton College Community Covenant). This policy has been developed in order to comply with federal law, to follow best practices for campus safety, and also to honor the biblical principle that believers in Christ should not oppress their neighbors.

I. Wheaton College Policy Prohibiting Discrimination, Harassment, and Retaliation

Wheaton College does not discriminate, or tolerate discrimination, against any member of its community based on an individual's "protected legal status." Attributes that are granted protected legal status include race, color, national origin, biological sex, parental status, marital status, age, disability, citizenship, veteran status, genetic information, or religion in matters of admissions, employment, housing, or in any aspect of the educational programs or activities it offers. Nevertheless, as a religious institution, Wheaton College retains the right to make legitimate employment, admission, and educational decisions on the basis of an individual's religious beliefs and conduct as compared to the Wheaton College Community Covenant, consistent with applicable law. The College also does not tolerate and prohibits domestic violence, dating violence, sexual assault, or stalking (collectively referred to as "relationship violence") committed against any member of its community.

Harassment, whether verbal, physical or visual that is based on any protected characteristics, is a form of discrimination. This behavior includes harassing conduct affecting tangible work or educational benefits, interfering unreasonably with an individual's job performance or academic performance, or creating what a reasonable person would perceive as an intimidating, hostile or offensive work or learning environment. While the College is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom. A violation of this policy, or inappropriate conduct that threatens to violate this policy, may result in disciplinary action, up to and including suspension, termination or expulsion, being taken against the appropriate person or persons.

II. Discrimination

Discrimination is unequal, adverse treatment of an individual because of his or her protected status. For instance, giving two similarly situated individuals different pay, different opportunity for advancement, or different educational opportunity is discrimination if the reason for the different treatment is the protected status of one of the individuals.

A. Prohibition Against Disability Discrimination and Reasonable Accommodations Policy

As noted in the general Policy Against Discrimination and Harassment set forth above, the College does not discriminate against individuals on the basis of physical or mental disability. To ensure equal access to its programs and activities and in employment, the College is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), modifications to the work environment or other work-related accommodations,

and/or modification to the College's policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity. The following individuals are responsible for determining appropriate accommodations in conjunction with the student, employee, and other College representatives, as appropriate.

ADA/504 Coordinator for Students:

Jennie Nicodem

ADA/504 Coordinator for Employees:

Karen Tucker

Applicants for admission to, or employment with, the College or current students or employees requesting an accommodation should do so in writing to the greatest extent possible. The Academic and Disability Services policy manual, which includes the full accommodation policy and procedure for requesting accommodation, can be accessed online or obtained from the ADA/504 Coordinator in the Student Development Office or employees can access this information in Human Resources.

III. Harassment

A. Definition of Harassment

Harassment is unwelcome, hostile, or inappropriate conduct directed toward an individual because of his or her protected status. Such conduct violates College policy if it (1) has the purpose or effect of creating an intimidating, hostile, or offensive working, living, or learning environment for the affected individual, or (2) substantially interferes with that individual's working, living, or learning environment.

Examples of discrimination and harassment may include (but are not limited to) the following:

- jokes or epithets about another person's protected status;
- teasing or practical jokes directed at a person based on his or her protected status;
- the display or circulation of written materials or pictures that degrade a person or group based upon a protected characteristic;
- verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group;
- refusing to offer employment or educational opportunities to someone because of the person's protected status; and
- making an employment or academic decision because of the person's protected status.

The College is committed to fostering a work and educational environment that is free from prohibited discrimination and harassment. To that end, the College will take appropriate measures in response to any alleged or suspected violations of the policy.

Any student, faculty member, or staff member who engages in prohibited discrimination or harassment will be subject to appropriate disciplinary action, up to and including termination in the case of employees, or suspension or expulsion in the case of students, depending on the seriousness of the conduct in question and surrounding circumstances.

Faculty members, staff members, and students of the College should be aware that the issue of whether conduct constitutes harassment or discriminatory conduct may depend, in part, on how that conduct is viewed by the person who is subject to the conduct. Any person who initiates or persists in this type of prohibited conduct assumes the risk that the person who is the object of the conduct may view such behavior as unwelcome or offensive. Thus, any faculty member, staff member, or student who initiates or persists in this type of conduct could be subject to discipline even if such behavior might not have been intended to be offensive if the conduct meets the definitions of prohibited discrimination or harassment outlined above.

B. Sex Discrimination, Sexual Misconduct, and Relationship Violence

This section supplements the general policy statement set forth above and includes information that addresses the requirements of Title IX of the Education Amendments of 1972 (“Title IX”) and the Violence Against Women Reauthorization Act of 2013 (“VAWA”).

1. Title IX Information

a. Applicable Federal Law

Title IX is a federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX states as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault, and sexual violence. Domestic violence, dating violence, and stalking (collectively, “relationship violence”) are also prohibited by this policy.

b. Title IX Policy Statement

As noted above, it is the policy of the College to provide a work and educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited by the College. This prohibition against discrimination on the basis of sex applies to all students, faculty, and staff, to other members of the College community, and to contractors, consultants, and vendors doing business or providing services to the College.

c. Title IX Coordinator

Any inquiries regarding Title IX or the College’s Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, and other Relationship Violence should be directed to the Title IX Coordinator identified

below. The Coordinator will be available to meet with or talk to students, staff, and faculty regarding issues relating to Title IX and this Policy.

Title IX Coordinator:

Allison Ash

The Title IX Coordinator is responsible for implementing and monitoring Title IX Compliance on behalf of the College. This includes coordination of training, education, communications, and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of this policy.

Deputy Title IX Coordinators

Director of Human Resources

Assistant Director of Human Resources

Vice President for Student Development

Dean of Student Engagement

Associate Dean of Residence Life

Director of Graduate Student Care

Director of Multicultural Development

Director of Athletics

Director of Auxiliary Services

The Deputy Title IX Coordinators are responsible for addressing complaints to ensure a prompt investigation and resolution. Deputy Coordinators work closely with the Title IX Coordinator to provide training, education, and other prevention efforts.

2. Sexual Harassment

Sexual harassment may consist of repeated actions or may even arise from a single incident if sufficiently extreme. The complainant and the alleged perpetrator may be of either gender and need not be of different genders. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature where:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, status in a position of employment or an academic course or program, or participation in any College activity;
- submission to, or rejection of such conduct by an individual is used as the basis for a decision affecting an individual's employment or education, status in a position of employment or an academic course or program, or participation in any College activity; or
- such conduct is intended to or would objectively be regarded by a reasonable person as (i) unreasonably interfering with an individual's job performance or academic performance in a course or program, or participation in any College activity, or (ii) creating an intimidating, hostile, or offensive work, learning, or educational environment.

Without compiling an exhaustive list, the following examples illustrate the type of conduct that the College condemns and prohibits under this policy:

- Physical assaults of a sexual nature, such as rape, sexual assault, sexual battery, molestation, or attempts to commit these acts;
- Intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body in a sexual nature;
- Offering or implying a job- or education-related reward (such as a pay increase, a favorable employment evaluation, a job promotion, a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct;
- Threatening or taking a negative employment or educational action (such as a reduction in pay, a negative employment evaluation, or a demotion, giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's job or academic work more difficult because sexual conduct is rejected;
- The use or display in the workplace or classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical or other justification; and
- Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person's sexuality or sexual experience.

3. Stalking

Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

4. Domestic Violence

Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

5. Dating Violence

Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

6. Prohibited Sexual Misconduct

Sexual misconduct includes sexual assault, inducing incapacitation for sexual purposes, and sexual exploitation.

"Sexual assault" is defined as forcing, threatening, or coercing an individual into sexual contact against the individual's free will with or without the individual's consent. It includes, but is not limited to, inappropriate touching, sexual intercourse of any kind without consent, rape, or attempted rape by an individual against that individual's free will. Sexual assault includes having sexual contact with a victim while knowing or having reason to know that the victim was under the influence of alcohol or other drugs or was otherwise unable to consent. Verbal misconduct or any misconduct that does not involve unwanted sexual touching does not constitute sexual assault under the College's policy but may

constitute sexual harassment or another form of misconduct. Likewise, consensual premarital sexual contact, while not a violation of the College's policy against sexual assault, conflicts with the *Community Covenant* and also may constitute misconduct.

7. Definition of Consent

Wheaton College defines consent more strictly than Illinois or Federal law. Consent is voluntary, sober, informed, and mutual. Refusal to consent does not have to be verbal; it can be expressed with gestures, body language or attitude. A prior sexual history between the complainant and respondent does not constitute consent.

It is the responsibility of the initiator of any sexual activity to ensure that he or she has the other person's consent before engaging in sexual activity. Consent may never be obtained through the use of force, coercion (manipulation), or intimidation. Sexual contact with anyone who is under the influence of alcohol and/or other drugs or who is mentally or physically impaired, or incapacitated is a violation of this policy. People who have a mental illness or deficiency, are unconscious for any reason, or are physically unable to communicate are assumed to be incapable of giving consent.

Wheaton promotes a biblical sexual ethic that reserves consenting intimate sexual expression within a marriage between a man and a woman. Intimate sexual expression outside the biblical boundary of marriage may increase the risk of miscommunication about consent.

Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined in this policy) to sexual contact.

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Exceeding the boundaries of consent;
- Engaging in non-consensual voyeurism;
- Knowingly transmitting a sexually transmitted infection (STI), such as HIV, to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; and
- Possessing, distributing, viewing or forcing others to view pornography.

IV. Reporting Alleged or Suspected Violations of this Policy

An individual who has a complaint against a student, faculty member, staff member, or other individual (including a third-party vendor or visitor) involving an alleged violation of this policy should contact the Title IX Coordinator, either in person, by telephone or in writing. If the complaint involves the Title IX Coordinator or the Title IX Coordinator is not available, complaints should be directed to one of the

Deputy Title IX Coordinators. The College will promptly and equitably investigate and resolve all suspected or alleged violations of this policy. Although there is no specific time limit for reporting a suspected violation of this policy, an individual who believes that he or she has been subjected to conduct that violates this policy is encouraged to contact the Title IX Coordinator or any other Deputy Title IX Coordinator listed above as soon as possible after the alleged policy violation to discuss the available options for proceeding.

Any “responsible employee” is required to report any communication or conduct that appears to be prohibited by this policy immediately to the Title IX Coordinator or one of the Deputy Title IX Coordinators identified above. If a report is made to one of the offices listed above, the employee who received the report is then required to report the alleged incident to the Title IX Coordinator. The Title IX Coordinator must be informed of all reports and complaints related to this policy, even if the report or complaint was initially filed with another individual or office. The College is obligated to address Title IX issues about which a responsible employee knew or reasonably should have known. A responsible employee is defined as any College employee (a) who has the authority to take action to redress sexual violence, (b) who has been given the duty of reporting incidents of sexual violence or any other misconduct by students or employees to the Title IX coordinator or other appropriate school designee, or (c) whom a student, faculty member, or staff member could reasonably believe has this authority or duty. Examples of responsible employees include faculty members, administrators, residence directors (RDs), graduate resident assistants (GRAs), resident assistants (RAs), and all other staff members. School counseling and health services employees as well as College chaplains are exempt from these reporting requirements. After an incident is reported to the Title IX Coordinator, an appropriate and timely investigation into the report will then be conducted pursuant to this policy. Any retaliation against an individual who makes a report of discrimination, harassment, or sexual assault/sexual violence, or against a witness or other participant in an investigation, is strictly prohibited and will be considered a separate violation of this policy. Fabricated allegations are prohibited and are themselves violations of this policy.

The College will provide amnesty for individuals who may be hesitant to report a sexual assault violation out of fear that they themselves or others may be accused of violating other College policies, such as drinking or drugs at the time of the incident. Educational options and accountability may be explored, but no conduct proceedings or conduct record (for students) or disciplinary actions (for employees) will result.

In addition to contacting the Title IX Coordinator, a student, faculty member, staff member, or other individual who has experienced a sexual assault or other act of sexual violence is encouraged to contact proper law enforcement authorities (e.g., by calling 911), including local police, about possibly filing a criminal complaint. The Title IX Coordinator or Public Safety is available to assist students, faculty, staff, and others in making contact with appropriate law enforcement authorities upon request. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College’s investigation, but the College will commence its own investigation as soon as is practicable under the circumstances. The College reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

The College’s ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the College’s access to information relevant to the alleged or suspected violation of this policy. The College is

nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances. The College reserves the right to investigate any alleged or suspected violation of this policy even if the complainant requests the College not to do so. Such action would be taken if it is determined that failing to investigate the situation may inhibit the College's ability to provide a safe and nondiscriminatory environment for all students and employees. Instances where the College may conduct an investigation even if the complainant requests for the College not to do so include circumstances that suggest there is an increased risk of the alleged perpetrator committing additional acts of discrimination, harassment, or sexual misconduct. Examples of such circumstances include, but are not limited to, the following: other complaints about the same alleged perpetrator, a history of prior similar behavior from the alleged perpetrator, a report that the alleged perpetrator threatened further harm, a report that the incident was committed by multiple perpetrators, a report that the incident reveals a pattern or perpetration at a given location or by a particular group (e.g., a recurring party).

V. Investigation & Grievance Procedures

The following Investigation & Grievance Procedures apply to all suspected or alleged violations of this policy and will be carried out by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and on how to conduct an investigation and resolution process that protects the safety of complainants, protects the rights of all involved parties, and promotes accountability. If a grievance includes allegations or an individual files multiple grievances that could invoke more than one College policy or procedure, the College shall determine in its discretion what process it will use to resolve the grievance or grievances, and shall notify all parties of its determination. In addition, the College may, upon finding good cause, modify these Investigation & Grievance Procedures in the interests of promoting full and fair resolution of suspected or alleged violations of this policy in accordance with applicable law. If a complaint is filed against the Title IX Coordinator, a College Vice President, or the College President, the College retains the right to appoint an investigator and/or decision maker for the purpose of ensuring that the process is fair, impartial, and equitable.

The investigation and initial resolution (including any sanctions) of any suspected or alleged violation of this policy will be completed within 60 calendar days of the filing of a complaint or the date on which the College becomes aware of a suspected violation of this policy unless the College determines in its discretion that more time is required to complete the investigation. If such an extension is needed, the College will notify the complainant and respondent of the extension. The nature and extent of the investigation will vary depending upon the circumstances, including whether the parties are amenable to pursuing an informal resolution (and the matter is eligible for informal resolution, as discussed below). As part of the investigation, the investigators will seek to interview the complainant and the respondent. To help ensure a prompt and thorough investigation, complainants are asked to provide as much information as possible, such as:

- The name, department, and/or position of the person or persons allegedly causing the prohibited discrimination, harassment, or retaliation.
- A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses.
- The alleged effect of the incident(s) on the complainant's opportunity to benefit from the College's programs or activities.

- The names of other individuals who might have been subject to the same or similar acts of discrimination, harassment, or retaliation.
- Although it is not required, any steps the complainant has taken to try to stop the alleged discrimination, harassment, or retaliation.
- Any other information the complainant believes to be relevant to the alleged discrimination, harassment, or retaliation.

Any respondents are also expected to provide all requested information in connection with the investigation.

The College reserves the right to suspend any member of the College community suspected or accused of violating this policy or to take any other interim measures the College deems appropriate, pending the outcome of an investigation or grievance. Such interim measures can include, but are not limited to, removing a student, employee, or other individual from campus, modifying course schedules, and issuing a “no contact” order. Any such interim steps will be taken in a manner that minimizes the burden on the complainant to the extent possible and respects the rights of all involved parties.

A. Informal Resolution Process

Allegations of sexual assault or relationship violence may not be resolved using an informal resolution process (i.e., mediation). However, other alleged violations of this policy, including some allegations of sexual harassment or discrimination, may be resolved using an informal resolution process if (i) the College determines, in its discretion, that such a process would be appropriate; and (ii) all parties agree to participate.

The parties to any such informal process will not be required to interact directly with one another without the College’s involvement. Instead, the College may arrange for or facilitate mediation between the involved parties and coordinate other informal resolution measures. Any party may request that the informal resolution process be terminated at any time, in which case the formal resolution process (described below) would commence. The College may also commence the formal resolution process at any time. In addition, any party can pursue formal resolution if he or she is dissatisfied with a proposed informal resolution.

B. Formal Resolution Process

The formal resolution process applies (i) when any party so requests in connection with a matter that is eligible for informal resolution; and (ii) to all matters that are not eligible for informal resolution (i.e., matters involving alleged or suspected sexual assault or sexual violence). The College may also elect to use the formal resolution process in any matter when the College deems it appropriate. As part of the formal resolution process, the College may determine that further steps are required to complete the College’s investigation and determine an appropriate finding.

C. Rights of Complainants and Respondents

The College shall provide any individual suspected or accused of violating this policy with a written explanation of the suspected or alleged violations of this policy or college policies. Complainants and respondents shall both be provided with the following in connection with the resolution process of suspected or alleged violations of this policy:

- A copy of all relevant policies procedures, which apply to the allegation(s);
- Information regarding their rights: the College's commitment to confidentiality wherever possible, campus support resources (i.e., counseling and chaplain's office), reporting options including their right to file a complaint with the local police, and the College's policy against retaliation;
- Information about how the College will protect the confidentiality of complainants, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about complainants, to the extent permissible by law;
- Written notification of existing counseling, health, mental health, victim advocacy, legal assistance, chaplain and pastoral care support, and other services available for victims of sexual assault, domestic violence, dating violence, and stalking both on campus and in the community;
- Written notification of existing counseling and chaplain and pastoral care support available to respondents;
- The opportunity to speak on their own behalf;
- Provisions for the prompt, fair, and impartial investigation of all complaints, including the opportunity for the parties to present witnesses and other evidence;
- The opportunity to submit other information on their behalf;
- The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act (FERPA) or other applicable law);
- For cases of domestic violence, dating violence, sexual assault, or stalking, the same opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. For all other cases related to this policy, the parties shall have the same opportunity to be accompanied to any related meeting or proceeding by a non-attorney advisor. For all cases, the advisor may not speak on behalf of the individual during, or participate directly in, meetings or other proceedings, because the purpose of the advisor is to provide support;
- The opportunity to request the College to take reasonable and necessary action to prevent further unwanted contact of complainant with the respondent including, but not limited to, the immediate relocation of the complainant to safe alternate housing and transfer of classes, if requested, if such changes are reasonably available;
- The opportunity to request other changes to their academic, living, transportation, and working situations if requested and if such accommodations are reasonably available, regardless of whether the complainant chooses to report the alleged policy violation to campus police or local law enforcement;
- The right to be informed of the outcome of the investigation and any proceeding simultaneously/contemporaneously and in writing (to the greatest extent possible and consistent with FERPA or other applicable law);
- The opportunity to appeal the outcome/results of the investigation and any information regarding any change to the results that occurs prior to the time that such results become final and when such results will become final.

D. The Formal Investigation Process

1. After a report is made to the Title IX Coordinator, the Coordinator will conduct a preliminary investigation to determine if the matter could be resolved informally, or if a formal process is warranted.
2. For formal processes, the Title IX Coordinator will assign an investigator(s) to the case. All investigators must have received Title IX investigation training.
3. The investigators will individually interview the complainant, respondent, and any witnesses necessary to resolve the situation.
4. The investigators will collect pertinent information related to the alleged incident (e.g., texts, emails).

- Following the interviews and after collecting all pertinent information, the investigators will complete an official report that will document the allegations, responses to the allegations, witness testimony, findings, conclusions (i.e., if the policy was violated), and a decision about sanctions (if applicable). All reports will be reviewed for consistency and clarity by the Title IX Coordinator.
- The standard used to determine whether this policy has been violated is whether it is more likely than not that the respondent violated this policy. This is often referred to as a “preponderance of the evidence” standard.
- For investigations involving tenured faculty who are respondents, see “Tenured Faculty Process” below.

5. **Notification of Outcome.** After the conclusion of the investigation, the College will provide written notification to the complainant and the respondent of the outcome (i.e., whether a violation of this policy has occurred and any proposed sanctions or other corrective actions). This notice shall be issued contemporaneously/simultaneously to both parties to the extent practicable. The College will also disclose to the complainant information about any sanctions or corrective actions taken in response to the finding(s) and conclusion(s) of the investigation. The College will maintain documentation of all proceedings, which can take various forms (e.g., notes, written findings of fact, or transcripts, etc.). In matters involving an alleged violation of the Policy Against Sex Discrimination (including allegations of relationship violence), the complainant and respondent may not be prohibited from disclosing the outcome.

6. **Sanctions; Corrective Actions and Remedies.** The officials conducting the investigation will determine whether a violation of this policy has occurred and propose any sanctions or other corrective actions that are consistent with this policy and the Student Conduct policy. Sanctions for employees who are found to violate this policy will be determined in consultation with Human Resources. The College will take reasonable steps to prevent the recurrence of any violations of this policy and to correct the discriminatory effects on the complainant (and others, if appropriate). Examples of potential sanctions/corrective actions that may be imposed in the event of a policy violation include but are not limited to the following: written or verbal apology, discrimination or harassment education, verbal or written warning, probation, or suspension. Students may be expelled from the College and employees may be terminated or subject to other disciplinary action. Students and employees who have been expelled or terminated, respectively, may be issued a “No Trespass Order,” which prohibits individuals from being present on any College property. Guests and other third parties who are found to have violated this policy are subject to corrective action deemed appropriate by the College, which may include removal from the College and termination of any applicable contractual or other arrangements. If the College is unable to take disciplinary or other corrective action in response to a violation of this policy, the College will nonetheless pursue other steps to limit the effects of the conduct at issue and prevent its recurrence.

7. **Right to Further Review (Appeal).** Once written notification of the outcome of the investigation as described above has been provided, both the complainant and the respondent will have the opportunity to request further review of the outcome (including the issue of whether there is a policy violation and any proposed sanctions). If neither party seeks further review, as described below, the outcome, including any proposed sanctions, will be implemented and considered final. Any request for further review must be submitted in writing to the College representative who informed the complainant and the respondent of the outcome and any proposed sanctions within five (5) business days of being notified of the outcome, and must set forth the grounds upon which the request for further review is based.

A. Appeals Option

All appeals will be heard by at least one College Vice President/Provost or his/her designee. A request for an appeal must be based on one or more of the following reasons:

1. A procedural (or substantive error) occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.)
2. 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.
3. 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 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. After reading the investigation report, appeal letter, other pertinent information, and meeting with the complainant and respondent separately, the Vice President or his/her designee or the Provost or his/her designee hearing the appeal will make a decision within 10 business days of receiving the appeal and any related information.

The decision of the Vice President or his/her designee or Provost or his/her designee will be provided to both parties contemporaneously/simultaneously in writing and will be final.

8. Tenured Faculty Process. For incidents involving respondents who are tenured faculty, the “Formal Investigation Process” outlined above from points one to seven will be followed. However, the investigators’ final report will be a recommendation to the Provost, or his/her designee, who will make the decision about the conclusions (i.e., whether or not the policy was violated) and sanctions (if applicable).

If the Provost or his/her designee renders a decision in favor of the respondent tenured faculty member, the complainant has the right to appeal the decision based on one or more of the three reasons listed above under “Appeals Option.” 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. Appeals must be submitted in writing to the Provost within five (5) business days of being notified of the outcome, and must set forth the grounds upon which the request for further review is based. The appeal will be heard by the President. The decision of the President will be provided to both parties contemporaneously /simultaneously in writing and will be final except in cases where the President recommends termination of the tenured faculty member. In such cases, the appropriate section of the Termination for Cause procedure in the Faculty Handbook will be followed.

A. Termination For Cause

If the Provost or his/her designee renders a decision to terminate the employment of a tenured faculty member, the Provost or his/her designee will file with the President a “Notice of Termination for Cause” under the Procedure of Termination For Cause in the Faculty Handbook (“Faculty Procedure”). Any further proceedings will be in accordance with the Faculty Procedure, provided, however, that if a decision is made under the Faculty Procedure not to discharge such tenured faculty member, the matter will be referred back to the President for determination of an alternative sanction.

VI. Retaliation

A. Prohibition Against Retaliation

No individual who makes a complaint alleging a violation of this policy or who participates in the investigation or resolution of such a complaint shall be subject to retaliation as a result of such activity or participation. Retaliation exists when action is taken against a complainant or participant in the complaint process that (i) adversely affects the individual’s opportunity to benefit from the College’s programs or activities; and (ii) is motivated in whole or in part by the individual’s participation in the complaint process. Any acts of retaliation, as defined in this policy, shall be grounds for disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff.

B. Confidentiality

To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the College's ability to conduct an investigation and take any corrective action deemed appropriate by the College.

C. Fabricated Allegations

Any allegations suspected to be fabricated for the purpose of harassing the respondent or disrupting the College's operations are subject to these investigation and grievance procedures and could result in disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff.

VII. Education Programs

The College will provide the following education programming designed to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

A. Primary Prevention and Awareness Programs

The College will provide primary prevention and awareness programs for all incoming students and new employees that include the following:

- a statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and a description of the College's policies that prohibit this conduct;
- the definition of consent, in reference to sexual activity, as defined under Illinois law and College policy;
- the definition of domestic violence, dating violence, sexual assault, and stalking under Illinois law and College policy;
- safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
- information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- the possible sanctions or protective measures that the College may impose following a final determination of a College disciplinary procedure regarding allegations of sexual misconduct or other interpersonal misconduct;
- the procedures that an accuser (or complainant) should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, as described in the College's policy;
- the procedures for College disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking, as described in this booklet;
- information about how the College will protect the confidentiality of complainants, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the complainant, to the extent permissible by law;
- information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for student and employee complainants both on-campus and in the community; and
- information about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the complainant and if such accommodations are reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement.

B. Ongoing Prevention and Awareness Campaigns

The College will also provide ongoing prevention and awareness campaigns for students and employees that include the information covered in the primary prevention and awareness programs.

VIII. Procedures and Victims' Rights

Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred:

A. Ensure that You are Safe

- If you are in immediate danger, call 911.
- Get to a safe place and seek support from someone you trust.

B. Seek Medical Attention

- All services regarding sexual assault are free
- *Central DuPage Hospital Emergency Department: 25 N Winfield Rd., Winfield, IL 60190 (630) 993-1600*
- *Edward Hospital Emergency Room Edward Hospital & Health Services 801 S. Washington, Naperville, IL 60540 (630) 527-3000*

C. Preserve Evidence

- Do not to wash, eat, drink, douche, clean, use the bathroom (if possible), or change clothes. Save evidence in a clean paper bag.

D. Report the Incident

- To report to the police: Wheaton Police 630-260-2161
- To report incident to Wheaton College
 - *Public Safety: 630-752-5911. [Public Safety](#) can get you in touch with someone who can help 24/7. The College encourages the reporting of all perceived incidents of sex offense, domestic violence, dating violence, sexual assault, or stalking regardless of the offender's identity or position.*
 - *Report incident to Allison Ash, Title IX Coordinator: 630-752-5941 or allison.ash@wheaton.edu. The Title IX Coordinator can assist a student or employee in filing a complaint. If the victim is concerned about confidentiality, the Title IX Coordinator will keep the person's personal information as confidential as possible.*
- The Title IX Coordinator will assist the person in notifying Public Safety or local law enforcement, if the person so requests.
- A victim has the right to decline to notify any of the above authorities.

E. Seek Support

For confidential places of support including guidance on reporting the incident:

- For students:
 - [Wheaton Counseling Center](#) at 630-752-5321
 - [Student Health Services](#) at 630-752-5072
- For students and employees
 - *National Sexual Assault Hotline: 1-800-656-HOPE (4673): Information and referrals for rape, sexual assault, dating, and domestic violence.*

- *YWCA Patterson and McDaniel Family Center Hotline: 630-971-3927 Business (630) 790-6600 Address: 55 E. North Ave., Glendale Heights, IL 60139 Confidential sexual violence and support services for DuPage County*
- *Northwest Center Against Sexual Assault Hotline: 888-802-8890 (24/7) Address: 415 W. Golf Rd., Arlington Heights, IL Medical and legal advocacy and counseling services*

Complainants have the right to request orders of protection including no contact orders issued at the request of Student Development and/or Human Resources and enforced by Public Safety. Complainants also have the right to seek restraining orders or similar lawful orders issued by a criminal, civil, or tribal court.

8. 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.

9. Family Education Rights and Privacy Act

Wheaton College is in compliance with the Family Educational Rights and Privacy Act 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. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by Wheaton College to comply with provisions of the Act. Such complaints should be sent to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920.

Wheaton College has adopted a policy which explains in detail the procedures used for compliance with provisions of the Act. Copies of the policy are available in the Registrar's Office.

10. Gambling

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.

11. Grade Complaints

A student who has a question about the accuracy of a grade should first check with the instructor to determine that the reported grade is accurate. See Student Grievance Procedure ('s.' in this document) for any further questions.

12. Guidelines for Review of Files of Graduating Students

The College maintains certain student records pertaining to student conduct (as specified below) for ten years for the primary purpose of responding to requests for information or reference forms or from other sources (bar associations, government agencies, etc.). Conduct records are also maintained to preserve

institutional knowledge about how prior disciplinary matters were handled as well as to provide the necessary information in the event that a lawsuit is brought against the College. The option to bring a lawsuit against the College expires after ten years.

Procedure:

The Associate Dean of Student Care & Services or Associate Dean for Residence Life will review the file of any graduating student to determine if documents containing conduct information should be placed in a confidential file for ten years after the student graduates.

If information is placed in a confidential file of a graduate in the Student Development Office, a green card will be placed in that student's file in Central Files stating: "PLEASE NOTE: Further information is available in the Student Development Office."

Conduct records will be held in the Student Development Office in a confidential file.

Confidential files of individual students will be maintained in a folder based upon year of graduation.

Documentation referencing conduct that resulted in an outcome of suspension or expulsion will be retained in a confidential file after the student subjected to such discipline graduates.

Conduct records related to serious or repeated violations of academic honesty (defined, respectively, as violations resulting in failure of the course or more serious consequences, and as anything more than one solitary violation) will be retained.

Any conduct related to violations of state or federal laws will be retained.

All records contained in a confidential file will be removed and destroyed ten (10) years after the student's date of graduation unless the records are relevant to an anticipated or pending legal proceeding.

Conduct records for any student who withdraws or who is suspended and does not graduate will be held indefinitely in the student's file in Student Development.

The Associate Dean of Student Care & Services or other College representative(s) may need to consult with legal counsel in unique situations before responding to a reference or request for information on a particular student or before destroying records that the College might be under a duty to maintain beyond the 10-year period referenced above.

13. Illegal Drugs & Alcohol Free Community Policy

The Student Handbook and Community Covenant prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances or any illegal drug while one is a student at Wheaton College. The College also prohibits the recreational use of marijuana in states where it has become legalized. 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 Conduct Policy in the Student Handbook for details.) In addition to Wheaton College sanctions, violating Illinois and Federal laws may lead to fines and/or imprisonment for the illegal use of drugs. Moreover, an individual student convicted of any offense under Federal or State law involving the possession or sale of a controlled substance will lose eligibility to receive any grant, loan, or work assistance beginning on the date of conviction and ending on a date specified by whether it was a first or second conviction.

In regards to alcohol, the College has established behavioral guidelines in the Student Handbook and 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. 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 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. 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.

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 process 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, 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 impaired or erratic behavior. Impaired or erratic behavior can result in tragedy such as automobile fatalities or sexual assault. 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 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 confidential resource and is not connected to the Wheaton College conduct process. The Counseling Center is located on the first floor of Armerding Hall and may be reached at 630.752.5321.

14. 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 not permitted at Wheaton College and, in certain circumstances, is a violation of Illinois law.

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), whether voluntary or involuntary, to subject that student or students to abusive or humiliating pranks or other activities (e.g., initiations, responses to engagements, "kidnappings", etc.)

The following may be some (but certainly not all) forms of hazing:

- All forms of physical activity deemed dangerous or harmful.
- The application of foreign substances to the body.

- Forcing, coercing, or requiring students to drink alcohol or imbibe any illegal or controlled substance, or to eat or drink any foreign or unusual substances.
 - Nudity or forcing students to dress in a degrading or inappropriate manner.
 - Any act which is likely to compromise the dignity of a student; cause embarrassment or shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm.
 - Any mischievous activity that threatens and intimidates or endangers the health, physical, or emotional well-being of a student or that results in damage, malicious vandalism, or general disregard for College or private property.
 - Any act undertaken in connection with initiation to membership for any athletic team, club sport, living unit or student organization.
- Organizers of, or participants in, hazing will be subject to disciplinary action.

15. 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 (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. A designation will remain in effect until changed or revoked by the student during his or her tenure at the College.

16. 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 are expected to comply with any Student Development requirements. Students who fail to comply with a requirement will receive one or more of the consequences listed below:

- additional outcomes listed in the 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 (at their wheaton.edu email) of their new or continued requirements.

17. Personal Safety

A free Campus Shuttle is available seven days a week from 6:30 p.m. to 1:30 a.m. The shuttle stops at several campus locations on a scheduled route. Students will receive a copy of the scheduled stops through the College Post Office. Public Safety officers are available for escorts during other hours of darkness, or anytime a student does not feel safe walking alone. 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.

18. Public Indecency

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 and will not be tolerated. Any students participating in these acts can expect a \$100 fine and a disciplinary response.

19. Public Safety

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 x5911 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.

Public Safety is also a department offering a variety of services that benefit students, employees, and campus visitors.

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 and immediately handed 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 the Associate Dean of Student Care and Services or Associate 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 community standards (such as alcohol, 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.

20. Wheaton College Policy on Sex, Sexuality and Gender Identity

SUMMARY

Wheaton College's policy regarding sex, sexuality and gender identity is grounded in our long-standing institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood in the Protestant Evangelical theological tradition. This policy is intended to address transsexualism, transgenderism, and broader related gender identity issues. We acknowledge that uninformed and harsh actions by Christians have inflicted unnecessary pain. We recognize our obligation before God to love all persons, understanding such love in the context of God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experience of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness. With this foundational understanding of creation, fall, and redemption, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex. Similarly we do not affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. As a Christian residential institution of higher learning we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will make institutional decisions in light of this policy regarding housing, student admission and retention, employment hiring and retention, and other matters. The full policy, of which this is a summary, is available from the Human Resources, Student Development, or Academic Affairs offices.

21. Sexual Behavior Policy

All students, regardless of age, residency, or status, are required to abstain from cohabitation, premarital or extramarital sexual behavior, or same-sex sexual behavior (including same-sex dating behaviors).

22. Student Conduct Policy

Wheaton College students are expected to accept and adhere to the high standards of personal conduct described in the Community Covenant and Student Handbook. The student handbook outlines specific expectations related to student conduct. In joining this covenant we are, before the Lord, joining in a compact with other members of the Wheaton College community. As Christians, each of us has the authority to lovingly speak truth to one another to help each other grow and develop. As Romans 12:5 says, “we belong to one another.”

Keeping the Community Covenant and holding each other accountable is everyone’s responsibility. However, disciplinary authority and responsibility for student misconduct has been delegated by the President to the Vice President for Student Development and, in turn, to the Associate Dean of Student Care & Services, the Associate Dean for Residence Life, and the Dean of Student Engagement (a “Dean’s level” representative). The College’s procedures for addressing academic misconduct by students are set forth in *Policy on Academic Honesty*.

The College reserves the right to amend, withdraw, or replace the following procedures at its sole discretion and without notice. The Vice President and the Deans 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 (as, for instance, where misconduct arguably constitutes both sexual assault and sexual harassment), 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 a particular incident. The College may also modify any applicable procedures during a specific investigation or adjudication, as circumstances warrant.

I. The type of response to misconduct will depend upon the circumstances of each situation, including but not limited to the seriousness of the alleged offense, the student’s willingness to take responsibility for his or her actions, and the student’s conduct history. The College will seek to explore opportunities to contribute to the student’s personal growth and success, while seeking to maintain a healthy living and learning environment.

II. Investigative Process

A. Conduct Review

The College’s initial investigation of reports of alleged student misconduct or violation of the Student Handbook or Community Covenant, whatever the source, will be administered by a Residence Director (RD), a Graduate Residence Adviser/Assistant (GRA), the Associate Dean of Residence Life, the Associate Dean of Student Care & Services, the Director of Graduate Student Care, or the Dean of Student Engagement, as determined by the College in its discretion.

The investigation will typically begin with an initial meeting with the student to address the student within the context of his or her immediate relationships and community. The goal of this initial meeting is to gather information regarding the situation, allow the student(s) to share his/her own information and feelings about how the situation occurred (or whether the situation occurred as reported). The College’s initial investigation 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 or evidence that may support their position. The College will approach these initial conversations with a genuine interest in the student’s well-being and development within the context of community and relationships.

As part of the initial investigation, the College typically will inform the student(s) of the next step in the conduct process, the philosophy of the process, and the restorative nature in which the College seeks to approach alleged student misconduct. If the College representative who conducts the initial investigation determines that there may have been one or more violations of College policy, the conduct process will continue as outlined below. If the allegations involve sexual harassment or sexual assault (Title IX violations) the investigation and conduct proceeding will follow the procedures laid out in Wheaton College's Discrimination, Harassment, and Retaliation Policy.

If the College's initial investigation reveals that one or more violations of College policy appears to have occurred, the student(s) could receive a conduct response after the initial investigation depending on the nature of the incident and the acknowledgement of the student. Residence Directors have the authority to respond to minor infractions. In situations that could lead to a response of probation or greater the residence life staff will involve a Dean's level response. Depending upon the nature of the alleged incident, the investigation and review may also involve meetings with other appropriate witnesses and with the complainant before a decision is made.

In situations that rise to a Dean's level, s/he may involve other College personnel (e.g., the student's RD/GRA/RA, coach, faculty advisor, or supervisor) as they deem appropriate to assist in restoring the student to community. 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.

Wheaton College desires to address the whole person throughout the conduct process and not simply focus on the alleged violation of College policy. Throughout the conduct review, the student will be asked to provide information regarding how s/he came to the incident, the decisions s/he made, and his/her reflections upon those decisions. The student will be given the opportunity to ask questions and share information during the meeting.

After the Dean has gathered the information that s/he deems necessary, the student may be asked if there is anything else s/he would like to share with those present. The Dean will then determine an appropriate outcome and may offer to orally explain to the student the details of the response. Any conduct outcome given by a Dean will be followed with written notification to the student.

In complex and complicated situations the Dean also 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. For a description of the Hearing Panel Procedures for a Dean's Referral, see Appendix B.

In addition, the College reserves the right to designate certain matters as a "special matter" (see Article IV below). In such cases, the matter shall be adjudicated using the Hearing Panel Procedures for a Dean's Referral as modified by Student Development in its discretion.

B. Interim Action

If the College determines at any stage that the 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, withdraw or take a leave of absence, or otherwise restrict the student's access to and movement about the campus. 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 Administrative 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.

III. Appeal Procedures

If a student is not satisfied with the College's response after an Administrative Review, the student will be allowed to appeal to the Hearing Panel for Student Conduct ("Hearing Panel"). Appeal requests are limited to the following grounds:

1. A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.)
2. 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.
3. 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.

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 overseeing the Administrative Review. The purpose of the Hearing Panel will be to uphold the Administrative Review decision or to determine how the decision should be modified, but in no event shall an appeal result in a more severe sanction than any sanction imposed at the Administrative Review level.

The Hearing Panel will not be an option during the final two weeks of each semester or during the summer. All appeals will be made directly to the vice president for student development and will be the student's final level of appeal.

A. 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 administrative decision and rationale for disciplinary action, any relevant information, and the student's disciplinary file.

B. The Hearing Panel shall conduct a hearing, respond to the specific matters being appealed, reach a decision by majority vote, and prepare a brief written explanation of its decision. The Hearing Panel Procedures for a Student Appeal are set forth in Appendix A. Provisions regarding the membership of the Hearing Panel are set forth in Appendix B. The chair of the Hearing Panel shall forward the Hearing Panel's written decision, the record of proceedings, and any related documents to the designated Dean.

C. 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 included in the written communication from the Dean to the student.

D. 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 following reasons mentioned above in section III. 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 designated 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 designated Dean deems relevant to the appeal.

E. 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.

IV. Special Procedures in Cases Involving Sensitive Situations and Other Privacy Concerns
Certain allegations are particularly likely to involve information that is highly private or potentially embarrassing to the respondent and/or witnesses. In such circumstances, the College retains the option to configure the Hearing Panel differently from the standing Hearing Panel described in Appendices A and B 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 “special matter.”

The Hearing Panel for a “*special matter*” shall be composed of only faculty members, with the student members of the Hearing Panel excused from service for that particular case.

If a matter is going to be identified as a special matter, Student Development will do so pursuant to Article II-B above (“*special matter*”) prior to transmitting the matter to the Hearing Panel. Student Development shall inform the Chair of the Hearing Panel that this is a special matter that involves a non-student Hearing Panel. If necessary, designated alternate faculty members will be called for purposes of adjudicating the particular special matter at issue.

The procedures used for special matters shall conform as closely to the procedures set forth in Appendix B - Hearing Panel Procedures for a Dean’s Referral as the Hearing Panel deems appropriate, except that the parties may not agree to open a hearing regarding a special matter to the campus community under any circumstances. With respect to special matters, the Chair of the Hearing Panel and the Hearing Panel are encouraged to exercise their discretion to modify the questioning of witnesses or otherwise refine 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.

With respect to special matters, the complainant and respondent are entitled to have an advocate present to support them through the investigation (to the extent permitted by law) as described in appendix B. The advocate may not speak on behalf of the student during meetings, as they are there to provide support.

A decision by the Hearing Panel may then be appealed to the Vice President for Student Development by either the complainant or respondent within five (5) business days of the Hearing Panel's decision. The individual shall submit a letter of appeal to the Vice President for Student Development, in writing, in accordance with reasons for appeals laid out in section III concerning appeal procedures.. The designated Dean shall also provide to the Vice President for Student Development the information of the case previously forwarded by the Hearing Panel, any records maintained by Student Development regarding the matter being appealed, and any other materials the Dean deems relevant to the appeal.

The Vice President for Student Development shall meet with the individuals involved and 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 respondent of his or her decision regarding the appeal. In addition, the complainant shall also be informed of the Vice President for Student Development’s decision regarding the appeal when deemed appropriate. The decision of the Vice President for Student Development is final and not subject to further appeal.

V. Actions in Response to Student Misconduct

The appropriate Dean in Student Development and/or the Vice President for Student Development have authority to impose actions in response to student misconduct, as prescribed by the Hearing Panel or otherwise determined in the College’s discretion, which they deem are in the best interests of the student(s) and the institution. College actions are independent of other responses that may be imposed as a result of any civil action or criminal prosecution. The actions listed in this section are not exhaustive but are merely

designed to serve as guidelines. Responses may be imposed in any combination. Prior determinations of misconduct under this or other student conduct policies may be considered in determining action for a present violation. The following are examples of possible actions 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.

Community Service. Some students will be required to serve the college 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 whose presence is in violation with college policy will be confiscated. Prohibited items may be returned to the owner at the discretion of the Associate 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.

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, present or participate in a program related to the violation.

Restrictions/Reassignment. The college may impose visitation restrictions on individuals who are in violation of specific policies. We also reserve the right to reassign student housing.

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.
- Students on probation cannot hold or be appointed to a leadership position
- Probation can impact one's ability to represent the college, including participating in student abroad programs, attending conferences, or representing the college at an official function, etc.
-
- Students may be asked to notify their parents.

Withdrawal. The student is permitted to withdraw without privilege of returning until time specified by the Deans.

Suspension. The student is involuntarily separated from the College for a specified length of time. Parents are notified.

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.

Any documentation referencing misconduct in a student's file that resulted in an outcome of suspension (or more serious) or was found in violation of state or federal laws will be retained in a confidential file for 10 years after date of graduation.

Appendix A: Hearing Panel Procedures for a Student Appeal

A hearing conducted by the Hearing Panel in response to a student appeal in a particular conduct matter shall normally follow the sequence and procedures set forth below. This sequence and set of procedures are subject to modification as set forth in Article IV above.

A: Sequence and Procedures

- a. The Chairperson shall convene the Hearing Panel and preside over the hearing.
- b. The Chairperson shall be responsible for keeping a record of the hearing.
- c. The Chairperson shall inform all parties of their responsibilities regarding attendance, testimony, honesty, rights, 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 meeting.

- d. At the hearing, the Chairperson shall read the allegation(s) and the results of the Administrative Review and ask the respondent(s) to reply. If any respondent is absent or refuses to reply, it shall be assumed that the student disagrees with the allegation(s) made and the outcome of the Administrative Review.
- e. Throughout the session, members of the Hearing Panel may ask the respondent clarifying questions regarding the situation.
- f. The Chairperson shall make the final decision with respect to any disputes regarding the relevance and admissibility of information presented.
- g. The Hearing Panel shall close the hearing and meet in executive session to make a decision by majority vote to uphold or overturn the Administrative Review decision. Should the outcome be to change or overturn the Administrative 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 Administrative Review). The Hearing Panel's written findings of facts and decision shall be forwarded to the designated Dean within Student Development within a reasonable amount of time after the conclusion of the hearing. The Dean will contact the respondent with the Hearing Panel's decision, subject to any modifications that the Dean deems necessary or appropriate in his or her discretion.

B. Hearing Procedure Considerations for a Student Appeal

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

- a. A timely hearing for the student to appeal the outcome of the Administrative Review.
- b. Any member of the Hearing Panel may be removed prior to the hearing upon request of either the complainant(s) or the respondent(s), provided that the party making the request can demonstrate that the member is biased, prejudiced, or otherwise inappropriate to serve on the Hearing Panel in the particular case. 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 member on the Hearing Panel the authority to rule upon that request.)
- c. 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, he or she is biased, prejudiced, or otherwise inappropriate to serve as a member of the Hearing Panel in that particular case. Where a faculty 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 Academic Affairs Office to serve in that faculty member's place. Where a student member is removed or withdraws from service with respect to a particular matter, a designated alternate student will be appointed by the President of Student Government to serve in that student member's place.
- d. Student appeal hearings are intended to be informal hearings and, as such, strict judicial, evidentiary, and procedural rules need not be followed. The College's standard of proof is preponderance of the evidence. Preponderance of evidence is understood by the Hearing Panel in making its decision based on the facts being more probable or likely than not. Irrelevant or immaterial information may be excluded by the Chairperson.
- e. Hearings shall be closed to the campus and greater community other than the parties, advisors, coaches, Hearing Panel members, and anyone the Chairperson deems appropriate for the hearing. Hearings may be open if all parties agree in writing unless the matter has been designated as a "special matter."
- f. The respondent(s) may be accompanied to the hearing 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 in the hearing or speak to the Hearing Panel on behalf of the student. In the

case where an appeal requires the complainant to be present, the complainant is entitled to be accompanied to the hearing by one non-attorney advisor, who may participate for the same purposes and to the same extent as available to the respondent's advisor. Consultation with advisors during the hearing will be subject to the consent of and limitations imposed by the Hearing Panel Chairperson.

- g. 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 advisor and identify their respective advisors.
- h. Any persons exhibiting disruptive, disrespectful, or other inappropriate behavior may be excluded from the hearing by the Chairperson.
- i. The Hearing Panel will have access to previous disciplinary records of the respondent student(s) and any other records of student witness involved in the hearing.
- j. 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.
- k. The precise format of any hearing remains within the Chairperson's discretion and may vary depending upon the circumstances of the particular case.

Appendix B: Hearing Panel Procedures for a Dean's Referral

The Hearing Panel for Student Conduct hears information brought to it; collects, reviews, and determines facts; and submits a decision to the appropriate Dean in Student Development. Once a decision is made the Chairperson will contact the appropriate Dean in Student Development with the Hearing Panel's decision.

The hearing conducted by the Hearing Panel in a particular disciplinary matter shall normally follow the sequence and procedures set forth below. This sequence and set of procedures are subject to modification as set forth in Article IV above.

A. Sequence and Procedures

- a. The Chairperson shall convene the Hearing Panel and preside over the hearing.
- b. The Chairperson shall be responsible for keeping a record of the hearing.
- c. The Chairperson shall inform all parties of their responsibilities regarding attendance, testimony, honesty, rights, 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.
- d. At the hearing, the Chairperson shall read the allegation(s) and ask the respondent student(s) to reply to the allegation(s). If any respondent student is absent or refuses to reply, it shall be assumed that the student disagrees with the allegation(s) made.
- e. A faculty, staff or student who is bringing the matter forward (hereafter referred to as the complainant), and the respondent student(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.
- f. The complainant may present witnesses and other information in support of the allegation(s), with the respondent student(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.
- g. 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.
- h. The Chairperson shall make the final decision with respect to any disputes regarding the relevance and admissibility of information.

- i. 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 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.
- j. 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.
- k. 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.
- l. 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 designated Dean within Student Development within a reasonable amount of time after the conclusion of the hearing. The Dean will contact the student with the Hearing Panel's decision.

B. Hearing Procedure Considerations for a Dean's Referral

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

- a. Written notice of allegations and a reasonable time for response to the allegations shall be granted to the respondent and, where appropriate, to the complainant as well.
- b. A timely hearing shall be conducted consistent with the circumstances of the particular case; however, any Dean within Student Development has the power to postpone a hearing procedure in the Dean's sole discretion.
- c. 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, prejudiced, or otherwise inappropriate to serve on the Hearing Panel in the particular case. 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 member on the Hearing Panel the authority to rule upon that request.)
- d. 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, he or she is biased, prejudiced, or otherwise inappropriate to serve as a member of the Hearing Panel in that particular case. Where a faculty 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 Academic Affairs Office to serve in that faculty member's place. Where a student member is removed or withdraws from service with respect to a particular matter, a designated alternate student will be appointed by the President of Student Government to serve in that student member's place.
- e. As a general rule, all available witnesses 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.
- f. 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 set forth in Article I

above 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 closed circuit TV rather than requiring a witness's personal appearance before the panel and/or the parties, give information by telephone, 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.

- g. Student appeal hearings are intended to be informal hearings and, as such, strict judicial, evidentiary, and procedural rules need not be followed. The College's standard of proof is preponderance of the evidence. Preponderance of evidence is understood by the Hearing Panel in making its decision based on the facts being more probable or likely than not. Irrelevant or immaterial information may be excluded by the Chairperson.
 - h. Hearings shall be closed to the campus and greater community other than the parties, advisors, Hearing Panel members, and any witness giving testimony at the particular time. Hearings may be open if all parties agree in writing unless the matter has been designated as a "special matter."
 - i. A respondent (s) may be accompanied to the hearing by one advisor, who may participate for the sole purpose of giving advice or assistance to the student; the advisor shall not participate directly in the hearing or speak to the Hearing Panel on behalf of the student. The complainant is also entitled to be accompanied to the hearing by one advisor, who may participate for the same purposes and to the same extent as available to the respondent's advisor. In a sexual assault case, the complainant or alleged victim is also entitled to be present and use a advisor to the same extent available to the respondent. Consultation with advisors during the hearing will be subject to the consent of and limitations imposed by the Hearing Panel Chairperson.
 - j. 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 advisor and identify their respective advisors.
 - k. Any persons exhibiting disruptive, disrespectful, or other inappropriate behavior may be excluded from the hearing by the Chairperson.
 - l. The Hearing Panel will have access to previous disciplinary records of the respondent student(s) and any other student witness involved in the hearing.
 - m. 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.
 - n. The precise format of any hearing remains within the Chairperson's discretion and may vary depending upon the circumstances of the particular case.
- C. Appeal to the Vice President for Student Development. Any decision by the Hearing Panel under Article III above or under this Appendix B may be appealed to the Vice President for Student Development as provided in Article III-D & E above.
- D. Membership of the Hearing Panel
- a. The standing Hearing Panel for Student Conduct shall be composed of seven (7) members (2 faculty, 1 student development staff member, and 4 enrolled students). Graduate students will be on panels involving graduate student situations. Five (5) members shall constitute a quorum.
 - b. The term of appointment for faculty Hearing Panel members shall be made by the Academic Affairs Office for two years with staggered terms. The Vice President for Student Development will appoint student development staff for staggering two year terms. The Student Government 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.

- c. Faculty members and student development staff members eligible to serve on the Hearing Panel include any person under full-time appointment.
- d. Student members eligible to serve on the Hearing Panel shall be full-time students who, at the time of appointment and at all times during their service, (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 the 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.
- e. The Hearing Panel shall elect its Chairperson, who shall be a faculty member and who shall serve as Chairperson. The Chairperson shall be a voting member.
- f. The Chairperson shall have the responsibility of facilitating the work of the Hearing Panel by working cooperatively with the Deans in Student Development.

23. Student Grievance Policy

The procedure outlined in this policy shall be used to resolve student grievances with individual faculty or staff members. Grievances covered by this policy shall include issues relating to classroom procedures, grade complaints, interpersonal conflict, and/or department decisions. This policy does not cover issues of academic dishonesty, faculty grievances concerning students, academic petitions regarding College-wide academic policies/procedures found in the College Catalog, or student grievances concerning the administration, or sexual harassment. Please refer to the handbook for specific policies. If you have additional questions after review of a specific policy or need additional clarification, please contact the Associate Dean of Student Care and Services.

Procedural steps:

Step 1. Any student who has a grievance or complaint concerning a faculty/staff member and desires to explore the grievance process should meet with Associate Dean of Student Care and Services (Student Services Building, office 218) to learn how the Student Grievance Procedure works and about available resources. A meeting with the Dean can be set up by calling 630-752-5941.

The student may request to be accompanied by an Ombudsperson or Student Facilitator for subsequent meetings (Steps 2-5). Ombudspersons/ Student Facilitators serve as neutral parties to help the student, faculty/staff member, department chair, Dean, and or the Provost/Divisional Vice President communicate effectively towards a resolution. Ombudspersons/Student Facilitators are designated on an annual basis by the Provost and the Vice President for Student Development. The Ombudspersons and Student Facilitators will discuss the grievance only with those parties immediately involved in the matter.

Timeliness. If at any level during the procedure either party is dissatisfied with the decision and wishes to pursue the matter, they must take a written grievance to the next step within fourteen days. Should fourteen days elapse following the decision at either steps 2, 3 or 4, no further grievance possibility shall be allowed and the matter will be considered resolved permanently.

Step 2. Any student who has a grievance or complaint concerning a faculty or staff member should discuss the matter with the faculty or staff member in a face-to-face meeting.

Step 3. If the conflict is not resolved after Step 2, and the student wishes to pursue the grievance,

the student may present a written account to the faculty or staff person's direct supervisor. (e.g. faculty department chair, director of a department or area). The supervisor shall consult with the faculty or staff person prior to communicating an outcome. If the faculty or staff member in question is also the chair, director or head of the department, then the student should instead proceed to Step 4.

Step 4. If the conflict is not resolved after Step 3, the written grievance may then be presented to the supervising Academic Dean (in the case of a grievance against a faculty members or an academic staff member) or Vice President (in the case of a grievance against a non-Academic staff member). The Academic Dean/Vice President shall consult with the faculty or staff member and the department chair/director before communicating an outcome. *The decision of an Academic Dean* (in the case of a grievance against a faculty member) *or a Vice President* (in the case of a grievance against a non-academic staff person) *will be final.*

Step 5. If the student is dissatisfied with the outcome communicated by an Academic Dean (in the case of a grievance against a faculty department chair) the grievance may be presented to the Provost. The Provost shall consult with the department chair and the Academic Dean before communicating an outcome. *The decision of the Provost* (in the case of a grievance against a faculty department chair) *will be final.*

24. Tobacco & 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, and e-cigarettes. Students who are found using tobacco products or possessing paraphernalia will be held accountable under the student conduct process outlined in the Student Handbook.

25. Tornado Safety

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 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.)

26. Violent, Dangerous or Self-Destructive Conduct

The College prohibits violent, dangerous, or self-destructive conduct, which is behavior that causes harm to a person or damage to property, causes fear for an individual's safety or the safety of others, or poses a substantial threat to or otherwise endangers any person's physical or emotional well-being. Such conduct is unacceptable to the College community and may subject the offender to immediate removal from the campus if such removal is in the best interests of the campus community. In such cases, the student may be required to withdraw involuntarily. The Associate Dean of Student Care & Services will make a determination regarding when the student may be eligible to return to campus and any conditions that must be satisfied in connection with the student's return. Prior to mandating an involuntary withdrawal, the College may work with the student to withdraw voluntarily (either permanently or temporarily, as the

circumstances may warrant). In the rare case in which a student is required to withdraw involuntarily, the student may appeal such a decision to the Vice President for Student Development. Violent, dangerous, or self-destructive conduct that does not warrant immediate removal may still form the basis for disciplinary action in accordance with the College's Student Conduct Policy.

27. Weapons or explosives

Illinois law prohibits the possession or discharge of fireworks. Students may not possess or store weapons or explosives on campus. Students will incur a \$75 fine for such possession. Disciplinary action will be taken by the College for unauthorized possession or use of the following: a) firearms or replicas thereof: replicas will be confiscated and not returned; b) explosives and/or explosive devices; c) weapons or devices which injure or have the potential to injure another person or property, such as water balloon launchers and numchucks; d) pellet guns, air-soft guns, B-B guns, and paintball guns; e) fireworks; f) dangerous chemicals or fuels; g) bows and arrows, h) swords; and i) knives with blades longer than three inches (including folding pocket knives), with the exception of knives intended for kitchen use.

28. Withdrawal Procedures

Any student finding it necessary to withdraw from the College must complete the withdrawal process which may include an interview with the Associate Dean of Student Care and Services and completion of withdrawal forms. Contact the Student Development Office (630-752-5022) to receive the appropriate forms. This must be done prior to leaving campus.

IV. Student Engagement

1. Bonfires

Bonfires are not permitted on College property due to safety considerations.

2. Broadcaster

Official announcements to students and employees are communicated via this information site in the [MyWheaton portal](#). Students must submit typewritten hard copies signed by the organization's adviser to the Office of Institutional Research. All announcements must be kept to 25 words or less. Submit non-academic material from chartered organizations and departments to the Office of Institutional Research; submit announcements concerning academics to the Registrar's Office. Please submit announcements a minimum of 2 business days before they need to be posted.

3. Chalk-writing

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). The only exceptions are chalk messages on the pavement south of Memorial Student Center, on the Smith Traber sidewalk located on the corner of Howard and University, and the sidewalk outside the entrance to Fischer, which have been approved in advance by the Student Activities Office.

4. 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 at <http://www.eac.gov/voter/Register%20to%20Vote> and at <http://www.aacrao.org/compliance/vote/NVRAFORM.pdf>. Students who register to vote in DuPage County may be called upon to serve jury duty.

5. Climbing and Rappelling

Other than in the Sports and Recreation Complex on the climbing wall, climbing or rappelling from college-owned property is not permitted due to safety considerations and will result in a \$500 fine.

6. Club Advisors

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

Funding for student special interest clubs comes from Student Activities monies and is allocated by the Finance Committee of Student Government under the supervision of the Director of Student Activities. 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. The Controller furnishes a monthly statement of receipts and disbursements of each organization to the Student Activities Office.

8. Observation of Communion

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

9. Dance Guidelines

Dance is one way that Wheaton College celebrates life and builds community. Through dance, as in all things, we seek to honor God. We also seek to be consistent with our Community Covenant by planning campus events that are constructive, uplifting, and in full agreement with a biblical lifestyle. While there may be individual opinions and cultural customs for what is appropriate in dance, Wheaton College embraces dance that celebrates the College's ethnic diversity and builds the campus as a Christ-centered community. To that end, the College upholds guidelines related to both social dancing and dance events.

These social dancing and dance event guidelines seek to cast a vision for God-honoring celebration as well as to describe the boundaries for social dancing and dance events that are in keeping with the spirit of the Community Covenant, to love God and others.

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)"

SOCIAL DANCING and DANCE EVENT PHILOSOPHY:

Covenant boundaries at Wheaton are communicated through guidelines to help create an environment that will grow a campus community of whole and effective Christians. Sometimes guidelines will be universally embraced, and sometimes they may not seem to match how individuals would choose to live. But the nature of communal living makes it difficult to grant exceptions to guidelines without undermining their guiding function for the whole campus community. Out of our love for each other, members of the Wheaton College community give up individual rights at times for the greater community to grow in Christ-like wholeness.

Wheaton desires to avoid legalism as we encourage the use of personal freedom to bring glory to God and to serve others. The dance guidelines seek to live within the tensions of the God-given freedom we enjoy as members of a temporary community. Therefore, the intent of the dance guidelines is to create opportunities for the Wheaton Community to enjoy dance, 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 frequently to have the opportunity to do so in appropriate off-campus venues.

Because the culture of dance music and various styles of dance can easily become sexualized, the campus community wants to be particularly careful in the selection of music and style of dance movement, as well as the environment created for dance to occur. The Student Activities Office has been given the responsibility to create a purposeful environment for campus social dance events through a careful process of choosing music, choosing the dance style and creating an appropriate setting.

Campus residence halls, apartments, and houses include different kinds of people 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.

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 and dance style:

- Enjoy campus dance events that are purposely and carefully approved by the Student Activities Office.
- Engage in God-honoring dancing off-campus in God-honoring locations.
- Spontaneously dance with campus members of the same gender in campus housing units.
- Allow for spontaneous dance-like 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).

SOCIAL DANCE EVENT OVERSIGHT:

Any Wheaton social dance event, held on or off campus, must be sponsored and overseen by the Student Activities Office (i.e. College Union, Class Councils, or an officially chartered special interest club, such as the Swing Club, whose mission is to foster community through dance). The responsibility for approving all dance events rests with the Student Activities Office under the auspices of the Assistant Director. For each dance event, a dance event proposal must be submitted to the Assistant Director a minimum of six weeks in advance of the event. All dances will be denied or approved 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, as approved by the Student Activities Office.

SOCIAL DANCE EVENT GUIDELINES:

1. Dance events are expected to be intentionally planned, not just random acts of coming together. 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. With a variety of dance events there will be different styles of music and lyrics from which to choose. All music and lyrics should be consistent with the Community Covenant and pre-approved by the Student Activities Office.

5. The following considerations should be taken into account when planning campus dance events: venue capacity, attire expectations for attendees, sound ordinances, beginning and ending times, structural security of the venue, and other events currently on the campus calendar.
6. The dance event and its location must be approved by the Student Activities Office 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 guidelines for dance events, the care of the facility that is being used, and the conduct of all attendees. College staff members attending/overseeing 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 conduct of attendees.
8. The Student Activities Office will send out a written evaluation form after each dance event to the student leaders and to the College staff member(s) planning, attending, and overseeing the event.
9. The Vice President for Student Development will organize a Community Covenant debriefing meeting at the end of each year and include dance as a point of reflection.

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 any staff in Student Development if you have questions about the social dancing and dance event guidelines, whether of a philosophical or practical nature.

10. Fundraising (Guidelines for the Approval of Fundraising Activities)

Officially recognized student clubs 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 itself in furtherance of its goals and objectives. Any fundraising activities are subject to the following guidelines:

Procedures

- If the group/organization wants to fundraise for 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 Activities Office and are due two weeks prior to the event.
 2. Obtain approval first from the organization's advisor and then submit to the Assistant Director of Student Involvement.
 3. Included in the request form must be the promotional/advertising plan and schedule for the fundraising activity.
 4. Upon receipt, the Assistant Director of Student Involvement will review the request and if approved note the fundraising activity and promotional dates in 25Live online via the College's intranet.
- If the group/organization wants to solicit any off-campus sources (i.e. direct appeal to parents, friends, alumni, businesses and foundations), they must take the following steps:
 1. Complete the fundraising application for approval by the Advancement and Alumni Relations Division and submit to the Alumni Relations Office.
 2. Included with the application must be the appeal letter and sample reply mechanism to accompany the letter.
 3. Upon receipt, the Alumni Relations Office will send the request to the Director of Current Gifts with a courtesy copy to the Vice President for Advancement and Alumni Relations, and the Directors of Advancement Services, Alumni Relations, Annual Giving, Development, Gift Planning, as well as to the Associate Director of Alumni Relations.
 4. After the request is reviewed, approval is transmitted to the Alumni Office who

communicates to the point of origin.

5. List of donor names is provided by Advancement Services.
- All money raised and/or collected must be deposited into the appropriate student organization's on campus account within 48 hours of completing the event. All subsequent payments and/or donations must also be deposited in a timely manner.

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 Office of Christian Outreach has scheduling and fundraising activity priority.
- No door-to-door soliciting of funds is permissible on campus.
- 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 or charitable causes must channel their efforts through the Justice Coalition December Advent Market and spring semester 5K event. 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.

11. Lost and Found

In most cases, lost and found articles should be turned in to the Ticket Information Office on the first floor of the Student Services Building (SSB) directly across the hall from the Wheaton College Bookstore. Expensive items should be taken to Public Safety (Chase Services). Unclaimed items are offered for sale to the College community twice a year.

12. Posters, Promotions, Publicity, and Announcements

All posters must be approved & stamped by the Student Activities Office prior to posting. Posters should not be placed on door windows, fire doors, or near emergency equipment (fire extinguishers or alarms, emergency instruction signs, etc.). Unauthorized materials will be removed. Posters placed in the Beamer Student Center must be approved by the Student Activities Office.

All interaction with off-campus media must be coordinated through the Media Relations Office. All off-campus display advertising must be approved and processed through the Marketing Communications Office, as well as any use of the College logo. Email - media.relations@wheaton.edu or call 630-752-5714 for more information.

13. Publications

Three publications are currently authorized for campus-wide circulation: The Record, Tower, and Kodon. These publications are under the direction of the Student Publications Board and the College Committee on Student Publications. Any request for new student publications is to be presented to Student Government (SG) and considered by the above-named committees on the basis of SG recommendations. Final approval of a new publication is the responsibility of the Vice President for Student Development.

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 Activities 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. Sunday Activities

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 Director of Student Activities.

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.

17. Tower Bell Ringing

Ringing 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 Activities Office at least 3 working days in advance.

18. Visiting Speaker Guidelines for Students and Student Organizations

Officially recognized student groups are encouraged to invite visiting speakers from on or off campus to their activities. Student clubs and organizations are recognized by a College department or office (e.g. Admissions, Alumni Relations, Athletics, Student Activities Office, Office of Christian Outreach, Office of Multicultural Development, Residence Life, Student Health Services). Individual students interested in inviting a speaker to campus must obtain sponsorship from the student club or organization leadership and the advisor from the officially recognized student group before planning an event.

The student club or organization should bring to campus speakers who: are in keeping with the objectives of Wheaton College as a Christian liberal arts institution; are consonant with the student organization's mission; and contribute to students' understanding of Scripture, nature, and humanity.

The following guidelines are directive:

1. Speakers should be selected for their potential to enhance the intellectual and spiritual growth of the Wheaton College community. The speaker should be able to provide information, stimulate constructive thought, deepen understanding, sharpen critical judgment, and encourage creative productivity.
2. Speakers addressing highly controversial topics and/or who are likely to advocate positions contrary to the College's theological and moral identity can be welcome additions to campus programming as the

development and evaluation of a thoroughly Christian perspective can be strengthened by critical interaction with differing points of view. However, events or speakers which are likely to have the result of weakening a commitment to the Community Covenant or Wheaton's evangelical Statement of Faith are not in the best interests of our students. Thus, speakers should be chosen with particular care and intentionality, in conversation with the student group's advisor, and with careful attention paid to the structure of the interaction to ensure constructive outcomes congruent with the College's mission.

3. Opportunity for student and faculty interaction with the speaker through a question and answer format following the speaker's presentation is strongly encouraged, with the goal being to critically engage the ideas in order to help to clarify Christian conviction.

4. The visiting speaker and his/her views should be treated with a respectful and gracious spirit. During discussion times following the lecture, the individual moderating the meeting may wish to direct conversation to appropriate topics or to exercise the liberty of screening questions that are trivial, ambiguous, or indiscreetly worded.

The sponsoring group's advisor holds the responsibility of implementing these guidelines and must sign any request to reserve space in campus meeting locations. If the advisor has questions, s/he should consult the appropriate administrative officer. The Director of Student Activities and the Vice President for Student Development reserve the right to interpret and enforce these guidelines.

V. Residence Life and Housing

1. Animals/pets in campus housing

Campus Housing is not designed to provide the proper environment for small vertebrate pets. To keep any vertebrate mammal, amphibian, 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 animals (besides fish) may not be kept in student rooms or on property owned by the College. 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 Institutional Animal Care and Use Committee to review and approve any animal care and use (including pranks) on campus.

2. Appliances & Cooking

Window air conditioners and microwave ovens are not permitted in student rooms. The use of personal electrical appliances is limited because of sanitation, safety and the possibility of circuit overload. Only small appliances which are approved by Underwriters' Laboratory and with completely enclosed coils are permitted, i.e. hot air corn poppers, coffee pots, tart burners, tart melters, oil potpourri burners, simmer pots and diffusers. Cooking meals in student rooms is prohibited. Each residence hall is equipped with a kitchen, which includes at least one oven/stove, at least one microwave, a refrigerator and minimal cooking utensils. If students cook with charcoal grills outside, the coals must be disposed of in a college dumpster after they have cooled off for at least 24 hours.

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. The maximum electrical specifications for any individual electrical utilization equipment (refrigerators, computers, stereos, etc.) is 4 AMPS/480 Watts. Nominal voltage range: 110/115/120 Volts, 60 HZ. If total ampere demand in residence hall rooms should exceed 8 AMPS, the installation must be inspected by a Physical Plant electrician.

Some computer equipment may require a dedicated circuit or an isolated grounding conductor. These features are not available at any campus residence location. Some electronic equipment is very sensitive to voltage surges that occur as a result of lightning strikes during thunderstorms commonly experienced in this area. A surge protection feature is available on some circuit breaker multiple outlet strips and will prevent most surges from damaging computer components. If questions arise regarding electrical specifications or total equipment ampere demand, please call the Physical Plant Work Order Center (x5930) for further clarification.

Cold-water humidifiers are a good investment for student rooms, as hot-water humidifiers often set off fire alarms. For safety reasons, sun lamps, infra-red lights, halogen bulbs or lamps etc., are not to be used in student rooms.

3. Bicycles

Bicycles must be stored in designated racks outside campus buildings or in designated areas inside campus housing. Indoor bike storage is limited. Residence Hall occupants may contact the Residence Director for space availability. Bike storage in a student's room/apartment/house is prohibited. It is recommended that bicycles be registered with the Wheaton Police Department. Students are strongly encouraged to lock 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. Mopeds or motorcycles may not be stored in student residences under any circumstances.

4. Building/Room Care

Personalization in decorating is encouraged. 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 and 3M hooks are the only authorized adhesive for walls and ceilings.) Plastic hooks with double sided tape are not allowed (this applies to posters, borders, 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 upperclass halls and apartments should have no more than 10 nail holes per wall. Purchase a cord cover if you are running cords across the carpet, as duct tape 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 (eg. street signs, Miller posters, scantily clad models, etc.)

Room decorations should be in accordance with fire safety principles. Excessive paper or other flammable materials should be avoided. Good judgment and discretion should be used in the type of posters displayed in student rooms. Any student who has stolen property, such as College or municipal signs will be subject to disciplinary action. 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. There is a minimum charge of \$50 per resident when the residence is left without properly checking out and/or without being cleaned, plus additional charges for damages not previously reported and/or assessed.

Any type of construction (including loft beds and stadium seating), use of a water bed, painting of student rooms, and any tampering with College property (removing window screens, misusing fire extinguishers, etc.) is prohibited. Under no circumstances is a student to remove furniture from a residence.

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 and or failure. 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.

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.).

5. Carbon Monoxide Detectors

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.

6. Accessing Campus Building Roofs

It is a \$500 charge for students accessing any campus building roof or for climbing the exterior surface of any campus building. This includes residence halls, academic buildings, campus apartments, campus houses, and the Sports and Recreation Complex. This charge reflects the College's level of concern for student's safety as well as reflecting a desire to discourage this type of activity.

7. [Campus Network](#)

8. Check in/Check out

College housing opens in the fall to continuing students beginning 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, contact the Residence Life Office (630-752-5427). College housing closes Fall semester to student residents at noon on Friday, the day following the last scheduled exam.

Housing reopens for spring semester at 3PM on the Saturday before classes resume. Campus housing closes the Friday before commencement at 5 PM. to students not affiliated with commencement. Those students affiliated with commencement must check out by 5PM on Saturday, but may remain in housing until 5PM. the day of commencement. All graduating students must be moved out of campus housing by noon on the Monday following graduation.

Room Keys (Metal –Upperclass Halls only) are issued at the time of check-in. There is a \$20 replacement charge for lost (metal) keys and keys turned in late. Lost keys are a security risk and may result in a key core change with a new key cut for each roommate. Key core changes will result in charges up to \$100.

College Identification Cards are produced by the Public Safety Department. Most of the college ID cards also act as access control for exterior doors and room keys. There is a \$20 replacement charge for lost ID cards.

9. College Staff Entering Rooms

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:

- to inspect the premises
- for maintenance purposes
- to investigate health concerns, safety issues, suspicious behavior or circumstances, illegal activity, or violation of College policies, described generally in the Community Covenant and specifically 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 reported to the Student Development Office.

10. 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, the item shall be seized by Wheaton College Public Safety and immediately handed 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 the Associate 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 community standards (such as alcohol or water-balloon launchers), the item may be seized and inventoried, but in any case, notice shall be given to the Associate Dean of Residence Life.

11. Disruptive or Dangerous Behavior

We have a vibrant and creative student body that we desire to keep safe. Disruptive behavior such as honking one's car horn through the Fischer U or driving on sidewalks on or across campus can greatly impact our campus community. Students who participate in these activities will receive a \$100 fine and a possible conduct response. The college also prohibits sledding down the stairs of McCully Stadium because it is extremely dangerous. Students found sledding will receive a \$100 fine.

12. Electronic Entertainment

Students may have stereos, televisions and DVD Players, 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. Personal wireless routers are not allowed.

13. Fire Safety

Fire Safety equipment such as fire alarms, extinguishers, and smoke detectors are located in all College buildings for safety and should be used only in emergency situations. No items may be moved to or stored within 18 inches of any sprinkler head. Tampering with fire equipment, disconnecting smoke alarms, or intentionally activating a fire alarm and/or ringing a false alarm constitutes a class 4 state felony. The

College will take disciplinary action, and each student in the room, apartment, house or hallway may be subject to a \$100 minimum fine. Legal action and a fine up to \$500 may be pursued by the Wheaton Police. Malfunctioning smoke alarms should be reported at once to Public Safety (x5911) 24 hours a day. Students who do not cooperate in evacuating a building when a fire alarm is sounded will be subject to disciplinary action and a \$100 minimum fine.

Students should also assist in the promotion of basic fire safety principles. Fire exits should not be blocked and fire doors should not be propped open. Belongings should not be placed in hallways or stairwells. Students are encouraged to use power strips with circuit breakers in their rooms. All extension cords must have a ground wire. Playing sports indoors is prohibited. Sports equipment striking fire safety equipment will result in a \$100 fine. Fire hazards should be reported to Public Safety.

Flammable Materials. Combustible materials, including flammable liquids, are not permitted in student rooms, storage areas or other College buildings. Additionally, the smoking of any substance on College property is prohibited. Candles and incense are prohibited due to insurance restrictions and to ensure fire prevention. Paper or cloth streamers, excessive paper items and organic decorative materials such as live Christmas trees, straw, and corn shucks are not permitted in College buildings. Materials which have been fireproofed are available and should be used. Due to the high temperature of their bulbs, halogen lamps are prohibited in College housing.

14. Housing Assignment Process

Student housing is administered through the Housing Services Manager. Incoming students are assigned to a residence hall, usually with a roommate. The College understands the value that students place on their housing locations and works diligently to meet student's needs. The hope would be to allow students to receive their first housing choices, but due to year-to-year student preferences changing and limited spaces in each living area, some students will not receive their first selection.

All students living in campus housing agree to abide by all of the policies and procedures outlined in the Student Handbook, which can be accessed through the student tab on the intranet.

During the spring semester, continuing students will apply online to live in College housing for the following year with roommates of their choice. Students select housing based on their housing number which is determined by the number of years they have been in college. Students on any form of probation (disciplinary, chapel, academic) may be considered ineligible for College-owned apartments and houses, and/or off-campus permission. Take the initiative to talk with the Housing Services Manager if you have questions in this regard.

Failure to cancel assigned College housing five weeks prior to the 1st day of classes for Fall or Spring Semester will result in a charge of \$250.00.

The College reserves the right to move students to alternate accommodations for appropriate reasons. The College also reserves the right to use student rooms between semesters and during vacations. A student will be notified and storage provided for valuables if his/her room is used.

College Residence Halls include (The number of resident spaces available is listed in parenthesis.): Williston Hall (65) , Fischer (593), McManis-Evans (288), and Smith-Traber (407) Halls house men and women. Room assignments are made for the year; however, if changes are necessary, arrangements must be made with the staff member who manages the building and the Housing Services Manager.

College-owned Apartment Complexes include: College Avenue (165); Michigan-Crescent (124); Saint and Elliot (92); Terrace (232); and 603 College (22) and are available to eligible third and fourth year students.

Students are expected to plan activities and events that encourage and promote a sense of community. Students are responsible for cleaning their own apartment.

College-owned Houses. Groups of third and fourth year students (a total of 104) may apply to live in one of the 16 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. Senior students who desire to live in housing not owned by the College must apply for off-campus permission. Permission is granted only in the spring for any part of the following school year; it is not granted between fall and spring semesters. Permission is limited to a small number of students as living off-campus is a privilege. Students living off-campus are a part of the Wheaton Community just as much as those living in campus owned housing. Exceptions are granted for married students, students who choose to live with their parent(s) and commute, part-time students, and HNGR interns. If local property is owned by a student or his/her parents, off-campus permission for this student may be granted by contacting the Housing Services Office. Individuals who wish to live with the property owner/student, will not be granted an exception, even if it is free of charge, 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. Finally, the College supports the local city ordinances that no more than four unrelated people (student and non-student) can live together.

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, room 207, 630-752-5202. Applications will be accepted at 8:00 a.m. on the first day of class for the following semester.

International, Graduate, Married and Colson Scholar Student Housing. A limited number of College-owned furnished apartments and houses 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, Room 207, 630-752-5202. Applications will be accepted at 8:00 a.m. on the first day of class for the following semester. *International graduate students* living in a college-owned housing are limited to a two-year lease.

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

Undergraduate married students are responsible for making their own off-campus arrangements. Depending on the year the college may have a few apartments available to lease for one year.

15. Laundry

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.

16. Overnight Guests

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. 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 the Residence Director, Associate Dean of Residence Life, Associate Dean of Student Care and Services or the Apartment/House GRA. The Residence Life Office has information regarding nearby hotels and rooms for rent. Overnight guests in the Residence Halls must be registered with the Resident Assistant.

17. Quiet Hours

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

18. Residence Hall Hours

Students are encouraged to be in their halls by midnight Sunday through Thursday, and 2 a.m. Friday and Saturday. Students in residence halls are encouraged to notify the RA when they plan to be away overnight.

19. Residential Philosophy

The philosophy of Residence Life is to foster a residence hall environment where students experience caring relationships with people serving one another and encouraging each other to seek Christ and apply His teaching & example. When students move to campus houses and apartments or off-campus, our hope is that students will apply what they have experienced in the residence halls and intentionally foster caring relationships as well as mutual service and accountability among their peers.

20. Residential Policy

Wheaton College exists to develop Christian students into whole and effective servants of Jesus Christ. Wheaton's commitment to maintaining an environment where students live on campus is rooted in this mission. Some of their development into whole and effective servants of Christ occurs because of the Holy Spirit's work in students' lives through their relationships with other people. A guiding and fundamentally important component of Christian student development, then, is the touching of life-to-life. We believe it is necessary for students to be immersed in community living for key life-to-life encounters to be possible. Therefore, as a condition of attending Wheaton College, undergraduate students are required to live on campus in college-owned residence halls, apartments or houses.

NOTE: Exceptions are granted for married students, students who choose to live with their parent(s) and commute, students attending part-time and students granted permission to live off campus through the Housing Selection Process.

21. Room Assignment Changes

The Housing Services Office has the authority to change rooming assignments as needed. 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 community or relational dynamic exists that needs resolved

22. Storage

Storage for each resident is determined by the space available in each building. 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
 - McManis-Evans
 - Williston
- All the residence halls provide limited storage at no cost for students who want to store boxes over the summer. Space limitations vary by residence hall; contact the Residence Director for more information.
 - Residence Halls provide limited bike storage on a first come, first serve basis throughout the academic year and 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.

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, no empty cardboard boxes may be stored unless flattened. 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 on campus for personal furniture, but for some other options click here: [Storage Information \(PDF\)](#)

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.

23. Visitation

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 and intellectual growth. Every effort should be made to relate and interact verbally and physically in order to encourage purity in thought and action.

Wheaton College established a visitation policy to help female and male students who live on campus to practice healthy boundaries. 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.

- **Residence Halls.** All the Residence Halls have main floor and lower level public lobbies. Main floor lobbies are open between 5:00 a.m. and midnight, seven days a week for female and male students to socialize and/or study together. Fischer Hall and McManis-Evans also have small lobby areas outside each elevator landing. Since exterior doors are locked at midnight, access to elevator lobbies in Fischer and McManis-Evans are limited to female and male students who live in those buildings respectively between midnight and 5:00 a.m. The lower level lobbies in Fischer and Smith-Traber are closed each night at midnight. 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 p.m.—10 p.m. Sunday-Thursday and 7 p.m.—11:00 p.m. Friday and Saturday. Guests of the opposite gender 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 Upperclass residence halls (McManis-Evans and Williston) are allowed four 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 opposite gender visits, 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 gender are restricted to rooms with wide open doors within the apartment or house, no earlier than 9:00 a.m. and no later than 2:00 a.m. Opposite gender visitation is prohibited after 2:00 a.m. and before 9:00 a.m.

24. Work Requests

In case of an emergency, contact your residence life staff immediately. Good judgment is a key factor in determining an emergency. The following problems are considered emergencies:

- all heating and air-conditioning problems
- electrical power failures--fuses, circuit breakers, wiring problems, etc.
- plumbing problems--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.

Other requests for repair service or lost keys should be submitted to Facilities Management electronically through the Facilities Management's campus Intranet link. Work Requests must be submitted by an RD, GRA, ARD, or RA, unless the request is an emergency.