

## WILLIAM PENN UNIVERSITY STUDENT CONDUCT CODE

### MISSION STATEMENT

William Penn University provides the opportunity for an educational experience with a focus on leadership, technology, and the Quaker principles of simplicity, peace-making, integrity, community, and equality.

### ACADEMIC CONDUCT

1. Students are to hold academic honesty in high regard. Cheating and/or plagiarism will not be tolerated.
2. Providing false information on university records is prohibited.

### CONDUCT TOWARDS SOCIETY

1. Students shall abide by local, state, and federal laws.
2. Students will not use or possess any weapons or dangerous implements on campus.
3. The on-campus sale, purchase, distribution, use or possession of alcoholic beverages is prohibited.
4. The sale, purchase, distribution, use or possession of narcotics or other controlled substances is prohibited.

### GENERAL CONDUCT

1. Students will observe tobacco-free and alcohol-free environments.
2. Students are to meet financial responsibilities to the university.

### CONDUCT TOWARDS OTHERS

1. Students are to respect the rights of other persons.
2. Physical or psychological abuse towards any person(s), or conduct that threatens the health or safety of any person(s), is prohibited.
3. Sexual harassment, assault or hazing is prohibited.
4. Students shall refrain from disorderly and/or obscene conduct/ language.
5. Students shall abide by all residence hall policies as outlined in the Housing Agreement and/or the Student Handbook.
6. Students shall respect the instruction, research and administration of the university.
7. Students shall respect the disciplinary procedures of the university.
8. Students shall respect the property rights of other individuals, organizations and the university. Theft, misuse, damage, vandalism, and/or any other unauthorized use of property are prohibited.

## EDUCATIONAL AND STUDENT SERVICES

William Penn University welcomes you to the 2018–2019 academic year. Our entire staff values quality, integrity, caring, and teamwork as we work to help you succeed. We hope to see a lot of you as the months fly by. Have a great year!

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*Welcome to William Penn University! During your time here you will meet students from all across the United States and from more than 20 countries. They will become part of your own personal growth and memories you will treasure well beyond graduation.*

*I, too, chose William Penn to complete my undergraduate studies. While the new facilities and programs offer an exciting environment, in reality that is a minimal part of the Penn experience. The professors who challenge you in the classroom and care about your life outside, the co-curricular opportunities that exist, the coaches, sponsors, staff, and friends you'll make are the foundation of your college memories and aid in the evolution of who you'll become. As you invest yourself in your time at Penn you will discover who you are and set the foundation for success in your life. Open communication with your professors, residence life staff and other offices throughout campus is the key to a successful experience. It is not a lack of stress or trials that will make you succeed, but rather how you navigate the challenges as they appear.*

*We take great pride in our personal and family atmosphere. One of the exciting things about being the President of William Penn is getting to know the students. Please introduce yourself as you see me on campus or at events.*

*Once again, welcome to William Penn University and we look forward to spending the next few years with you.*

*Sincerely,*

*John Ottosson '84*

*President*

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### BUSINESS SERVICES—PENN HALL 223

The Business Office is available to assist you with your financial needs. All current charges for the term are due before the first day of class, and a monthly service charge will be assessed on any remaining balance on the 20th of each month. If unable to pay in full, we also offer a tuition payment plan which allows monthly payments to pay the balance for the term without being charged a service charge. The first installment should be paid before the first day of class and remaining monthly payments are due by the 10th of each month. Late payments will be assessed a late fee of \$50.00. If you neglect to make your payment when due you will be assessed a late fee of \$50.00, termination of the tuition payment plan and your account will be charged a monthly service charge of 1%. Students with past due accounts may be denied meals from food service, may not be allowed to attend classes, and may be removed from the residence halls. The university does not reimburse for lost meals. A hold on academic records will be in

effect on any account balance until cleared; this includes registration, grades, transcripts, and diplomas. Account statements are available on the William Penn University Access website as well as mailed out monthly. Year-end tax information forms (1098T) will be mailed out to the student's permanent address on file and are also available on the William Penn University student portal prior to the federal deadline. Duplicate 1098T forms may be issued upon the Business Office receiving \$25.00 to cover the cost of this service.

**Perkins-William Penn Loans** -Students can sign for their Perkins, William Penn, and William Penn Forgivable Loans in the business office.

Cashier:	MacKenzie Boyd	641-673-1039
Student Account:	Ashley Wagamon	641-673-1142

**HEALTH INSURANCE—PENN HALL 224**

William Penn University requires all students on the traditional campus to purchase our student health insurance unless they can provide proof of sufficient health insurance coverage. Proof of health insurance is obtained through the online enrollment verification. Students will need to complete the online enrollment verification prior to school starting. Enrollment information is available on the William Penn University student portal and in the Business Office. Contact the athletic training office for insurance claim forms and insurance card information for those students enrolled in the University's health insurance.

**WORK STUDY—PENN HALL 224**

Students who are employed under the university work study program should turn in the required employment papers (Federal W-4, State W-4, I-9, and two specified forms of identification) to the payroll manager in the Business Office at the beginning of each school year. The work authorization form, which the student picks up in the financial aid office, needs to be completed by the student and the supervisor, and then signed by the financial aid office, and upon completion turned into the Business Office. Payroll timecards will not be issued without the proper documentation on file with the payroll manager. Payroll timecards are required to be turned in weekly after being signed by their supervisor and themselves. Payroll checks may be picked up in the Business office. The payroll schedule will be located on the Business Office door in Penn Hall, Room 224. Federal guidelines must be followed when performing work study and failure to do so may result in the termination of your current and future work study benefits. The student's W-2 will be mailed to their permanent address on file before the federal tax deadline and any duplicate W-2 requested will be assessed a charge of \$25.00.

Work Study:	Crystal Curry	641-673-1035
Accounting Manager:	Christy Gay	641-673-1029

**CAMPUS COUNSELOR—UNION 120A**

The Campus Counseling Center is located on the first floor of the Dana Atkins Memorial Union behind the student mailboxes. A fully certified Campus Counselor is available Tuesdays, Wednesdays and Thursdays from 8:00 am–3:00 pm to assist William Penn students. Services provided include drug and alcohol counseling, relationship counseling, mental health evaluations and support, time management, anxiety and stress management, and organizational skills building. All sessions are free and confidential.

Contact: Tyne Smith LISW 641-673-1703

**CAMPUS BOOKSTORE—LOWER LEVEL, DANA M. ATKINS MEMORIAL UNION**

**Bookstore Information**

The William Penn University bookstore is located on the lower level of Dana M. Atkins Memorial Union. Our primary goal is to ensure students are able to obtain the course materials they need at reasonable prices. We also provide many other items to support the student's academic career and school spirit. Please stop by the store or browse our website anytime at [www.bkstr.com/william pennstore](http://www.bkstr.com/william pennstore).

Contact: Heidi Parker ..... 641-673-1030

**Hours**

Fall and Spring semesters: Monday–Thursday, 8:30 am–4:00 pm; Fridays, 9:00 am–3:00 pm (subject to change)  
 Summer Hours: Monday–Friday, 9:00 am–12:00 pm (subject to change)

The Bookstore will be open before every home football game. Other special event hours will be posted on the Bookstore's website.

**Student Accounts**

Students may charge books and supplies at the beginning of each semester. Books may also be reserved, purchased or sold online at [www.bkstr.com/william pennstore](http://www.bkstr.com/william pennstore).

**Book Buyback**

The primary book buys are held in coordination with exam weeks in December and May. However, we do buy books throughout the year. We pay the student more than the national market value when a text is ordered by the professor for next term and when the Bookstore is not overstocked. We pay the student national market value when the book is not ordered by the professor, when the Bookstore is overstocked, and when there is a national demand for the book.

**Book Criteria for Buy Back:**

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| 1. Books must be in good condition.          | 5. No excessive highlighting.  |
| 2. No water damage.                          | 6. No torn pages.  |
| 3. No international or instructors editions. | 7. If book originally came with a CD, etc. all components must accompany the book. |
| 4. No ink.                                   |  |

**COMPUTER LABS AND PUBLIC ACCESS COMPUTERS**

Computers are available for student use at several locations on campus, including Penn Hall, the Student Success Center, Wilcox Library, and in the Union during posted hours. Residence halls are also hardwired for computer access.

The main public access labs are located in Penn Hall, Room 114. It is occasionally reserved for classes, but are open for general student use the remainder of the day and evening hours. Open lab times are posted outside the lab.

Two formats (Macintosh and PC) are available for student use. These computers are part of a local area network and print to a central printer. A variety of software programs and programming languages are available.

Students are automatically assigned user identification (user ID) on the campus network and may choose their own password. A direct connection to the Internet allows access to tools and resources such as the World Wide Web and electronic mail.

### FINANCIAL AID—PAC 204

Financial aid is provided to help offset the cost of your education. Attendance in each class for which you are registered is required to receive aid. Throughout the year you may receive information concerning your financial aid either by e-mail or your campus mailbox. Please be sure to check each regularly. You will find *The Financial Aid Guide* at [www.wmpenn.edu](http://www.wmpenn.edu). If you have questions, you are encouraged to stop by the Financial Aid Office or call ext. 1060. Students interested in available financial aid for summer school should stop by the Financial Aid Office prior to registering for the summer term.

Those eligible for the work-study program need to pick up the required paperwork in our office before a time card will be issued by payroll. The *Work Study Handbook* is located in *The Financial Aid Guide* under “Federal Work-Study.” Please read the handbook carefully to ensure that you are meeting the requirements to receive a work study paycheck each month for the hours you work.

If you are eligible for loans and wish to apply, please stop in our office. If you are considering withdrawing from a class or withdrawing from school, you are encouraged to meet with a Financial Aid Counselor to understand the effects it may have on your financial aid. You begin the official withdraw from all classes with the Director of Financial Aid.

### HEALTH CARE

All full-time traditional students qualify and are billed \$35.00 per semester for this health care service.

**Mahaska Health Partnership** is located at 1229 C Avenue East, Oskaloosa (641-672-3360). The following services are available at Mahaska Health Partnership:

**Outpatient Care:** Students will be seen by appointment during office hours of 8:30 am until 5 pm, Monday through Friday. On Saturdays, students with acute problems may be seen from 9 am until 11:30 am. Students who need assistance in making an appointment may contact the Athletic Training Center.

**Emergencies:** When the office is closed, a provider may be reached by calling Mahaska Health Partnership at 641-672-3360. Payment for treatment rendered by any other physician is the sole responsibility of the patient.

**Laboratory Services:** Routine urinalysis, hemoglobin, and WBC examinations performed in the Mahaska Health Partnership laboratory when not covered by the student’s insurance.

The medical fee does not provide benefits for the following:

- Surgery
- Accidental injuries
- Chronic illness or disability
- X-rays
- Physiotherapy: All diathermy and ultrasound treatments.
- Miscellaneous Services: Entrance physicals, routine immunizations, weight problems, care of dependents and prenatal care, and personal problems.

**Campus Health Clinic** located on the 2nd floor of the Penn Activity Center (PAC) (phone 641-676-7361) and is staffed by providers from Mahaska Health Partnership. The clinic is open on Monday, Wednesday, and Friday mornings from 8:00 AM–12:00 PM and Tuesday and Thursday afternoons from 1:00 PM–5:00 PM. The following services are available at the campus health clinic:

- Diagnosis and treatment for minor illness or injury
- Routine healthcare and acute diagnosis
- Walk-Ins welcome, same day appointments accepted

### ID CARDS

Students receive an ID card from Residence Life shortly after arriving at William Penn University. It is to be used throughout their enrollment at Penn. This is official university identification and should be carried at all times. It is used for withdrawal of library books, use of university equipment, and admission to university events. It also serves as a meal card for resident students and provides access to a student’s assigned residence hall. ID cards can also be used as reloadable debit cards at the PAC Café.

Loss of a student ID should be reported immediately to the Residence Life office. Replacement charge for a damaged or lost card is \$50.00. Any misuse of an ID by its holder or attempted use by another person will result in fine/suspension of privileges.

### POST OFFICE SERVICES—PENN HALL 106

The university provides postal services for the convenience of students and university departments. The mail service distributes U.S. mail each day Monday through Friday. Delivery of on-campus mail is also available at no charge Monday through Friday. Students should check their mailboxes daily. Mailboxes are located on the first floor of the Union. Student ID is required when picking up your mailbox key. The recommended address format is the following:

Your Name

Box #2\_\_\_\_(your box #)

William Penn University  
201 Trueblood Avenue  
Oskaloosa IA 52577

### **POSTING POLICY ON CAMPUS**

The display of posters, bulletins, flyers, notices, etc., MUST be approved by the Public Relations Office (Penn 209) prior to posting on the Oskaloosa campus. Any postings on the Clive campus must be approved by the designated Online/Evening staff member.

Postings may only be posted on bulletin boards or other designated areas inside university buildings on both the Oskaloosa and Clive campuses. All such postings are expected to be in good taste, without the presence of vulgar language or innuendoes, and should be relevant to the university.

Notices may not advertise items for sale or the availability of alcohol, or include any alcohol or controlled substance-related wording or insignias. Do not post over other flyers, posters, or notices. Correct spelling is required.

If a student organization wishes to promote an activity or event, on or off campus, the group must first get approval from the Director of Student Activities to hold the event. Once the event is approved, any promotional materials must be presented to the Public Relations Office by the group's president or another member of the group's student officers for proofing and approval to post. The Public Relations Office reserves the right to decline approval.

All postings on campus must include the name of the organization(s) or person(s) sponsoring the event and must be taken down within 24 hours after the event.

Postings not related to a specific event may be posted for a maximum of two (2) weeks. Approved posters/flyers/notices that do not relate to a campus event may be posted on the three (3) public bulletin boards on campus located at the east and west entrances to Penn Hall and outside PAC 211.

Posting is strictly prohibited on windows, any exterior part of a building and, per fire code, entrance doors of buildings. Items may not be taped to any painted, wood, or glass surface in or outside any building on campus. Items may not be placed in or on any vehicle located on university property.

If you plan to use a banner or decorate any part of the Union or residence halls, you must first obtain permission from the Residence Life Office. The Iowa Department of Transportation does not allow any banner or decoration on the overhead walkway leading to the McGrew Fine Arts Center.

Any postings in violation of these standards will be removed.

### **CAMPUS SAFETY—UNION 110/PHONE EXTENSION #1170**

A Campus Safety officer is on duty 24 hours a day and oversees the protection of the campus community. Campus Safety officers work in conjunction with the Residence Life staff regarding student safety and behavior.

A Campus Safety officer may be reached by dialing extension 1170 on campus or at either 641-673-1170 / 641-670-3431 off campus. The Campus Safety office is located in the Dana M. Atkins Memorial Student Union, Room 110.

### **SERVICES FOR STUDENTS WITH DISABILITIES**

The Office of Services for Students with Disabilities (OSSD) is dedicated to improving the educational experience of students with disabilities. The OSSD provides access, accommodations, and advocacy for William Penn University students who have documented disabilities. Various factors influence the decision for each individual student – the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the student's diagnosis and documentation of strengths and weaknesses, and the specific William Penn University course and its requirements.

The Coordinator of Services for Students with Disabilities (CSSD) assists qualified students with disabilities at William Penn University. The coordinator serves as a personal and confidential contact for any student wishing to discuss policies and procedures, as well as academic and personal concerns. The coordinator provides information, accommodation requests, referrals, and support.

Contact: Academic Dean's Office ..... 641-673-1010

### **STUDENT SUCCESS CENTER—UNION 113**

The Student Success Center strives to provide resources appropriate for and available to all students enrolled at William Penn University. These services assist students in achieving academic success, gaining scholastic independence, improving self-esteem, and preparing for graduate study and professional endeavors.

The Student Success Center endeavors to reach and maintain the following goals and objectives:

- Promote personal and academic excellence among students, faculty and staff.
- Work cooperatively with faculty and staff across campus to improve opportunities for students to be successful.
- Provide efficient academic support services that help all William Penn University students maximize their academic performance.
- Support William Penn University academic standards and policies.
- Sustain a friendly, helpful environment conducive to learning.
- Evaluate and modify resource center policies and procedures on a regular basis.
- Keep abreast of current and effective trends in academic support, and maintain non-discriminatory practices in operations and services.

Contact: Darrell Mackaig ..... 641-673-2172

### **RESIDENCE LIFE OFFICE—MAIN LEVEL, DANA M. ATKINS MEMORIAL UNION**

The Residence Life Office provides students with support, challenges, and opportunities for personal growth and development. Services include: residence hall operations, student IDs, game room operations, meal plan information, and Judicial Board proceedings. Copies of the Code of Conduct and sexual harassment policies are also available from the Residence Life office.

## **PENN ACTIVITY CENTER (PAC)**

The Penn Activity Center (PAC) is a multi-purpose facility that provides a wide range of recreational opportunities for William Penn students. The facility features two collegiate-sized basketball or volleyball courts, turf, a recreational track, cardio and fitness machines, classrooms, locker rooms, a fitness room and much more. Students are encouraged to utilize this facility as much as their time allows. Students can check out sports equipment from the Equipment Issue office for free using their WPU student ID. The PAC hours are posted throughout the facility and on [www.wmpenn.edu](http://www.wmpenn.edu). Intramural activities largely utilize the PAC.

Contact: Luke Letzring ..... 641-673-2176

## **VACCINATION POLICY**

William Penn University follows the Centers for Disease Control and Prevention’s recommendations for immunizations. Specific requirements for vaccinations in the William Penn University Division of Nursing are published here: <https://www.wmpenn.edu/academics/nursing/nursing-degree/> Immunization records collected will be retained in the Athletic Training Office.

Contact: Abu Ibrahim, Director of Sports Medicine .....641-673-1293, [ibrahima@wmpenn.edu](mailto:ibrahima@wmpenn.edu)

## **WILCOX LIBRARY**

Wilcox Library has a wide range of services available to you: paper and electronic access to information, reference assistance, Inter-library loan, and document delivery. The library also has a wireless network installed and laptop computers available for check out. A student lounge is available for students to relax, eat, and socialize. Part of the library’s mission is to provide an inviting atmosphere in which to study, read, relax, and enjoy.

Contact: Circulation Desk..... 641-673-1096

## **STUDENT ORGANIZATIONS**

*On behalf of the student body, congratulations and welcome to William Penn University! You’ve made a wise and conscientious decision to continue your education at a university that prides itself on providing a multitude of opportunities. It’s possible you could make friends from halfway across the world, discover a hidden interest in a new elective course, experience a new atmosphere in one or more of our university’s extracurricular activities. Whatever it may be, the opportunities are endless. We encourage an open mind, a willingness to experience whatever presents itself, a positive outlook on what William Penn can provide for you, and the want to achieve academic success.*

*William Penn is a place so many of us can call our home away from home. The people you meet and the environment of Penn are one-in-a-million, and it will very quickly develop a special place in your heart. William Penn has more than just an open-door policy; our faculty and staff are always willing to go above and beyond to help! Get to know Penn’s campus; the history great and today we are thriving. Get to know your professors; they are very helpful in more than just the classroom. Get to know other students; you never know who you might meet. Our campus has so much to offer and now is the time to create memories that will last a lifetime, so put yourself out there!*

*Although I am sure you have heard the "get involved" speech hundreds of times, it is some of the best college advice you will get. William Penn may be a smaller institution, but it has tons of opportunities for you to get involved. While the dorm room may be comfortable, it’ll always be there. So, while you still have the chance, take the leap of faith to join new clubs or organizations. There’s a multitude of opportunities, and they’re waiting for you to take part. Find your niche, establish yourself, and truly create a difference in the William Penn family.*

*William Penn Student Government Association (SGA) wants to help make your time at Penn one for the books! We are constantly wanting to hear how you are doing and what you think of campus. Again, congratulations on your acceptance to William Penn University! And don't forget to say hello to SGA once you arrive on campus! Go Statesmen!*

*Jace Neugebauer, President*

*William Penn University Student Government Association*

Students wishing to initiate a new student organization should present their proposal in writing to the Student Activities office, who will submit the information to SGA. After being reviewed by the Student Government Association, the organization’s proposal will be sent to the administrative cabinet for final approval.

## **PLANNING/SCHEDULING EVENTS**

All student organizations and/or groups planning events, meetings, speakers, or presentations must to contact the Director of Athletics and Student Life, Nik Rule, at [rulen@wmpenn.edu](mailto:rulen@wmpenn.edu). To reserve a room, space, or equipment (including tables and chairs) contact Miranda Keeler at 641-673-1078. To avoid scheduling conflicts all organizations must plan ahead and communicate in advance concerning these needs.

## **STUDENT ORGANIZATION FUNDING**

Recognized student organizations have the opportunity to request funding from the Student Government Association (SGA) to assist in offsetting administrative and operational costs of the organization for the year. Student organizations must meet certain criteria and follow set guidelines each year to be eligible for funding. The criteria and guidelines include:

- a. A student officer and/or their advisor present at the SGA Funding Meeting in the fall.
- b. Fill out and submit a completed budget application by the deadline set by SGA.
- c. A student officer of the organization must participate in a budget hearing meeting with SGA representatives in which questions will be asked

about the submitted application.

- d. The organization must be an active participant in various events, including: student organization information tables, Campus Beautification Day, Oskaloosa Lighted Christmas Parade and other events as determined by SGA and the WPU Administration.

Student organizations who receive recognized status during the school year, after the initial funding meeting, may request funding through the SGA Funding Appropriations Committee. This committee will review the request and submit a recommendation to SGA for a vote.

**CAMPUS MINISTRIES**

Each semester William Penn students are offered a range of opportunities for involvement, including weekly chapel, special interest groups (e.g. Fellowship of Christian Athletes), service opportunities, retreats and Bible study groups. Participation is voluntary. Spiritual life activities directly sponsored by Campus Ministries are interdenominational and Christian-oriented. The purpose of campus ministry sponsored activities is to encourage students in their own spiritual journeys and to provide opportunities to grow in their faith.

Advisor: Ron Bryan..... 641-673-2186

Office: Dana M. Atkins Memorial Union, Room14

**COLLEGE DEMOCRATS**

Students who wanted to support Democratic leadership formed the Penn chapter and have been involved in local and national campaigns. The organization plans a number of activities throughout the year, including having candidates visit campus.

**COLLEGE REPUBLICANS**

This group of politically motivated students gets involved with political scenarios. By bringing candidates to the campus, College Republicans also provides opportunities to inform students on political issues.

**GREEK LIFE**

Greek Council governs the activities of the five social fraternities and sororities on the Penn campus. Planning Rush and Greek Weeks, organizing service opportunities and promoting life-long friendships in service to humanity are just some of the goals and activities of the Greek life.

**Fraternities**

- Delta Beta Phi
- Sigma Phi Sigma
- Theta Alpha Psi
- Theta Kappa Psi
- Alpha Sigma Chi

**Sororities**

- Lambda Delta Phi
- Pi Gamma Xi
- Nu Psi Tau
- Alpha Eta Omega

Advisor: Nik Rule..... rulen@wmpenn.edu

**INTERNATIONAL STUDENTS CLUB**

The International Students Club is open to all students interested in other cultures, regardless of nationality. Its aim is to provide an environment for students of various cultures to interact and understand each other. The club is active in promoting diversity on campus and in the community. The members of the club will also act as ambassadors for new or prospective international students and as a source of cultural information for William Penn University.

Contact: Heidi Scholes .....641-673-1297

**PROGRAMMING ACTIVITIES FOR STUDENTS BY STUDENTS (PASS)**

PASS is a student-run organization that provides activities for the WPU community. Each month PASS sponsors a variety of entertainment and educational programs including comedians, hypnotists, game shows, bowling, roller-skating, and laser tag. Annual activities include Welcome Week, Homecoming and PennStock. PASS members assist in the process of planning, organizing, and promoting these student events.

Advisor: Jon Haugen ..... haugenj@wmpenn.edu

**RESIDENCE HALL ASSOCIATION (RHA)**

RHA consists of students who reside on campus and help initiate weekly programming and special events, and initiate change in residence hall policy. If you have concerns about residence hall policy, talk to an RHA member. If you would like to become a member, talk to your RA or an RHA member of your floor or unit.

Contact: Heidi Scholes .....641-673-1084

**STUDENT AMBASSADORS**

Selected to represent the university on behalf of the Admissions office, this exclusive group of students provides visitors with an inside peek into university life at William Penn. They give campus tours and serve as ambassadors at special events.

Advisor: Arianna Davis ..... 641-673-1084

**STUDENT GOVERNMENT ASSOCIATION (SGA)**

SGA exists to nurture community among students, support the academic and extracurricular programs of the university and serve as a liaison between students and the university administration and community. These student leaders strive to become role models and as such must respond to the highest level of accountability.

The student body elects a president, vice-president, treasurer, public relations officer, student life officer, administrative officer and development officer each spring. To be eligible for office, one must be a full-time student in good social and academic standing and have a cumulative GPA of at least 2.75. Scholarships are awarded for service to the campus community by SGA.

**2018–19 William Penn Student Government Representatives:**

Jake Neugebauer —President

Laura Cartwright —Vice President

Jack Kindell-Brown —Treasurer

Jenna Santi —Student Life Director

Madison Lantz —Public Relations Director

Alex Crehan —Administrative Officer

Casey Tamanaha— Events Coordinator

Advisor: Nik Rule..... 641-673-2168

**ACADEMIC CLUBS**

**EDUCATION CLUB**

Future teachers are encouraged to join William Penn’s Education Club and the Iowa Student Education Association (ISEA). Members attend and present at workshops and conferences, interact with guest speakers, and participate in local projects and activities. ISEA members receive additional benefits provided by the National Education Association.

Advisor: Stephen Henderson ..... 641-673-1335

**SOCIAL AND BEHAVIORAL SCIENCE CLUB**

Open to all students, the Psychology/Sociology Organization works to broaden students’ knowledge of the social sciences. Members enjoy social activities and guest speakers, foster group discussion and serve both the campus and community through service projects.

Advisor: Sarah Tarbell..... 641-673-107

**PRE-PROFESSIONAL BIOLOGY CLUB**

The Pre-Professional Sciences Club, a student-run science organization, actively promotes interests in biology and related fields. This group strives to learn about careers in science and form relationships with other students with similar interests. This club embraces the ideals of ethical, professional, well-rounded scientists by exposing students through extracurricular experiences, extramural research, service to the campus and community and mentorship by experienced scientists.

Advisor: Janet Ewart ..... 641-673-1119

**WILDLIFE ECOLOGY CLUB**

The Wildlife Ecology Club, a student-run science organization, actively promotes interests in wildlife and ecology fields. This club explores the outside world through extracurricular experiences, extramural research, provides service to the campus and community and shares information.

Advisor: Pete Eyheralde ..... 641-673-1121

**WILLIAM PENN COMPUTER CLUB (WPC<sup>2</sup>)**

Students in the computer field are encouraged to participate in WPC<sup>2</sup>. Throughout the year, the computer club sponsors tours to area business and industry, attends national conferences, sends teams to regional collegiate programming contests, and sponsors various on-campus activities such as speakers, workshops, and social events.

Advisor: Josh Stutting ..... 641-673-1016

**HONOR SOCIETIES/RECOGNITION**

**ALPHA CHI**

Juniors and seniors in the top 10% of their classes are invited to membership in Alpha Chi. This National College Honor Scholarship Society promotes academic excellence and exemplary character among college and university students. Co-curricular activities include regular meetings, seminars, civic service, projects, and national and regional conferences where Penn students present papers.

Advisor: Michael Collins..... 641-673-1393

**ALPHA LAMBDA DELTA**

A new chapter of Alpha Lambda Delta was installed at William Penn University in 2004. Initiation into Alpha Lambda Delta is available to full-time first year students who achieve a scholastic average of 3.5 or better and who are in the top 20% of their class. In addition to encouraging superior academic achievement, the organization challenges its members to contribute to society and to engage in community service projects as well as campus service activities.

Advisor: Sarah Tarbell..... 641-673-1072

**ALPHA PSI OMEGA**

Alpha Psi Omega is a national honor society that encourages dramatic production at every step in a student’s college career. Since 1925, Alpha Psi Omega has enjoyed continuous national growth, and with over 600 chapters is the largest national honor society in America. Penn’s chapter is called Kappa Psi. This society promotes the art of theatre through performances and participation in play productions, and encourages attendance at regional and national workshops. Members in this society share a love and desire for all aspects of the theatre and meet on a regular basis to share ideas on improving their craft.

**PHI ALPHA THETA**

This national history society promotes the study of history through the exchange of learning and ideas. Members of junior and senior status share their mutual interest in history and historical research and discuss career opportunities at chapter and regional meetings.

Advisor: Michael Collins..... 641-673-1393

**PHI BETA LAMBDA**

William Penn University is affiliated with Phi Beta Lambda, a national association of students preparing for careers in business or business-related fields. The association strives to prepare students for employment by encouraging scholarship, developing character and self-confidence, and promoting leadership skills among its members. Co-curricular activities include regular meetings, seminars, fundraising projects, civic service, economic education and business advocacy.

**WHO’S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES**

Each year, William Penn University inducts students into the Who’s Who Among Students in American Universities and Colleges. This prestigious national award is given in recognition of outstanding merit and accomplishment.

**COMMUNICATIONS/MEDIA**

Penn students can choose to work as a reporter, photographer, designer or business manager for the weekly student newspaper, *The Chronicle*. They may publish your fiction, poetry, non-fiction, photographs or drawings in William Penn’s literary magazine, *Penn & Ink*, or read their own works live at “Creative Ink,” a literary gathering of students and faculty. There are opportunities to host a radio show on Penn’s station KIGC or work at an internship with a local company or non-profit organization. They can also jump start a career with an internship at the George Daily Auditorium, C.L. Barnhouse Music Publishing, or other creative agencies and organizations in the area.

Advisor for *The Chronicle*: Matt Wagner.....641-673-2170

Advisor for KIGC: Matt Wagner.....641-673-2170

Advisor to Communication Research Institute: Matt Wagner.....641-673-2170

Advisor for *Penn & Ink* and *Creative Ink*: Jared Pearce.....641-673-2107

**COMMUNICATIONS CLUB**

The Communications Club is an organization that fosters communications majors as well as providing a means for developing connections with the business community. Members will take field trips to TV and radio stations, and to corporations like Principal Group.

**PERFORMING AND VISUAL ARTS**

Art, music, theatre, and guest speakers are all part of the William Penn University Fine Arts series. The Fine Arts Department and the Cultural and Religious Events Committee, as well as other clubs and groups on campus often use McGrew Fine Arts Center for a variety of events. Additionally, all William Penn students can receive free admission to George Daily Auditorium’s regular season shows.

**PENN JAZZ**

This jazz group performs a mix of jazz, classical, and rock—our ensemble does it all. Flexible instrumentation consisting of brass, woodwinds, guitars, keyboard, percussion, and vocalists allows any combination of musicians to participate.

Advisor: Scott Cressley ..... 641-673-1063

**VISUAL ARTS PROGRAM**

Our Visual Arts Program offers the latest in graphic technology advances plus the opportunity to work in the classic art techniques of painting, drawing, design, ceramics, sculpture, and photography. Exhibits at the university’s Foyer Art Gallery feature regional professional artists, students, and faculty work.

Advisor: Anita Meinert..... 641-673-1063

**WILLIAM PENN SINGERS**

This group offers a more traditional approach to choral music, performing a wide variety of style periods, from madrigals to sacred to vocal jazz/rock.

Advisor: Anita Meinert..... 641-673-1063

**MARCHING/PEP BAND**

These ensembles perform both on the field with a corps-style marching show concept, and in the stands with high-energy pep band music and percussion grooves. The groups perform at home football and basketball games, volleyball matches, parades and other various events. Winter Drumline and Winter Guard are additional extended programs to perform during basketball halftimes and regional competitions.

Advisor: Terry DeJong ..... 641-673-1283

**OTHER ACTIVITIES**

**ATHLETIC EVENTS/FACILITIES**

William Penn University participates in 17 NAIA intercollegiate sports including basketball, baseball, bowling, football, cross country, soccer, track,



wrestling, and golf for men; and volleyball, basketball, softball, bowling, soccer, cross country, track and golf for women. Female and male students may also participate in cheerleading or the competitive dance squad. Students are admitted free to all home events except tournaments. For information about event dates, check the university web pages. If you wish to get involved in a program, contact the athletic office.

Athletic facilities include basketball and courts, softball and baseball fields, practice fields and a fitness center. Football games, soccer games, and golf meets are held at locations in the community, swimming classes are held at the YMCA.

Contact: Athletic Office..... 641-673-1018

### **FITNESS CENTER**

The Ron Randleman Fitness Center is used by athletic teams for strength and conditioning training. Coaching staff will schedule times for teams to use the facility. The PAC Fitness Center is available for use by all students.

Randleman Contact: John Haugen..... 641-673-1398

PAC Contact: Luke Letzring ..... 641-673-2176

### **GAME ROOM**

The Game Room is located on the lower level of Atkins Memorial Union, where you can enjoy a game of pool or Ping-Pong, or watch television. These activities are free of charge to students. Students are responsible for the cost of replacing any broken or damaged equipment.

Contact: Luke Letzring ..... 641-673-2176

### **INTRAMURAL SPORTS**

The intramural sports program offers a variety of recreational opportunities. The program offers competitive and recreational events, and is open to current students, faculty, and staff. Events include flag football, pool league, Ping-Pong, soccer, tennis, 3-on-3 outdoor basketball, floor hockey, volleyball, basketball and more. Many of the events will be held in the Penn Activity Center (PAC).

Contact: Luke Letzring ..... 641-673-2176

## **RESIDENCE LIFE POLICIES AND PROCEDURES**

Welcome to residence life at William Penn University. There are a number of staff and students who work hard to maintain a welcoming environment throughout the year for all students in the residence halls and dining facility on campus. As you and your roommate share a unit or other living area with other students, you will find plenty of help from resident assistants, hall directors, and other staff members. They are eager to help you create a positive environment in which to pursue academic and personal success.

The following information is provided to put you in touch with the essentials of residence life at William Penn University. Being familiar with the material in this section, and the Student Handbook as a whole, in addition to attending meetings presented by your RA and getting involved in the various student organizations, will lead to a much more fulfilling experience within the residence halls for you and your fellow residents. Please also note that all policies and guidelines outlined in the Student Code of Conduct section of the handbook apply to both resident and non-resident students.

### **RESIDENCY REQUIREMENTS**

All full-time students are required to live in the residence halls unless at least one of the following criteria is met.

1. Live with spouse and/or children.
2. Commute from home of parent or legal guardian (65 miles maximum distance).
3. Service or military veteran.
4. Reach 21 years of age as of the first official day of classes for a particular term.
5. Have completed 58 or more semester hours of credit or have earned an AA degree.

Exemptions from the above requirements will require students to complete a *Request for Residency Exemption*, which is available in the Residence Life office. Requests will be reviewed by the housing committee. Violations of residency requirements will result in the assessment of full room and board fees.

### **RESIDENCE HALLS**

Residence halls on the William Penn University campus are designed to offer a variety of living arrangements for students.

**Eltse Hall** is a coeducational hall located on the east side of campus. It offers single bedroom units, laundry facilities, and a game room.

**Lewis Hall** is a coeducational hall and was the first residence facility on campus. It is divided into units each containing bedrooms, a bathroom, and a common lounge area.

**Market Street Hall (MSH)** is a coeducational hall offering 78 living units in 2-bedroom or 4-bedroom suites with a community living area. MSH provides laundry facilities on each floor as well as a TV lounge and study room.

**Twin Towers** are a coeducational facility. The towers are divided into eight suites, with living, kitchen, and laundry areas on the first floor and bedrooms and baths on the second and third floors.

**Watson Hall** is an all-male residence hall. Rooms on each floor open into a central corridor. Each floor contains a lounge and bathroom facilities.

A Hall Director lives in and supervises each residence hall. These professional staff members work with the Directors of Residence Life and Resident Assistants (RAs) to oversee the day-to-day operations of their respective residence hall.

RAs work with the Hall Directors, as well as the Directors of Residence Life, to organize, direct, and implement student activities with the mission of maximizing community in the residence halls.

Each hall is organized into smaller living units. Each of these areas has an RA assigned to it. The RAs have been carefully selected and trained to help residents get the most out of their residential living experience. RAs are an important source of advice and counsel for students in terms of academic and personal matters.

*Rosenberger Apartments* are off-campus apartment living units designed for married and non-traditional students. Each one has a living area and kitchenette with refrigerator and apartment stove. There are one and two bedroom units available.

### **HOUSING APPLICATION PROCESS**

Students who apply for university housing must submit a \$100 housing deposit with a completed Residence Hall and Meal Plan Application. Students must be academically admitted prior to being assigned a room. If you have a specific roommate preference, both roommates should request each other and, if possible, submit their applications at the same time.

New applications are assigned based on the date of the receipt of the housing deposit and application form. Room and roommate assignments are made without regard to race, creed, religion, or nationality. No guarantee can be made for hall, room, or roommate requests.

Students are required to notify the Residence Life office prior to the start of the semester (as noted on the university academic calendar) of changes in their housing status. If notification is made after the first day of the semester, students will be charged for a half semester's use. If notification is made after census day (as noted on the university academic calendar), students will be charged for the whole semester.

## **RESIDENCE LIFE GUIDELINES**

William Penn University places great care and emphasis on your living environment. In conjunction with your academic coursework and extracurricular activities, your residential living experience will contribute to your personal growth and educational development. Primary objectives for the William Penn University residential life program include:

**Community** On campus living helps foster a spirit that bears witness to the Quaker ideal of community. The William Penn University community is comprised of unique persons, whose individual talents contribute to and sustain the growth and vitality of campus life. Within this learning environment, you will realize that the welfare of the community is contingent upon the contribution of its members.

**Cooperation** In an atmosphere of genuine concern and mutual respect, personal resources are tapped, and individual talents are recognized and appreciated. The interpersonal relationships that highlight the residential experience are the foundation upon which a productive university career (and life) rests.

**Responsibility** The policies and regulations that govern residential life exist to enhance academic and social development. The policies are built around respect and community responsibility and are balanced with allowing individual freedom to grow and experience new situations.

### **APPLIANCES**

The following UL-approved electrical appliances are authorized for use in residence hall rooms: bread maker, calculator, computer, clock, coffee maker, computer equipment, electric blanket, toothbrush, fan, hair dryer, hair setter, heating pad, hot pot, iron, microwave (1,000 watts or less), popcorn popper, radio, refrigerator (not exceeding 4.3 cubic feet), sewing machine, shaver, stereo equipment, study lamp, television, Blu-Ray/DVD player, and gaming systems.

Students are not allowed to use TV/cable dishes in the residence halls at any time. Other open element, non-UL approved devices, heating or cooking devices, sunlamps, toaster ovens, pizza cookers, and hot plates may not be used due to fire and sanitation hazards. Hall staff will remove prohibited appliances and disciplinary action may be imposed for violations.

Extension cords are strictly prohibited in residence halls.

### **BICYCLES**

All bicycles must be kept outside of the building at the bike racks, in a resident's personal room, or in a residence hall storage room (if space is available). To avoid damage to carpet, floors, and walls, we ask that you carry your bike when in the residence halls.

### **BOMB THREAT (REFER TO THE EMERGENCY RESPONSE GUIDE IN THE RESIDENCE LIFE OFFICE OR SECURITY OFFICE FOR MORE INFORMATION)**

If a bomb threat is received on a resident's telephone, the resident should:

1. Note the exact time of the call.
2. As accurately as possible, write down all statements made by the caller.
3. Listen to the voice to determine gender, age, accent, or other distinguishing features of the voice.
4. Listen for background noises.
5. Immediately notify the police and William Penn security.

In the event that a bomb threat requires the evacuation of a residence hall, residents will be alerted through the fire alarm system. Residents are asked to follow procedures outlined for fire emergencies/fire drills.

A bomb threat, even one made as a prank, is a violation of federal, state, local, and university policy, and is punishable by a \$250,000 fine and up to five years in prison.

### **CAN/BOTTLE COLLECTIONS**

Can or bottle collections are prohibited, except for the purpose of recycling in an approved container. Alcohol containers may not be part of the recycling as any alcohol containers found in a room, unit, wing, or hallway will result in the assessment of a fine.

**CANDLES AND OPEN FLAMES**

Open flames, including such items as candles, incense burners, laboratory burners, torches, etc., cannot be used in ANY area of a residence hall. Such items are not allowed in the halls, even for decorative purposes. Violations will result in a \$50 fine.

**COMMON AREA DAMAGE**

Damage that occurs and excessive trash left in the common areas of the residence halls will be charged to the person(s) responsible. Residents are accountable for any damage caused by their guests. If it cannot be established who is responsible, the cost will be assessed to each resident with access to the area, unit, floor, etc., on a prorated basis. Students are encouraged to work with the residence life staff to report vandalism and damages.

**COOKING**

Some residence halls are equipped with a kitchen area. Residents are encouraged to use this facility for the preparation of meals or snacks. In the interest of fire safety and pest control, the preparation of meals is limited to the kitchen area. Though you may prepare snacks in your room, you are not allowed to prepare meals or to store non-packaged food.

**DARTBOARDS**

Dartboards are not permitted in any area of the residence halls. There are dartboards available in the Game Room, which is located on the lower level of Dana M. Atkins Memorial Union.

**EMERGENCIES**

If there is an immediate emergency, call 9-911 from any on-campus phone. Residence hall and/or security staff/RAs should be notified as well. The RAs are well trained in emergency situations.

**ESCORT POLICY**

Residents are responsible for their guests at all times when in the residence hall, including hallways, stairwells, and public lounges.

**EXTENSION CORDS**

Extension cords may not be used in any residence hall room. UL-approved power/electrical strips are allowed.

**FOOD SERVICE**

The university strives to make the dining hall and PAC Café a pleasant place in which to enjoy meals and interact with fellow students. It is expected that respect will be shown to the staff and that staff will show respect toward the students.

The Student Government Association (SGA) coordinates a Food Service Committee, which meets regularly to review the food service program. If you are interested in serving on this committee, please contact your SGA representative or residence life director.

If a student is unable to use the dining facilities due to work schedule, class schedule, or university-sponsored activities, a “to go” meal can be arranged at no additional cost. You must present a work and class schedule with ID card to food service management. The Food Service Director will need at least one week’s notice for this service. In case of illness, a sick tray can also be arranged. Written requests by the dorm supervisor may be given to food service management for the sick tray. ID card is required at pick up time.

If a student has particular dietary needs, the Food Service Director will work with you to meet any requirements of physician-planned meals.

**STANDARDS FOR THE DINING HALL**

In accordance with state law, the following minimum standard of dress is required in the dining facilities:

1. Shoes and shirts must be worn at all times.
2. Sleepwear, slippers, and swimsuits are not acceptable.

In addition:

1. No one may be in the dining hall without first having had his/her ID card swiped or having paid for the meal.
2. ID cards are to be used by the owner and may not be used by anyone else. Violators’ cards will be cancelled without a refund.
3. ID cards must be presented to the checker at each meal.
4. All guests must pay for their meals. (Cannot use other ID cards.)
5. Food selected by meal plan resident is to be eaten by the resident and not shared with a non-dorm resident.
6. No food, except for ice cream in a cone, may be taken from the dining hall. A beverage may only be removed in a paper cup.
7. The removal of glasses, dishes, or silverware is a violation of dining hall policy.
8. Residents and their guests are expected to display appropriate behavior in the dining hall. Disruptive, destructive, excessively noisy, or injurious behavior will lead to disciplinary action up to permanent expulsion, without refund, from the dining hall.
9. All book bags and empty containers are to be left outside by the checker desk. Food Service is not responsible for stolen items.

**MEAL PLANS**

All full-time residential students are required to contract for a meal plan. William Penn University offers two board plans. The standard board plan allows students to eat every meal available at the dining hall during dining service hours. The flex meal board plan allows students to eat any 14 meals during a week period plus have an additional \$100.00 per semester in Penn Bucks to use in the cafeteria or PAC Café.

**GRILLS**

Gas, charcoal, and electric grills are prohibited in the residence halls.

**GUEST/VISITOR POLICY**

1. Anyone hosting guests overnight must have their guests registered in the Residence Life office and/or Campus Safety.
2. A guest is a non-paying, off-campus visitor staying on campus at the invitation of a resident. A guest may stay in a residence hall for no more than five nights a semester. The Residence Life Office may terminate this privilege at any time.
3. Students must work out guest arrangements with their roommates.
4. Campus Safety and Hall Directors must be notified of all overnight guests by the host student. A registration form and parking pass must be obtained from the Residence Life Office
5. No one under the age of 18 is permitted in the residence halls unless he/she is a member of a student's immediate family, such as a brother or sister, or a registered recruitment guest.
6. Residents are responsible for the behavior and actions of guests at all times.
7. Individuals who have been removed from, or have restricted access to, the residence halls are not allowed overnight privileges, and in some cases, may not be allowed in the residence halls at any time.
8. All guests must use gender-appropriate bathroom facilities. Public restrooms are provided in each residence hall.
9. A visitor is anyone occupying your room during visitor hours. Your visitor must sign in with the RA on duty if they have not been designated as a visiting guest. Visitor hours are Sunday through Thursday 10 am–Midnight, Friday and Saturday 10 am–2 am. Violations of the Guest/Visitor Policy can result in a maximum \$100 fine.

**HALL MEETINGS**

Regular mandatory hall or floor/unit meetings provide residents with opportunities to talk over hall matters and make group plans for programming. Residents are held accountable for information discussed at these meetings. Failure to attend mandatory hall meetings will result in a \$50 fine.

**HOUSEKEEPING**

The housekeeping staff works through Campus Support Services to make the common areas of each residence hall clean and comfortable. Students, however, are responsible for cleaning **unnecessary or excessive** messes, as well as their own rooms. Vacuum cleaners can be checked out by contacting your RA. Individual students may be assigned cleaning schedules. Any student who does not fulfill their cleaning responsibilities will be assessed a fine.

**HOVERBOARDS**

Due to recent safety findings and concerns associated with hoverboards (including falls and recharging fires), William Penn University will not allow these devices to be used in our campus buildings and residence halls. Storage of these devices and batteries disconnected or removed is recommended. A violation of this policy will result in a \$100 fine and confiscation of the device. Liability for any fire or injury involving one of these devices will be assigned to the owner of the device.

**INSURANCE**

William Penn University does not carry insurance on personal property belonging to students or university employees. Students are asked to carry insurance on their belongings for their own protection. Students are also advised to lock their doors at all times.

**KEYS**

Keys, including I.D.s, to rooms and unit, wing, mailbox, and/or front doors are the responsibility of the assigned resident. Keys may not be given to guests and may not be duplicated. Violation of this policy may result in termination of housing. Lost keys should be reported to maintenance via the student portal. New keys will be available in the Residence Life Office the follow morning at 9:30 AM. Students will be charged \$50 for each door core that must be replaced to secure the unit and/or room (for example: if you live in a multi room unit with a common area a door core must be replaced on the main door and for each of the individual rooms within the unit. The person who misplaced their key would be responsible for the expense of all of the replacements.) Replacement of a mail key is \$10 and a replacement ID is \$50.

\*\*\***PLEASE REMEMBER**\*\*\*

1. Lock your doors whenever you leave and when you are asleep.
2. Do not loan your keys to anyone. If you loan your keys, you and the person to whom you loan your keys will be fined \$75 due to safety concerns.
3. Report lost keys immediately.
4. Do not mark your key with your room number.
5. Never leave your keys unattended.
6. If you find a lost key, return it to the RA on duty or to the Residence Life office or Campus Safety.
7. Lost mail key fine is \$10.

\*\*\* Any resident caught propping an exit or hallway doors in any dorm will be fined \$100 due to safety concerns.\*\*\*

**LAUNDRY FACILITIES**

Coin operated washers and dryers are provided in each residence hall for residents' personal laundry. If problems occur, send an email to Campus Support Services or call 641-673-1074. For urgent issues, call Campus Safety at 641-673-1170.

**LOCKOUTS**

Students are responsible for carrying their room keys at all times. In the event that a resident is locked out of his/her room, the student will need to find a residence life staff member to unlock the door or contact Campus Safety at 641-673-1170.

**A \$5 charge will be assessed to the student's account for each lockout.**

## LOFT REGULATIONS

- All lofts must be freestanding. Radiators, window ledges, and university furniture (with the exception of bedsprings) may not be used in the construction of the loft. No items may be driven (nailed, screwed, etc.) into the walls, ceiling, floor, woodwork, or other furniture.
- All lofts must be at least 16 inches away from radiators and windows.
- All lofts must be secured by bolts.
- Lofts are built at the student’s risk. William Penn University is not responsible in case of accidents.
- No loft construction may take place in unit areas, hallways, or lounges. All work must be completed inside the room or outside of the building.
- Lofts must be disassembled prior to the weekend before finals.
- The top height of the loft must be at least 25 inches from the ceiling.
- Electrical wiring may not be attached to the loft.
- Flammable materials may not be used in the construction of the loft.

## LOST AND FOUND

Items that are found will be turned in at the locations listed below.

Process: At such time an item arrives to a location a member from that office will contact Security. Security will come and claim the item while documenting the movement of the item.

### *LOST & FOUND LOCATIONS*

Penn Hall—Business Office

All dorms & Union—Residence Life Office

PAC—PAC Director Office

Gymnasium, Upper Gym, Randleman Fitness Center—Athletic Compliance Office

Library—Front Desk

MTC—Call Campus Safety

## LOUNGES

Three of the residence halls have a lounge with a television and seating area. The lounges are available 24 hours a day. Furniture may not be moved in or out of the lounges. Visitation hours do apply to the lounges and all opposite sex guests must be out of the lounges at 12:00 am Sunday through Thursday, and at 2:00 am Friday and Saturday.

## MISSING STUDENT POLICY

Federal law requires colleges and universities to establish a missing student policy and related procedures for students who reside in on campus housing.

Students, employees or other individuals should file a report if they believe a student is missing. This can be reported to any of the following individuals:

Directors of Residence Life	641-673-1084 or 641-673-2123
Director of Campus Safety	641-673-1170
Campus Safety Officer	641-673-1170
VP for Enrollment Management & Student Services	641-673-1014

Any missing student report must be referred immediately to William Penn University’s Campus Safety Office.

### *Missing Student Confidential Contact*

Each student has the option to identify a contact person or persons to be contacted by William Penn University within 24 hours of the determination that a student is missing, if the student has been determined missing by the Campus Safety Office or local law enforcement.

Each student may register the identity of this individual, known as the Missing Student Confidential Contact, on their residence hall application or by contacting the Residence Life Office. This confidential information will be held in the Residence Life Office and may be updated at any time. This information will be accessible only to authorized campus officials and it will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

If a student is under 18 years of age and not emancipated, William Penn University is required by federal law to notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

William Penn University will notify local law enforcement within 24 hours of the determination that the student is missing, unless local law enforcement was the entity that made the determination that the student is missing.

### *Procedure If You Believe a Student Is Missing*

- Immediately notify a Residence Life staff member or a Campus Safety Officer. A report will be filed with Campus Safety and an investigation initiated.
- After investigating, Campus Safety will make a determination as to whether or not the student is missing and has been missing for more than 24 hours. The method of investigation may include one or more of the following approaches:
- Call the phone number the student provided during student verification

- Go to the student’s residence hall room
- Speak with RAs, Hall Directors, or other students to determine when student was last seen.
- Send the student an email.
- Check the student’s social media sites, including Facebook or Twitter for recent activity.
- If the student registered a car with the University, look for that car on campus grounds.
- The Information Services Department may be asked to obtain logs to determine the last log-in or access of the network.
- Campus Safety may review security camera footage.
- Residence Life may access the log to determine the last time the student’s ID card was used to enter their residence hall or eat in the cafeteria.
- If the student is determined to be missing, the student’s confidential contact (if the student has provided a confidential contact) will be contacted within 24 hours of that determination.
- If the missing student is under 18 years of age and not emancipated, William Penn University officials will notify a custodial parent or guardian and any other designated contact person within 24 hours that the student is determined missing.
- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Oskaloosa Police Department will be notified within 24 hours that the student has been determined missing.

### **MOTORIZED VEHICLES**

Motorbikes, motorcycles, and any other devices using combustible fuels are not allowed in the campus buildings.

### **NOISE POLICY**

The following are quiet hour times in the residence halls.

Sunday–Thursday .....10:00 pm–10:00 am

Friday–Saturday .....Midnight–10:00 am

Final Exam Period .....24 hours

“Quiet hours” implies that any noise in a room cannot be heard in another room, in the hallway, or outside. In addition to the stated quiet hours, **courtesy hours are in effect 24 hours a day**. Daytime courtesy implies that voice and music are kept at a reasonable level to be determined by the Resident Assistant and Hall Directors. It is expected that if a resident has concerns about noise that he/she will take the first initiative to address the situation. The residence life staff is also available to provide assistance.

Disciplinary fines of \$100 may be assessed for violations of the noise policy.

### **PAINTING OF ROOMS**

Students are not allowed to paint their residences.

### **PETS**

The only pets that are allowed in the residence halls are fish with one tank per room, 10 gallons or less. Service animals are permitted on campus but may not reside in housing without prior notification and registration with Residence Life staff. Support animals may be permitted on campus on a case-by-case basis. Before bringing a support animal onto campus grounds, the requesting individual must submit a request and appropriate supporting documentation. Requests for a support animal will be evaluated by the appropriate office. A minimum fine of \$100 will be assessed for the occupation of a room by any unauthorized pet(s).

### **POSTERS/DECORATIONS**

Displays that include nudity and/or other offensive materials or alcohol/drug decorations and advertisements are prohibited in public areas including residence hall windows, hallways, units, and lounges. No holes may be made in the walls in order to hang decorations.

### **PROPPED DOORS**

Any resident caught propping exterior doors in any dorm will be fined \$100 due to safety concerns. This includes hallway or exit doors.

### **RECREATIONAL ACTIVITIES**

Students are encouraged to have fun, but the inside of a residence hall is not the place for active sports and similar activities. This includes things like riding skateboards, roller blades, or bicycles, and throwing Frisbees or other projectiles. Also, sports such as golf, lacrosse, baseball, football, soccer, racquetball, and tennis are not allowed within the residence halls.

### **REPAIR REQUESTS**

Something broken in your room? Need a maintenance repair or have a custodial concern? You have two options:

- Call 641-673-1074
- Complete a Facilities Service Request available on the WPU Student Portal

For after-hours emergencies, contact the After-Hours Emergency Line at 641-660-0113. Some examples are, but not limited to:

- Water leaks
- Flooding
- Broken window

- Broken door
- Door not latching or locking
- Heating not working

## RIGHT TO PRIVACY

Each student has a right to privacy within the residence halls, particularly within his/her own room or when using bathroom facilities. Under certain circumstances, this right to privacy is waived.

William Penn University, in order to maintain its property and an environment that facilitates scholarship of residents, reserves the right to have authorized personnel enter and inspect rooms, as it deems necessary. The university reserves the right to have authorized personnel enter into a residence hall room under reasonable and restrained conditions for such purposes as to provide maintenance; to ensure the personal health, safety, and security of residents; or to enforce the policies, when there is reasonable cause to believe that they are being violated or for any other vital institutional interest.

## ROOFS/OVERHANGS

Due to the danger of possible injury to students and damage to roofs, students are not allowed on the roof of any campus building. There is a \$100 fine for being on a roof or overhang.

## ROOM ASSIGNMENTS

William Penn University reserves the right to make assignments of space, to authorize or deny room and roommate changes, and to require a student to move from one space to another in an attempt to achieve a more effective or efficient residence hall program. If you are the sole occupant of a 2-person room, you will be asked to consolidate or move in with another person who is also without a roommate.

In some situations, space may be available to allow private rooms. However, private rooms can never be guaranteed due to the inability to foresee space needs. If private room space does become available, it is granted on a seniority basis and with the agreement that the student will pay an extra \$400 per semester for the room.

## ROOM AND BOARD CANCELLATION

Once you sign your housing contract and/or receive your dorm key you will be required to pay 50% of the total room and board costs if you leave campus prior to Census Day and remain enrolled in classes. Remaining enrolled and moving off campus after Census Day will result in being charged 100% of room and board costs.

If you are dismissed from the university, withdraw from classes voluntarily, or are administratively withdrawn from classes at any point during a given semester, your room and board fees will be prorated in accordance with the tuition refund schedule as stated in the Course Catalog.

When a room and board reservation has been made and a housing contract signed for an upcoming year, cancellations may be made before the deadline without penalty. Cancellations for room and board made after May 1 for the fall, or December 1 for the spring, will result in forfeiture of your \$100 housing deposit.

You may be released from your housing contract at the end of a semester as long as you meet the criteria for being exempt from the housing requirement. Your housing deposit will be refunded in total only after room inspection and damage assessment has been forwarded to the Business Office. Any charges assessed by room inspection will be withdrawn from the housing deposit and the remainder of the deposit will be returned to the student. Should damages exceed the deposit the student will be billed. Additionally, housing deposits will not be refunded to students with an unpaid account balance or fines incurred from policy violations exceeding \$100.

## ROOM/UNIT/FLOOR/DORM CARE AND DAMAGE CHARGES

Residents are responsible for the cleanliness of their rooms and are expected to cooperate in the maintenance of common areas. Damage to residence hall property will be charged to the person(s) responsible for the damage. Furnishings and equipment that are present in a residence hall room at the beginning of a semester are expected to remain in the room throughout the semester. Students will be charged for any equipment or furniture that is missing or damaged at final checkout.

Residents are encouraged to maintain the physical condition of their rooms to avoid damage assessment charges. Residents will need to provide their own cleaning supplies and equipment for their rooms. Each residence hall will have a vacuum available for checkout, in addition to brooms, dustpans, and mops.

If damage is noticed in a room/unit/floor or dorm, it should be reported to the hall director immediately. A \$10 minimum fine will be assessed for damages to your room/unit/floor or dorm that no one takes responsibility for to each student living in that unit or dorm. Property abandoned in the room/units after checkout will be disposed.

## ROOM CHANGE

Room changes prior to census day will be billed at 100% of the room the student moves to. Room changes after census day will be prorated (both refund and billing) according to the schedule below. Residence Life reserves the right to ask you to stay in your assigned room for the first week of school to avoid confusion.

Following the second week, the Residence Life Director will implement room consolidation for those living in a double room with no roommate. You will be charged for a single room if you choose not to consolidate.

Requests for room changes may be made on the form found at [www.wmpenn.edu/roomchangerequest](http://www.wmpenn.edu/roomchangerequest). **No room change may be made without a Residence Life Director's approval.** A room change request does NOT guarantee a change will be granted.

**Single Room Policy:** If a student requests a single room, one will be granted based on seniority and availability. Should a student be placed in a double room and the roommate moves out of that room prior to Census Day, the remaining student will be given another roommate or pay the single room rate.

If a student is found residing in a room not assigned by the Residence Life Director that student, along with any roommate(s), will be fined a minimum of \$200 and the student must have all personal items removed the day residency was discovered.

Housing and Meal Plan Refund Schedule Fall 2018			
Date from/to		Days	Percent Refund
prior to 8/20		112	100
8/20/2018	9/2/2018	98	88
9/3/2018	9/16/2018	84	75
9/17/2018	9/30/2018	70	63
10/1/2018	10/14/2018	56	50
10/15/2018	10/28/2018	42	38
10/29/2018	11/11/2018	28	25
11/12/2018	11/25/2018	14	13
11/26/2018	12/9/2018	0	0

### ROOM CHECK IN AND CHECK OUT

All room and mail keys must be returned in a return key deposit box. All keys must be taken off of any key ring and returned in an envelope with the student name, ID, room # and Mailbox # to avoid an \$85 improper check out. Students must also remove all personal items and trash from rooms when checking out. Additional charges will be assessed for removal of items from rooms after check out.

Important dates for check in and check out are as follows for the 2018-2019 school year:

Move in: August 17 and 18

Christmas Break last day to be in the dorms is December 8th at 4:00 PM,

Return for Spring move in: January 5th

End of year May move out: Thursday, May 2nd unless you are a graduate.

\*Arriving before or leaving after these dates requires communication with Residence Life and will require a \$100 per day fee.

### ROOM CONSTRUCTION AND DECORATING

While residents are encouraged to decorate their rooms to their individual tastes, the structure of the room itself may not be altered. Any decorating must comply with maintenance standards, and residents may not use tape, nails, screws, or tacks. Sticky-tack may be used on all surfaces except brick, but it is the resident's responsibility to remove it completely upon checkout.

### ROOM USE LIMITATIONS

The room to which you have been assigned is for you and your roommate(s). The room may not be sublet.

### ROOMMATE "BILL OF RIGHTS"

Living with a roommate can take some adjustment, just as university life in general takes some adjustment. Communication is the key to a successful roommate experience. If conflicts cannot be resolved between roommates, residents should contact an RA to assist with the process. The rights of each resident in a room take priority over the rights of a guest.

### SAFETY/SECURITY

The university employs Campus Safety personnel. Local law enforcement, upon request, provides quick response to security needs. Crimes or emergencies can be reported by contacting these phone numbers:

24 hours: **On Campus:** 1170 / **Off Campus:** 641-673-1170 or 641-670-3431

### SCREENS/WINDOWS

Window screens must remain securely in place at all times. Failure to leave screens in windows or damage to screens will result in a minimum \$25 fine.

### SEVERE WEATHER

If weather conditions indicate possible danger from a severe thunderstorm or tornado, the campus Emergency Notification System will be utilized and the warning sirens in Oskaloosa will sound. If this occurs during the night, residence hall and security staff will take steps to notify on-campus students and personnel.

A severe thunderstorm or tornado **watch** indicates that such storms are possible in the Oskaloosa area. When you become aware that a watch has been issued, tune to a local radio (KBOE 104.9 FM) or TV station in order to keep up-to-date regarding changing weather conditions. A severe thunderstorm or tornado **warning** is issued when weather conditions warrant action. TAKE SHELTER IN DESIGNATED AREAS.

**The ground floor of the Union is considered the safest place to be during such storms.** If there is not enough time to evacuate to the Union, the list below provides safe areas in other buildings on campus:

- Barclay House—Relocate to gymnasium if possible
- Ceramics lab/Pottery building—Relocate to McGrew or Indian Hills Center
- Eltse Hall—First floor bathrooms, or bathrooms in general



- Gymnasium—Locker rooms
- Indian Hills Center—Interior bathrooms
- Lewis Hall—First floor kitchen, basement area of Unit C
- Market Street Hall—Ground floor center hall by the elevator and 1st floor bathrooms.
- McGrew Fine Arts Center—Ware Recital Hall
- Musco Technology Center—CRI Office Area
- PAC—Men’s and women’s general use locker rooms; training room.
- Penn Hall—Ground floor hallway
- Rosenberger Apartments—Bathroom or closet, away from windows, preferably first floor laundry room
- Spencer Chapel—Basement hallway
- Twin Towers—First floor hallway and laundry rooms
- Union – Ground floor near restrooms
- Watson Hall—First floor north hallway; laundry room; stairwell to boiler room
- Wilcox Library—Basement bathrooms and electronic classroom

Occasionally, winter weather conditions (heavy snow or ice) may be deemed too severe to allow for safe travel, necessitating the delay or cancellation of classes. Offices may also be delayed in opening or closed for the day. Winter weather cancellations will be announced by email to all campus personnel. An information line will also be activated and can be accessed at campus extension #1185, and area media will be notified of any change to schedules. Campus Emergency Notification System alerts will also be activated.

**SMOKING/TOBACCO USE**

In accordance with the Iowa Smokefree Air Act, smoking/vaping is strictly prohibited throughout campus, including all buildings and grounds. Smoking inside vehicles (including personal vehicles) on university property is also prohibited. Other tobacco use is prohibited on campus except inside individual rooms within residence halls. The use of E-cigarettes and other forms is prohibited. A \$50 fine will be enforced.

**SOLICITATION/CAMPAIGNING**

Solicitation is not permitted within the residence halls. This applies to outside groups as well as those affiliated with William Penn University.

**STORAGE**

William Penn University does not store student’s possessions. Once a student has checked out of their room they are agreeing that all possessions have been removed and the University will not be held responsible for anything left in the room. If a student is academically dismissed, or withdrawn from the university or residence hall for any reason, a Check Out must be scheduled with an RA and all possessions must be removed within 48 hours.

**SUMMER ROOM RENT**

Room rental in the residence halls for the summer is available to students taking at least 1 summer course or if the student is locally employed. Students must notify Residence Life of intent to live in the residence hall in the summer by completing a summer housing application found at [www.wmpenn.edu/summerhousing](http://www.wmpenn.edu/summerhousing). Students are expected to pay for each month’s rent on the first working day of that month in the Business Office. Anyone who has not paid the rent in full by the third working day will be removed from the dorms.

**TRASH**

Each student is responsible for removing his/her own trash from the residence hall to the dumpster outside each residence hall building. Students or entire halls may be fined for excessive trash up to \$100 if they fail to remove trash from rooms, hallways or shared bathrooms to dumpsters.

**VACATION PERIODS**

You may occupy your room from the beginning of the semester until the end of your last final for that semester, but the halls are CLOSED during Christmas Break. Cafeteria dining service is limited during major holidays. Hours will be posted. Students must be checked out no more than 24 hours after their last final exam each semester.

**VACUUM CLEANERS**

Vacuum cleaners may be checked out at the front desk area of each residence hall during posted desk hours. Residents are required to leave their student IDs with the RA on duty. Vacuum cleaners must be returned within 30 minutes of being checked out and may not be removed from the residence hall.

**WITHDRAWAL FROM UNIVERSITY**

Students that are voluntarily or administratively withdrawn from the University must be checked out of their residence hall room no later than 48 hours after the withdrawal is processed. The University has the authority to make the removal immediate if the situation warrants.

**LIST OF FINES**

Incident	Fine
Alcohol	\$50 + \$1 for every ounce whether empty or full
Appliances/extension cords (prohibited)	Confiscate
Candle/Open flame	\$50

Check In/Check Out (Early or Late)	\$100 per day
Check Out, Improper (Keys not returned in key return dropbox)	\$85
Cleaning, Failure to (common areas of dorm including bathrooms, hallways, lounges, entry ways, and common areas of suites)	\$100 if failure to clean after warning
Doors, Propping (exterior)	\$100
Drug Paraphernalia	\$50 each item
Drug Possession/Use	\$500/Judicial Board
Failure to evacuate during a fire drill	\$125
ID, Replacement	\$50
Key Replacement (Mail)	\$10
Key Replacement (Room)	\$50 per core that needs to be replaced
Lock Out	\$5
Noise Violation	\$25 first, \$50 second, \$100 each subsequent
Roof or Overhang	\$100
Room/Unit/Floor/Furniture Damage	Refer to Room Inspection Form
Safety Equipment, tampering	\$500
Smoke Detectors, tampering	\$500
Smoking/vaping on premises	\$50
Visitor Violation	\$25 first, \$50 second, \$100 each subsequent
Non -attendance at mandatory hall meetings	\$50

## ACADEMIC POLICIES

### ACADEMIC WARNING, PROBATION, AND DISMISSAL

A student makes **satisfactory progress** toward graduation as long as the cumulative grade point average does not fall below the following minimums:

	<u>Credit Hours</u>	<u>CUM GPA</u>
Freshman	0 – 27	1.7
Sophomore	28 – 57	1.9
Junior	58 – 87	2.0
Senior	88 – 124+	2.0
Graduate		3.0

### ACADEMIC WARNING

Students whose cumulative GPA, for any given semester, does not meet the requirements established above will be placed on Academic Warning for the following semester. The student will need to meet with his or her advisor to develop an acceptable plan to achieve the required GPA.

### ACADEMIC PROBATION

If a student’s cumulative GPA does not meet the specified requirements, the student will be placed on Academic Probation for the following semester. During the probation semester, the student will be limited to a maximum of 14 credit hours of new course work, or a maximum of 16 credit hours if one or more courses are repeated.

Additionally, the student may (depending on grade level) be required to meet one-on-one with an Academic Coach until they achieve the minimum GPA requirements. Students on academic probation also may be prevented from participating in some or all extra-curricular activities.

Graduate students who drop below a 3.00 GPA will be placed on academic probation.

### ACADEMIC DISMISSAL

Failure to achieve the specified grade point average after three semesters will result in Academic Dismissal. The student will be notified of that dismissal 1) by WPU email and 2) by registered mail.

Students who earn a semester GPA of 0.0 in any given semester also will be academically dismissed.

Graduate students receiving two grades less than a C- will be academically dismissed.

If a student is academically dismissed, or withdrawn from the University or residence hall for any reason, a Check Out must be scheduled with an RA

and all possessions must be removed within 48 hours. William Penn University does not store students' possessions. Once a student has checked out of their room, they are agreeing that all possessions have been removed and the University will not be held responsible for anything left in the room.

## **RIGHT TO APPEAL**

A student who has been academically dismissed may appeal to the Dean and Academic Council. To appeal, students should follow carefully the instructions and guidance provided in the dismissal letter, including the deadlines for appealing. The Dean and Academic Council will give careful consideration to students who can 1) cite and document extenuating circumstances, 2) include a letter of support from his or her advisor or a supportive faculty member, and 3) provide a detailed and concrete plan for academic success.

## **STUDENT SUCCESS CENTER**

The Student Success Center's mission is to promote independent learning within a secure environment, meeting the diverse needs of the William Penn community. Services available include CLEP testing, peer tutoring, and 1:1 private tutoring with SSC staff on a drop-in or scheduled basis. SSC provides a welcoming learning environment for all students. A schedule of peer tutors and operating hours is announced at the beginning of each semester.

## **ADVISING SYSTEM**

Students are assigned a faculty advisor for individual guidance when they first enroll. Students may change advisors at any time by contacting the Office of the Registrar. The major emphasis of the advisory system concerns the academic program of students, but the advisor also serves as a role model and mentor. While the advisor is expected to help the student in scheduling courses, academic planning and success are ultimately the responsibility of the student.

## **ATHLETIC AND EXTRACURRICULAR ELIGIBILITY**

William Penn University is affiliated with the National Association of Intercollegiate Athletics (NAIA) and adheres to its policies regarding eligibility to participate in intercollegiate athletics. The University and the conferences with which William Penn is voluntarily affiliated may establish additional eligibility requirements.

In order to be eligible, freshmen must meet two of the following three requirements: A 2.0 high school GPA; a ranking in the top 50% of their graduating class; an ACT score of 18 or an SAT equivalent. Transfer student eligibility will be determined on a case by case basis. Contact the Athletics Compliance Officer for additional information.

Students on Academic Probation at William Penn University may be ineligible to practice or compete in intercollegiate athletics and may not be allowed to represent the University in any extracurricular activities.

The Judicial Board of William Penn reserves the right to issue sanctions for violating campus policies. Students who violate campus policy may not be allowed to participate in athletics and extracurricular activities.

## **ATTENDANCE POLICY**

Student engagement and active participation in the learning process is critical to quality instruction. Students are expected to be in class on time every time, without exception.

1. Students are responsible for notifying the instructor(s) before they miss class. In those rare instances when students find it impossible to be in class for good cause, they are expected to make arrangements with the instructor as much ahead of time as possible.
2. Students will not be penalized for missing class for university-sponsored events, provided:
  - (a) the student makes prior arrangements with the professor(s) to make up class work.
  - (b) the university-sponsored event is verified through proper channels (e.g., e-mail from coach or event sponsor).

However, regardless of the reason for missing class, the real issue is not just being excused, but being personally responsible for the learning that was missed. Faculty will facilitate the learning process to the best of their ability and time, but students are expected to take primary responsibility for making up missed assignments in a timely manner.

Any student who fails to attend a specific class during the first week of a semester may lose his or her seat in the class.

### **Online Attendance**

1. In order to complete attendance for online classes, students are expected to participate academically. Academic participation is considered any activity that requires an upload or is tied to academic points in a certain course.

## **SCHEDULE CHANGES**

Students may obtain Change of Registration forms online through student portal. The completed form is returned to the Registrar's Office. The following procedures apply in making changes in registration:

1. Students may add courses for the fall or spring semesters until the completion of the seventh day of classes of that semester with the instructors' permission. After the seventh day a student must obtain permission of the respective Dean and the course instructor.
2. Students may drop courses until the completion of the seventh day of classes of the fall or spring semesters and the course will be deleted from the student's record.
3. Students may withdraw from courses until the end of the ninth week of the semester. If a student withdraws from a course after the seventh day of classes and prior to the end of the ninth week, a grade of "W" will be recorded and will not affect the student's grade point average. After the ninth week of the semester, a course cannot be removed from the student's record. All withdrawals require signatures.
4. The last date to change a course from Credit/No Credit to a letter grade is the end of the ninth week of that semester.
5. All changes of registration for students participating in athletics require the Athletic Compliance Officer's signature.

## ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT

The Board of Trustees and constituencies of William Penn University are committed to continuous improvement of student academic achievement. To further this goal, academic departments will conduct regular activities to assess the knowledge, attitudes, and/or abilities students are acquiring while attending classes at William Penn University.

Results of assessment activities will be used to plan and budget for continual improvement of college operations.

### Purposes of assessing student academic achievement:

1. To provide information to students and faculty about individual progress;
2. To inform faculty and other professionals so they may develop appropriate learning programs and curriculum;
3. To provide information to people who make decisions about the allocation of resources for curriculum, pedagogy, college organization, and other educational goals;
4. To provide information to the public regarding the institution's performance;

### Who will be assessed:

1. All Students
2. Students in developmental courses (English and Math).
3. Students completing an Associate's Degree and/or complete a designated number of credit hours during their first two years of college.
4. Students in academic degree programs as determined by their academic department.

### What will be assessed:

All students will be assessed in basic skills subjects and the college core, including but not limited to Reading, Writing, Mathematics, and Quaker Values.

In addition to college-wide assessment in core subjects, students' learning will also be assessed in their majors and in specific courses as determined by the respective academic departments.

## UNIVERSITY POLICIES

### CELLULAR PHONE USE

William Penn University is committed to providing an environment conducive to learning. To that end, cellular phone use should be kept to a minimum and conducted in designated areas only. If cellular phones must be used while at William Penn, users should be respectful of others by following the guidelines outlined below.

If cellular phone use is necessary while on campus:

- Turn cellular phone ringer off or set to 'silent' during class sessions or meetings and in designated quiet areas of the library; texting is prohibited during class.
- Short, quiet cellular phone conversations may take place in corridors, away from doorways. Please move extended conversations outside of the building.
- If you expect an *emergency* call during a class, notify the instructor before class begins. Instructors may use their own discretion on whether to allow students to accept such calls. When receiving such a call, move immediately to a hallway with as little disruption as possible.
- Be courteous to others by keeping your voice at a low volume and not taking pictures of others without their permission.
- Instructors may specify policies for individual courses in their syllabi. This may include, but is not limited to, bans on cell phones with picture taking and text messaging capabilities during examinations.

### COMPUTER USE POLICY

William Penn University provides access to computing resources for all of its students, faculty and staff. Access to William Penn's computing resources may also be granted to other parties that have business or other official relationships with the university at the institution's discretion.

All individuals who use computing resources at William Penn University are expected to follow the specifics and the spirit of these guidelines. Questions pertaining to acceptable use not explicitly addressed below should be referred to the Director of Information Services.

#### Acceptable Use

The Department of Information Services issues user IDs and passwords authorizing access to designated computer systems and services. Once given a user ID, users have broad latitude in accessing William Penn University's computer facilities, networks and systems for educational, academic, research, and administrative purposes.

*Each user is responsible for all activities involving or occurring under any user ID assigned to them and will be held liable for any misuse or abuse.*

#### Practicing Best Practices

The vast majority of successful attacks on information and networked computer systems occur when the perpetrators are able to get users to lower their guard on their natural tendencies to protect themselves and their data.

A password is typically the first (and unfortunately often the only) defense against intrusion into a computer system. It is also under the user's control. It is therefore of the utmost importance that users select strong passwords and never disclose them to anyone under any circumstance.

Strong passwords are created from a mixture of uppercase and lowercase letters, numbers and special characters as permitted by the specific system.

They are typically at least six characters in length and do not consist purely of common words or readily identifiable personal information like license plate numbers, birthdays or the names of family members or pets. For tips on building strong passwords that are easy to remember but extremely difficult for an intruder to guess, contact the Department of Information Services.

Users must exercise extreme caution when making a decision to respond to e-mails from unsolicited parties, to open unsolicited/unanticipated file attachments, to visit or download information from unknown websites, or to click on complex or unfamiliar web links. Severe security threats regularly hide behind these innocent-appearing sources, awaiting the active cooperation of a user in order to strike. Theft, corruption, modification or destruction of sensitive or confidential information often result, in turn exposing the institution to even greater risks such as loss of funding or litigation.

Extra care must also be taken after using public computer systems. For example, be sure to log out, close browser windows, delete browser histories, empty the browser cache, etc. as appropriate before quitting the browser to protect the confidentiality of your user ID, password and other important information.

If you believe that your user ID and password are known to or have been used by another person, or if you suspect that the security or integrity of your system has otherwise been compromised, notify your supervisor and the IS Help Desk immediately at 641-673-2100.

### **Privacy and Confidential Data**

Except where there is a known or clear threat to the institution, its users or its systems (e.g. virus and spam protection), the Department of Information Services at William Penn University does not restrict user access to commonly available local or internet resources, filter information transmitted by its systems, read e-mails, or engage in other practices that access or expose the contents of files or data. The university reserves the right, however, to inspect or examine anything relayed by, operating on, or stored in its systems when deemed necessary. Computer users should therefore be aware that there is never a guarantee that electronic information, including e-mail, is completely private.

In order to satisfactorily perform their duties, faculty, staff and student employees will naturally have varying degrees of access to electronic information that is considered sensitive and/or confidential. Access to and distribution of such information is only provided on a demonstrated need-to-know basis. Protection of such information and its electronic infrastructure is the responsibility of all employees of William Penn University.

### **Prohibited Use**

It is prohibited to use William Penn University's computing resources in ways that conflict with the academic mission, non-profit status, or other policies of the institution. This includes using computer resources in a manner that negatively impacts the user community, infringes on another user's right to privacy, or that violates federal, state or local laws.

Examples of prohibited use include, but are not limited to:

- Willfully sharing your user ID or password with another individual;
- Attempting to use another individual's user ID or password;
- Attempting to gain unauthorized access to local or remote computers or servers through William Penn's computer systems and services;
- Unauthorized duplicating, sharing or use of copyrighted materials such as commercial software, text, images, and music;
- Unauthorized viewing, copying, deleting or modification of electronic e-mail, files or other data;
- Excessive or wasteful use of computing resources such as printers, CPU cycles or network bandwidth;
- Sending abusive or unsolicited e-mail such as phishing, chain letters, or other spam;
- Sending any type of obscene, harassing or threatening messages;
- Electronically accessing, displaying, storing or transmitting materials deemed offensive, obscene, hateful or discriminatory by nature or intent;
- Causing intentional physical damage to any of William Penn's technology resources
- Creating or intentionally distributing worms, viruses or other types of electronic malware;
- Violating usage restrictions governed by hardware, software or other technology-related licenses;
- Any for-profit or not-for-profit activities unrelated to the mission of William Penn University.

### **Exceptions**

Where not otherwise bound by external authority, exceptions to the policies stated herein may be granted with the joint written approval of the Director of Information Services and the president of William Penn University.

### **Violations**

Use of computing resources at William Penn University is a privilege, not a right. The university will suspend or revoke the computing privileges of anyone who fails to comply with any provisions of acceptable computer use. Depending upon the nature of the violation, the university may take disciplinary action up to and including suspension, expulsion/termination, the initiation of litigation against a violator, and/or the referral of a violator for prosecution.

## **FUNDRAISING POLICY**

To enhance the opportunity for success of individual development projects and to ensure the continuity of the overall advancement efforts of William Penn University, it is the policy of this institution that all fundraising efforts must be coordinated through the Advancement Office.

All proposals asking for support and all potential funding sources must be approved and on file in the Advancement Office.

The Advancement Office has developed close relationships with donors throughout the Oskaloosa community and beyond. Specific donors have asked that all requests for support be managed through this office. This policy is designed to fulfill the requests of our donors, strengthen the college's integrity in the community, and give appropriate recognition to all donors who support projects at William Penn University.

The Advancement Office provides support for fundraising efforts that benefit William Penn University. Staff is available to assist with developing proposals, preparing budgets, and identifying potential funding sources.

## HUMAN RIGHTS POLICY

William Penn University is committed to creating and maintaining an environment in which all members of the community are aware of the rights and human dignity of every other member. It is the university's policy to seek prompt and equitable resolution of allegations of discrimination relating to race, religion, gender, age, sexual orientation, veteran status, or disability. It is also the policy of the university that accusations of discrimination or sexual harassment which are made without proper cause will not be condoned. Human rights violations are to be reported to the Residence Life office. Complaints may also be directed to the academic dean, administrators, supervisors, faculty members, hall directors, or resident assistants. Violation of the human rights policy could result in disciplinary action including suspension or dismissal.

## PARKING POLICY

All students who drive a vehicle on university property will register their vehicle online at [www.wmpenn.edu/vehicleregistration](http://www.wmpenn.edu/vehicleregistration) and receive a free parking permit that shall be displayed on the left lower corner of the rear window or the right lower corner of the front windshield. Motorcycles can display on the windscreen if so equipped. Falsification of this information will result in a fine and loss of parking privileges.

These permits may be picked up in the Campus Safety office the Monday following the week submitted. If a ticket is received in the interim please present it to the Campus Safety Staff at the time you pick up your permit.

Vehicles that do not display a valid WPU parking permit will receive a warning for the first offense; subsequent violations will receive a ticket. After receiving two tickets, the third violation will result in a parking boot being applied to the vehicle. Vehicles that accumulate unpaid parking ticket(s) that are over one month old will be booted. Vehicles that are parking in fire lanes or pose a threat to public safety will be towed.

Signs are posted that restrict parking. Visitors and guests of students should park in non-restricted areas including Atkins Memorial Union lot and along Trueblood Avenue, or obtain a temporary parking permit from Admissions or the Business Office.

For snow emergency removal and Christmas Break parking instructions, refer to the maps online at [www.wmpenn.edu/parking](http://www.wmpenn.edu/parking).

Faculty and staff should contact Human Resources regarding parking permits.

## PRIVACY POLICY

### *Disclosure of Student Records*

The Family Educational Rights and Privacy Act of 1974 (FERPA or Buckley Amendment) grants students guaranteed access to inspect, review, and copy their educational records, and the right to challenge or supplement information on file in order to prevent flawed interpretation.

A student may not have access to financial declarations or records that parents file in connection with financial aid applications, confidential letters, statements of recommendation placed in educational records prior to January 1, 1975, counseling or psychiatric referral information, or to any record to which the student has waived the right to access.

Only those WPU staff members acting in the student's educational interest are allowed access to student educational records. This includes Residence Life and administrative personnel, as well as faculty members within the limitations of their need to know.

William Penn University's policy statement on privacy rights is available from the Registrar's Office in Penn Hall. Students may restrict the release of all information. To do so, submit a restriction request no later than five (5) days following the close of registration each semester. Direct any questions to the Registrar's Office.

### *Release of Information*

No one outside of the institution shall have access to any information from a student's educational records without the written consent of the student, except authorized personnel within an institution in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies carrying out their accreditation function, law enforcement agencies of Iowa, where the student is under investigation and it is necessary to obtain such information to support the investigation, and in case of emergency, where access may serve to protect the health or safety of the student or other persons.

Certain information considered "public" or "directory" information may be released without the student's written consent, unless the student files a notarized statement restricting the release of such information with the Residence Life office at the beginning of each term.

### *January 2009 FERPA Exception*

On January 8, 2009, a new exception to FERPA's non-disclosure rule took effect. Under this new rule, which is codified in §99.31(a)(10), a school may disclose a student's records to a parent and/or to law enforcement personnel in connection with a health and safety emergency. This means that, if the school reasonably believes that disclosure of a student's educational records is necessary to protect the health and safety of the student or other individuals (e.g., the campus population or the general public), the school may disclose the educational records to the student's parents and to any necessary authorities, such as law enforcement personnel.

### *Disciplinary Records*

Records of student disciplinary proceedings are maintained in the Residence Life office. This information may not be released without the student's written consent. Disciplinary files are reviewed periodically and destroyed according to Residence Life office procedure.

### *Placement Credentials*

Information contained in placement credential files may not be released without the student's consent. Students may inspect and review their placement files unless they have chosen the "closed" file option.

## WINTER WEATHER ALERTS/SNOW DAY POLICY

When winter weather conditions are deemed to be too severe to allow for safe travel, classes may be delayed or cancelled and offices may be closed.

Weather-related cancellations will be announced by email to all campus personnel. An information line will also be activated and can be accessed by calling campus extension 1185. Administrative staff will notify local and Des Moines area radio and television stations. Announcements will be made independently for the Clive campus.

The Emergency Notification System "RAVE" will be used to alert students, staff, and faculty of weather related situations and emergencies.

A RAVE System test will be conducted at the beginning of the first and second semester.

## STUDENT CODE OF CONDUCT

The William Penn University community is devoted to engaging a diverse student body in a quest for intellectual, personal, social and spiritual development through a quality academic and extracurricular program rooted in Quaker principles. A caring faculty, committed to teaching in the liberal arts and professional fields, promotes knowledge, skills, and experiences that empower students to become reflective, progressive, and involved citizens.

The university is a community like any other that has certain standards for behavior. We expect all students, faculty, and staff to conduct themselves in a manner that supports the educational goals of the university. Our philosophy regarding students is one that is rooted in student empowerment and involvement, but also based on responsibility and accountability. Therein lies the expectation that individuals will abide the law and university policies and treat all persons with respect and courtesy.

The university reserves the right to determine what constitutes inappropriate behavior and to administer appropriate sanctions. Any of the following actions, or attempt, encouragement, or support of any of the following actions, constitutes an offense for which you may be subject to disciplinary action, ranging from a warning to dismissal.

The Judicial Board reserves the right to modify stated penalties when, in its judgment, the circumstances of a case warrant other action. If found in violation of the Student Code of Conduct, a student will be subject to disciplinary sanctions, and indefinite suspension, dismissal, and/or prosecution under Iowa statutes. Housing contracts may be terminated for resident students without the possibility of a refund.

Violations of city, state, or federal government criminal code, on or off campus, may be grounds for campus disciplinary action through the Judicial Board system. Such action may be in addition to legal proceedings that take place off campus. If the violation is a serious or violent crime, and it is determined that your continued presence on campus presents a possible threat or danger to members of the university community, the university reserves the right to temporarily suspend or restrict your access to the campus pending a Judicial Board hearing.

### ACADEMIC DISHONESTY

Students at William Penn University are assumed to hold academic honesty in high regard. Cheating will be taken seriously, and disciplinary measures will be taken when appropriate. It is your responsibility to learn the academic standards and expectations of each professor.

Academic dishonesty refers to copying the work of others, using unauthorized aids while taking an examination, misrepresenting others' work as your own, or helping other people engage in cheating. This list is not exhaustive, and individual professors may impose more specific definitions of what constitutes academic dishonesty. Professors have sole authority over assignment of grades, and use their best judgment in dealing with cases of academic dishonesty. You may appeal to the Academic Dean if you feel that a professor's policies are unfair. The Dean may, in turn, convene the Academic Council to make a recommendation for resolution of the issue.

Academic misconduct reports, filed by the professor with optional student responses, are kept in the office of the Dean of the College of Arts, Science, and Professional Studies until a student graduates or for five years after a student withdraws from the university. Multiple violations of academic honesty by a student may result in increased penalties, including a Judicial Board hearing and possible dismissal from the university.

### *Plagiarism*

Plagiarism is the representation of another's words or ideas as your own. In an attempt to deter plagiarism within the academic community at William Penn University the following policy has been adopted:

All students entering William Penn University as first-year students are required to enroll in an introductory composition class. Professors instructing these classes are strongly encouraged to inform students on the issue of plagiarism and this policy.

All transfer students shall receive information defining plagiarism and providing examples of plagiarism.

All professors requiring written assignments are strongly encouraged to inform students of the plagiarism policy at William Penn University.

Any student who plagiarizes may receive a zero on that assignment and/or a grade of "F" in the course.

A student accused of plagiarism may appeal to the William Penn Academic Council. The burden of proof that plagiarism has not occurred is the responsibility of the student.

Plagiarism can result in suspension or dismissal from William Penn University. Disciplinary action shall be at the discretion of the William Penn University Judicial Board.

### *Unethical Use of Technology and Equipment*

The following guidelines should be followed when using the technology available at William Penn University. This includes computer hardware and software, Internet access, email, telephone service, and cable television.

Reproducing copyrighted software is theft, and therefore illegal.

Unethical or irresponsible use of the Internet and/or email will result in revocation of network privileges and/or referral to the Judicial Board.

Each computer user is responsible for all activities involving their user-id, and will be held liable for any misuse that takes place with that user-id.

Computer users should be aware that there is no guarantee that electronic information, including email messages, is completely private. WPU Information Services reserves the right to examine any programs or files stored on any university computer system if necessary.

Software and/or services installed on student-owned personal computers that have an adverse effect on the campus network are not allowed, and the creation of such services may result in the disabling of the network connections in that location.

Unauthorized use of a telephone authorization code will result in referral to the university Judicial Board and possible prosecution by civil authorities. Destruction or theft of telephone equipment will result in a fine and referral to the Judicial Board.

Tampering with the cable television and computer network connections in the residence hall rooms is prohibited. Repair costs of \$60/ hour, with a one-hour minimum, will be imposed for damages along with possible referral to the Judicial Board and subsequent additional fines.

## ALCOHOL AND DRUG POLICY

William Penn University recognizes that alcohol and drug use can create health, safety, social, and legal problems. The university is committed to maintaining a safe and healthy work and educational environment, free from the use of alcohol and drugs. William Penn University, in compliance with the Drug Free School and Community Act of 1989, has established the following policies.

### *Standards of Conduct for Employees*

The university prohibits the unlawful possession, manufacturing, use, sale, or distribution of alcohol (including non-alcoholic beers, since they contain small amounts of alcohol) and illicit drugs or drug paraphernalia by employees on William Penn University property or as part of the university activities or sponsored events.

Employees who violate this policy will be subject to appropriate disciplinary action, which may include, but is not limited to, counseling, mandatory participation in an appropriate rehabilitation program, a warning, probation, suspension, discharge and referral to the proper law enforcement authorities for prosecution.

Individuals should be aware that even if they are not in possession of alcohol, drugs, or drug paraphernalia but are in an area, room, or location where these items are present, they, along with all persons present, are in violation of the University alcohol/drug policy.

### *Standards of Conduct for Students*

The university prohibits the unlawful possession, manufacturing, use, sale, or distribution of alcohol (including non-alcoholic beers, since they contain small amounts of alcohol) and illicit drugs or drug paraphernalia by students on William Penn University property or as part of the university activities or sponsored events.

Students who violate this policy will be subject to appropriate disciplinary action as issued by the university Judicial Board, which may include, but is not limited to, a reprimand or warning, a minimum fine of \$50.00 plus \$1.00 per ounce of the alcohol container, disciplinary probation, suspension, dismissal, and referral to the proper law enforcement authorities for prosecution. Students found using or possessing illegal drugs will be fined \$500. **Any student may appear before the William Penn University Judicial Board for a hearing if found in possession of illicit drugs.**

Individuals should be aware that even if they are not in possession of alcohol, drugs, or drug paraphernalia but are in an area, room, or location where these items are present, they, along with all persons present, are in violation of the University alcohol/drug policy.

### *Alcohol and Drug Abuse Prevention Education*

With cooperation with the Counseling Center, Campus Safety and Residence Life, alcohol and drug abuse awareness and prevention activities are provided throughout the academic year. Information is available to students, employees and campus community, offering various programs dealing with the results of poor judgment involved with alcohol and/or drug abuse – particularly binge drinking and driving under the influence. Student behaviors are monitored during various academic/recreational activities for abusive behaviors.

A drug testing program is coordinated with the Director of Athletics and the various coaches in all types of University sanctioned athletics. Students that are found to have a positive drug test enter into a Drug Rehabilitation Program in conjunction with the Counseling Center.

William Penn University uses a variety of training techniques to keep Resident Assistants (RAs) aware of the responsibilities students have to act as adults in their residence facilities. RAs attend monthly meetings conducted on campus that build leadership skills that are passed on to all our residents. Training in the fall for the academic year is two to three days of intensified training in leadership, identification of substance abuse, safety considerations, legal issues, people skills, and other issues affecting residential living. RAs, Rovers and Hall Directors are strongly encouraged to contact a Campus Safety officer whenever illegal drug activity is suspected that may warrant investigation.

Cabinet will lead a biennial review of this prevention program to determine the effectiveness and implement changes if needed. Information referring to the number of drug and alcohol-related incidents and fatalities that occur on the institution's campus or as part of any of the institution's activities and are reported to campus officials will be reviewed and determine that the number and type of sanctions imposed by the institution as a result of drug and alcohol-related incidents and fatalities on the WPU campus or at WPU activities to ensure that sanctions are consistently enforced.

### *Alcohol & Drug Risk Management Policy for Student Organization*

Members of a William Penn University student organization shall be instructed by their officers and advisors on this Risk Management Policy.

The possession, use, and/or consumption of alcoholic beverages during an official student organization sponsored event, or in any situation sponsored, or endorsed by a student organization is strictly prohibited.

No alcoholic beverages may be purchased through the student organization treasury, nor may the purchase of the same for members or guests be undertaken, or coordinated by any member in the name of, or on the behalf of the organization.

No student organization members, collectively or individually, shall serve for, serve to, or sell alcoholic beverages to any person under the legal drinking age of 21.

The possession, sale, and/or use of illegal drugs or controlled substances at any student gathering are strictly prohibited.

No student organization may cosponsor or co-finance any event with an alcohol distributor or where alcohol is sold or provided to those present (no exceptions will be made, regardless of the identity or position of other involved parties).

No William Penn University student shall participate, permit, tolerate, and/or encourage "drinking games."

Alcohol may not be served at recruitment activities associated with any student organization.

No alcohol may be present at any new member/novice/pledge program or activity of the student organization.

## ASSAULT

The university prohibits any conduct that threatens or endangers the health of any student, faculty member, staff member, or guest of the university. This includes, but is not limited to, mental or physical hazing or harassment, use of obscene, profane, abusive, or threatening language, assault, battery, abuse, threats, or acts of violence against any person.



**DISHONESTY/FORGERY**

The university prohibits knowingly making a false oral or written statement to any university committee, disciplinary body, office, or to any member of the faculty, administration, or staff with the intent to deceive.

**DISORDERLY CONDUCT**

Disorderly behavior that disrupts the academic and social environment violates standards of fair access to the academic experience. Some examples of disorderly conduct include, but are not limited to the following: inappropriate behavior while under the influence of drugs or alcohol, causing physical harm to any person or causing reasonable apprehension of such harm (including fighting words), harassing a faculty member, staff member or other student, obstruction or disruption of disciplinary procedures or other university activities, including public functions.

**DISREGARD FOR UNIVERSITY AUTHORITY**

The university expects all students to comply with university officials, including but not limited to residence hall staff and security officers acting in performance of their duties. Failure to comply will result in a hearing before the Judicial Board. If a university official has been verbally or physically assaulted, the official may proceed with outside civil and/or criminal action as well.

**FALSE FIRE ALARMS/ARSON/FIRE EQUIPMENT**

The university regards false fire alarms and arson as serious threats to the well-being of the campus community. Reflecting this priority, rewards are paid to individuals assisting in the conviction of any person(s) tampering with the fire alarm system, fire equipment, and/or who are involved in arson activities. Smoke detectors are in your rooms for safety reasons. A fine of \$500 will be assessed to anyone removing batteries from smoke detectors, or for any tampering or misuse of this equipment. A \$250 fine will be charged to anyone tampering with exit alarms. Due to fire codes, rooms may be inspected for any possible hazards for individual and group safety. Furniture or other objects may not be used to prop open fire doors or impede the flow of traffic in hallways, units, and public areas.

A \$100 reward shall be paid to the individual(s) providing information that leads to the conviction in the campus judicial system and/or in a court of law or a person providing information that leads to the arrest and conviction of the individual(s) responsible for arson activities on the university campus.

**FIRE REGULATIONS**

1. When a fire is discovered, students should pull the alarm and immediately notify a faculty or staff member of its location.
2. Whenever an alarm sounds, students should leave the building.
3. When leaving a room, residents should:
  - a. turn lights off;
  - b. leave all doors leading to the corridors closed and locked (for security reasons);
  - c. put shades up and open curtains.
4. Students should leave the building by the nearest exit and/or the exit farthest from the fire or smoke when the alarm is sounded and should meet at the assembly areas for their dorms.
5. Students should remain at least 500 feet away from the building and not reenter until the “all clear” signal is given by a faculty or staff member and/or by the fire department.
6. If you do not evacuate the building you will be fined \$125.

**FIREARMS/EXPLOSIVES**

The university strictly prohibits the possession of firearms including paint ball and pellet guns, fireworks, explosives, ammunition, knives, or other weapons capable of inflicting personal injury in your room, on your person, or on university-owned property, including inside a vehicle on university property. There are absolutely no paint ball or pellet guns allowed on campus at any time.

**FRAUD**

The university strictly prohibits the alteration, falsification, or other misuse of a student’s documents, records, or forms of identification, including registration forms and change of schedule forms. Fraud may include, but is not limited to the following: furnishing false information to the university, forgery, unauthorized alteration of any official document, inappropriate use of a student ID card, misrepresenting or concealing one’s organizational affiliation(s) or sponsorship(s) for the purpose of enticing another person into joining or participating in an organization.

**FREEDOM OF ASSOCIATION**

Students bring a variety of interests to the campus, and may develop many new interests as members of the university community. They should be free to organize and join associations to promote their interests. It is the responsibility of each student organization to adhere to the mission of this university, its supporting bylaws, policies, and statutes.

Student organizations must register and be recognized with the Student Government Association (SGA) and the Student Activities office. Registered student organizations are accorded special privileges and benefits including the use of university facilities and services, participation in certain university sponsored activities and ability to request SGA funding.

***Student Organizations***

1. The membership policies and actions of student organizations will be determined by those persons who are registered students.
2. It is the policy of William Penn University that no person shall be discriminated against on the basis of race, gender, color, creed, national origin, ancestry, age, marital status, sexual orientation, or disability.
3. No organization’s rules, constitution or bylaws may be in conflict with the regulations of the university.
4. Student organizations are required to:

- A. Submit required registration forms to SGA by the second Tuesday after classes begin each semester.
- B. Maintain a minimum membership of four students currently enrolled at WPU.
- C. Have an advisor who is a full-time faculty or staff member at WPU.
- D. Submit a constitution which states:
  - 1. Organization name
  - 2. Purpose(s)
  - 3. Requirements for membership
  - 4. Methods of officer selection
  - 5. Impeachment proceedings
  - 6. A nondiscrimination clause
  - 7. The national constitution and bylaws, if affiliated with a national organization
- E. Each group must submit a roster of officers with complete address information and student ID numbers.
- F. Each group must submit a current membership roster.
- G. Each group must submit the student information form that includes the goals of the organization for the year.
- H. Each group must submit the advisor agreement form.

This information must be on file with the Student Activities office (including revisions). It is understood that any information on the registration forms will be treated as public information (except for Student ID numbers) and distributed to the university community when necessary.

- 5. Officers for registered student organizations must be in good academic standing, as well as registered for at least 12 semester hours of credit at William Penn University during their term of office. The officers must submit their Officer Agreement form.
- 6. All organizations must submit required registration forms at the beginning of each academic year, as well as when new officers are installed.
- 7. Each organization shall be responsible for the individual and collective conduct of its members in all group-sponsored activities and functions. This includes but is not limited to all university policies and regulations, state and federal laws.

#### ***Demonstrations, Protests and Similar Forms of Association***

- 1. The Student Activities office must receive written notification of the intent to hold a peaceful demonstration at least three (3) school days prior to the event so that proper arrangements can be made. This notice should include the date, time, duration, location, approximate number of participants, names of the main speakers and organizers, and general views that may be expressed.
- 2. No action may be taken during the demonstration which endangers or harms the health or safety of any person(s) or which endangers or damages property.
- 3. No action may be taken during the demonstration which disrupts, by physical or auditory means, the ongoing operations of the university or interferes with the rights of other individuals, whether on or off campus.
- 4. The Student Activities Office may terminate a demonstration if it can be shown that any of the above guidelines have been violated. Disciplinary or criminal proceedings may also be initiated against alleged violators.

### **FREEDOM OF INQUIRY AND EXPRESSION**

Free inquiry and expression are basic attributes of an academic community. This is guaranteed as long as it does not interfere with the rights of others. Accordingly, students shall not use abusive language in communicating with others. Abusive language is defined as language that insults, taunts, or challenges another under circumstances in which such conduct is likely to provoke a violent response. This language includes epithets directed at an individual's race, religion, gender, age, sexual orientation, veteran status, or disability, which are personally abusive, degrading, and insulting rather than communicating ideas or opinions, and/or which are used in a situation that presents an actual danger of the breach of peace.

#### ***In the Classroom***

- 1. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course of study in which they are enrolled.
- 2. Instructors should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on academic basis and not on the basis of opinions or conduct in matters unrelated to academic standards.

#### ***Outside the Classroom***

- 1. Students may express their views individually or collectively through normal faculty, administrative, and student channels of communication.
- 2. Students may express their views by demonstrating peacefully provided that the guidelines listed in the section entitled "Freedom of Association" are followed.
- 3. Student organizations may invite and hear speaker(s) of their choosing. It should be made clear at the event that the university does not necessarily endorse the views expressed by the guest speaker(s). Organizers must make arrangements in advance for facilities and special equipment through the Public Relations office. If guest speaker(s) are invited to express their views during a demonstration, all guidelines listed in the section entitled "Freedom of Association" must be observed. Student organizations charged with the responsibility for planning and scheduling guest speakers or entertainers paid from student activity funds shall make every effort to achieve balanced programming and to insure opposing viewpoints and varieties of entertainment.

### **GAMBLING**

Betting money or prizes on the outcome of a game, contest, or other event is not allowed.

## HATE CRIMES

Chapter 729A of the Iowa Code provides that “persons within the state of Iowa have the right to be free from any violence, or intimidation by threat of violence, committed against their persons or property because of their race, color, religion, ancestry, national origin, political affiliation, gender, sexual orientation, age or disability.”

A person who acts alone, or who conspires with another person(s), to injure, oppress, threaten, intimidate or interfere with any citizen in the free exercise or enjoyment of any right or privilege secured to that person by the constitution or laws of the United States, and assembles with one or more persons for the purpose of teaching or being instructed in any technique or means capable of causing property damage, bodily injury, or death when the person(s) intend to employ those techniques or means in furtherance of the conspiracy, is on conviction, guilty of a class “D” felony.

A person intimidates or interferes with another person if the act of the person results in any of the following:

1. Physical injury to the other person;
2. Physical damage to or destruction of the other person’s property;
3. Communication in a manner, or action in a manner intended to result in any of the following:
  - a. To place the other person in fear of physical contact which will be injurious, insulting, or offensive;
  - b. To place the other person in fear of harm, or harm to the person or property of the third person.

Any individual who believes that his/her individual rights have been violated should contact the Residence Life Office, a member of the residence hall staff, or a faculty or staff member so that the university judicial procedures may be initiated if necessary.

## HAZING

William Penn University recognizes that student organizations/teams are an important part of university life, and that they can provide worthwhile opportunities for personal and community growth, promote an enduring school spirit and identity, and enhance university social life. This constructive influence upon university life is the result of the morally sound precepts and practices of these groups.

Freedom from humiliation and danger of hazing is guaranteed to every student on this campus. This policy includes individuals as well as whole organizations or teams. Any person(s), organization(s) or team(s) that violates this hazing policy shall be subject to disciplinary action up to and including dismissal from William Penn University.

1. New member/pledge/membership activities are recognized as being an essential part of student organizations and teams. A responsible new member/pledging/membership program would not include any activities that could be classified as hazing, which is defined as:

*Any action or situation created, on or off campus, that recklessly or intentionally endangers the mental or physical health or safety of a student, willfully destroys or removes public or private property for the purpose of initiation or admission or affiliation with, or as a condition of continued membership in, any organization operating under the sanctions of a recognized fraternity, sorority, student organization or team by William Penn University. The term shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, tattooing, paddling, forced calisthenics, exposure to the elements, road trips, forced consumption of food, liquor or drugs, or other substances, or any forced physical activity which could adversely affect the physical health and safety of the individual; and shall include any activity which subjects the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in ridicule (i.e. publicly wearing apparel or haircuts which are conspicuous and not in good taste; engaging in public stunts or buffoonery; public service to an individual, etc.) or any other forced activity which could adversely affect the mental health or dignity of an individual, or any willful destruction or removal of public or private property.*

2. Alcoholic beverages and drugs must not play any part in new membership/pledging activities. Use of alcohol or drugs may not be a prerequisite for membership. New membership or pledging activities must in no way interfere with the academic life of the student, or create a disturbance in the university community, and should respect the person’s need for sleep.
3. It is the responsibility of the officers of William Penn University student organizations to make all activities known to the Director of Student Activities. The officers are responsible for ensuring that the activities of their group correspond to the principles, policies, and philosophy of William Penn University. A written program of all new membership or pledge activities must be approved by the Director of Student Activities and placed on file in the Student Activities office at least one week prior to the new membership or pledging program.
4. This policy shall be read to all members, new members and pledges prior to any new membership or pledging activity.

## PHYSICAL VIOLENCE/DOMESTIC VIOLENCE REPORTING

All William Penn University employees are Mandatory Reporters as it relates to incidents of: Domestic/Physical violence that comes to their attention. These incidents shall be reported to the On-Duty Campus Safety officer, who will inform the Director of Campus Safety. The Title IX (VAWA) coordinator (or designee) will initiate an investigation. Confidentiality will be strictly maintained. Cases that are deemed founded will be referred for disciplinary review. Students that are made aware of a Domestic/Physical violence situation are strongly encouraged to make a report to any William Penn University employee for investigation.

## SEX OFFENDER REGISTRATION

Students affiliated with the University who are listed on a federal or state sex offender registry must report such information to the Academic Dean prior to registration as a student or immediately upon being placed on such a registry. Employees must report such information to Human Resources. University officials will then work with local and state law enforcement agencies to ensure proper notification to the University and surrounding community are given, as deemed appropriate under state law. Failure of a registrant to notify the appropriate University official will result in immediate suspension of access to the University.

Students that are on a sex offender registry will not be permitted to live in University housing.

## SEXUAL ASSAULT AND SEXUAL VIOLENCE

William Penn University does not tolerate sexual assault or sexual violence by a student, faculty, or staff member against any student, faculty, or staff

member. Sexual assault, including acquaintance or date rape, is both a violation of the standards of the university community and a criminal act within the laws of the State of Iowa. William Penn University encourages individuals who believe they have been victims of sexual assault to pursue criminal action against the alleged perpetrator of the sexual assault. An individual may pursue criminal action and file an internal university complaint concurrently.

### ***Definition***

Under Iowa law, sexual assault and sexual violence may include a range of sexual conduct including stranger rape, acquaintance rape, same-sex assault, child sexual abuse, incest, and unwelcome touching or contact. Sexual assault may include sexual penetration, sexual contact carried out under coercion, with the threat of force or weapon, through a position of authority, or when the victim is mentally disabled or physically helpless. Sexual assault may also include physical contact with a person's genital area, other bodily orifices, or with a person's buttocks or breasts, if the contact of touching is without consent. It is sexual violence even if:

- The assault happens on a date
- Individuals have engaged in sexual contact prior to the assault
- Individuals have had consensual intercourse in the past
- Individuals are married
- Individuals are under the influence of alcohol and/or drugs
- No weapon was involved
- No evidence of a struggle or resistance was evident
- There were no other witnesses

### ***Immediate Action***

Any victim/survivor of sexual assault is advised to seek immediate medical and emotional assistance. A victim/ survivor may call any of the following people or agencies:

- Residence hall staff member
- Campus security officer 641-673-1170 or cell phone 641-670-3431
- 24 hour Crisis Intervention Services 641-673-5499
- Mahaska County Hospital 641-672-3100
- Residence Life Office 641-673-1084 or 641-673-2123
- Oskaloosa Police Department 9-911

The university recognizes that any decision to report a sexual assault to the police is the right of the victim. However, university personnel responding to an incident of sexual assault will inform the victim of the options of criminal prosecution, medical assistance, and the university judicial process and will also assist the victim with these contacts, if requested. In addition, confidential counseling, support resources, and alternative housing arrangements are available if changes are required.

University personnel are obligated to immediately report all suspected or alleged incidents of sexual violence occurring on campus property to one of the contact persons listed under the Sexual Harassment policy. Licensed counselors and members of campus ministry are regarded as confidential resources and are not obligated to report incidents of sexual violence.

## **SEXUAL HARASSMENT/HARASSMENT/STALKING**

William Penn University strives to recognize human dignity and therefore does not tolerate sexual harassment or any other type of harassment within or connected to this institution. Harassment/stalking is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. We are committed to taking all reasonable steps to prevent sexual harassment and to discipline those who harass. We believe that a person is entitled to say "No" to unwanted sexual conduct without fear of reprisal or retribution from any person, including faculty and supervisors.

### ***Statement of Prohibited Conduct***

Sexual harassment is a form of discrimination based on unwanted sexual behavior that is threatening, demeaning, or offensive, and unreasonably interferes with an individual's ability to work, learn, or otherwise participate in the services and benefits of activities and programs provided by William Penn University. Sexual harassment is illustrated by, but not limited to, the following:

- Persistent unwelcome requests for a date.
- Persistent unwelcome requests for sexual favors or acts.
- Continued expressions of sexual interest after being informed that the interest is unwelcome.
- Non-consensual or unwelcome physical contact.
- Nude or semi-nude posters or photos, cartoons, or graffiti that are demeaning or offensive displayed in the workplace or public area of the campus.
- Unwelcome visual contact, calculated to be threatening and/or that unreasonably interferes with a person's ability to work or learn.
- Retaliation, retribution, or reprisals in any form or manner in response to complaints about harassing conduct to stop, or for assisting a person with a complaint of harassment.
- The use of physical strength to interfere with job performance or learning.
- Preferential treatment or promise of preferential treatment for submitting to sexual conduct.

This list is not intended to be nor should it be construed as all-inclusive of prohibited acts under this policy. Any of the prohibited conduct described here is sexual harassment of anyone at whom it is directed or who is otherwise subjected to it. Each incident of harassment contributes to a general atmosphere

in which everyone suffers the consequences. Sexually oriented acts and sex-based conduct have no legitimate basis in a higher education institution; accordingly, the person who engages in such will be made to bear the full responsibility for such unlawful conduct.

### ***Scope of Policy***

This policy applies to administrators, faculty, staff, students, agents, and contractors at all times and places in connection with this institution. Compliance is a condition of being enrolled as a student at William Penn. This policy applies to those who do business here. Compliance with this policy is a condition of employment with this institution. The terms “employee” and “employment” include, but not limited to, faculty, staff, administrators, agents, and contractors.

### ***Discipline***

In the event of the determination of harassment, discipline may include, but is not limited to, any of the following:

- Oral reprimand
- Written reprimand
- Suspension (with or without pay)
- Termination of contractual relationships
- Termination or dismissal
- Initiation of a university-mandated no-contact order
- Suspension from school
- Expulsion from school

Exclusively a committee composed of the contact people that have been designated by the institution shall determine the final discipline. A determination of sexual harassment under this policy shall be placed in the harasser’s file.

Harassment of employees or student by third parties is not acceptable. William Penn University will do whatever is reasonable to stop such harassment. Harassment is a violation of state and federal laws and the harasser may be charged by appropriate agencies.

### ***Contact Persons***

Contact persons are selected by you and your peers and are trained in identifying sexual harassment complaints. They are available to assist you in identifying and stopping sexual harassment.

### ***Procedures***

The purpose of these procedures is to provide a prompt and fair resolution of problems and to preserve the due process rights of all involved, including the rights to receive notice of complaints and to have an opportunity for an impartial investigation. These procedures also are created to provide for discipline of violators of this policy. However, administration may take immediate action to stop harassment if reasonably necessary, and is not limited to the process provided herein.

In the event that you believe that sexual harassment has or is occurring, you are encouraged to communicate clearly, preferably in writing, to the harasser and state that the conduct is not acceptable. You are also encouraged to maintain carefully written records of the harassment and to continue to maintain current records throughout the process.

Complaints of sexual harassment that are in violation of this policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated. Anyone who has observed sexual harassment should report it to a contact person.

If the conduct is not stopped after your communication, or if you do not wish to make the initial contact with the harasser, you may file a “Sexual Harassment Incident Report” with any person designated as a contact person. The names and location of these contact people will be posted throughout campus. This contact person will assist you with your “Sexual Harassment Incident Report” and with the process. The contact person will attempt to resolve the matter at this stage if you wish.

Any complaints that involve students, as both complainant and accused, must be referred to the Judicial Board for disposition. All others are referred to the Sexual Harassment Committee composed of the contact people appointed by the university. The convener of the Sexual Harassment Committee is the Director of Human Resources.

A designated investigator will complete an investigation; make a determination of whether sexual harassment has occurred, and recommend discipline if harassment is found. The parties to the complaint will be provided written notice of all determinations and recommendations and receive copies of any documents received by the investigator. All reasonable attempts will be made to complete this entire process within 30 days of the filing of a “Sexual Harassment Incident Report.”

On or about 30 days after the completion of the above process, the investigator or original contact person will communicate with each of the parties. The purpose of this follow-up is to discourage any further harassment, retaliation, or retribution that may have or has occurred.

### ***Confidentiality and Prohibition of Retaliation***

Confidentiality shall be maintained to the greatest extent possible while conducting investigations. Only those who have an immediate need to know will or may find out the identity of the parties. Any retaliation against a complainant or witness is prohibited specifically by this policy and the person(s) will be disciplined.

### ***Training***

Training sessions will be conducted for all employees, agents, supervisors and administrators regarding this policy and regarding prevention of sexual harassment. The intent of this training is to produce an institution that is free of harassment and that provides the opportunity for everyone to reach full potential in the performance of his or her assigned job or educational pursuits.

## **TITLE IX**

William Penn University Title IX Policy and Procedure may be found with our Human Resources Office, as well as the Campus Safety Office.

**Human Resources**

Office: Penn Hall, Room 202      Phone Number: 641-673-1076

**Campus Safety**

Office: Dana M. Atkins Memorial Student Union      Phone Number: 641-673-1170

**Title IX Coordinator**

Angie Gambell      Office: Penn Hall, Room 202      Phone Number: 641-673-1076

**STUDENT COMPLAINT POLICY AND PROCEDURE**

*Policy*

William Penn University is committed to a respectful learning environment for all members of the campus community. Students have the right to seek a remedy for a dispute or disagreement when they believe they have been treated in an improper, unfair or arbitrary manner. Additionally, students have the right to seek a remedy for issues of institutional or program quality such as William Penn University’s compliance with the standards of our accrediting body, the Higher Learning Commission (HLC). No retaliation of any kind shall be taken against a student for participation in a complaint or grievance.

*Definitions*

- A. Complaint: a written claim raised by a student alleging improper, unfair, arbitrary or discriminatory action by an employee involving the application of a specific provision of a university rule/regulation or a William Penn University policy or procedure. A grievance may also be about issues of institutional or program quality.
- B. Appeal: a request for reconsideration of a grievance application of a policy or procedure.
- C. Retaliation: retribution of any kind taken against a student for participating in a complaint or grievance.
- D. Student: an individual student, a group of students, or the student government.

*Procedures*

Complaints about sexual assault, relationship misconduct, or harassment should be directed to the Title IX Coordinator:

Angella Durian-Gambell  
Title IX Coordinator  
Penn Hall 202  
William Penn University  
201 Trueblood Avenue  
Oskaloosa, Iowa 52577  
(641) 673-1076  
gambella@wmpenn.edu

The procedures for all other types of complaints is as follows:

- 1. When a student has a complaint, she or he shall first meet on an informal basis with the WPU employee directly involved in the dispute in an attempt to resolve the complaint or grievance. For full consideration, the complaint or grievance should be discussed in the semester in which the concern arises, or within the first two weeks of the subsequent term.
- 2. When a student has a complaint which remains unresolved after consultation with the WPU employee directly involved in the dispute, she or he may submit a written complaint via his or her WPU Access Student Portal. The submission of the grievance will be assigned an ombudsperson that will notify the appropriate supervisor that a complaint has been filed.

This notification shall contain a statement indicating the intention of the student(s) to proceed with the complaint and the relief requested. The appropriate supervisor shall respond in writing to the student(s) within fourteen (14) days of receipt of the submitted complaint.

If the complaint is not resolved at the point of the supervisor, the student(s) may appeal to the area Vice President via the WPU Access Student Portal. The submission of the grievance will be assigned an ombudsperson that will notify the area Vice President that a complaint or grievance has been filed. The area Vice President shall consider the appeal and make a decision. The area Vice President shall respond in writing to the student within fourteen (14) days of receipt WPU Access Student Portal grievance submission.

If the complaint is not resolved with the area Vice President, the student(s) may appeal to the University President via the WPU Access Student Portal. The submission of the grievance will be assigned an ombudsperson that will notify the President that a complaint or grievance has been filed. The University President shall respond in writing to the student within fourteen (14) days of receipt of the submitted notice of appeal. The decision of the President is final and binding.

If the initial complaint is with the area Vice President, the student may appeal to the President of the University using the same process described above.

### ***Complaints to the Higher Learning Commission***

William Penn University is accredited by the Higher Learning Commission (HLC). A student who wishes to file a complaint about William Penn University with the HLC should contact the Commission:

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411  
(800) 621-7440 / (312) 263-0456  
Fax: (312) 263-7462  
info@hlcommission.org

### ***Record Keeping***

The University maintains a record of complaints submitted via the WPU Access Student Portal. All submitted student complaints will be stored by the Vice President for Academic Affairs. Summary information regarding student complaints are presented by the Vice President for Academic Affairs to the president's Cabinet annually in June. Trends are reviewed and utilized in developing policies and procedures to help mitigate further complaints.

The log of complaints and resulting University actions is provided to the Higher Learning Commission, upon their request, and in compliance as part of the University's periodic accreditation review.

Questions regarding the student complaint policy and associated procedures should be directed to the Vice President for Academic Affairs, in person at Penn Hall, room 221, or by telephone, (641) 673-1010.

### **UNAUTHORIZED ENTRY OR USE**

The university prohibits the unauthorized entry to or use of a university facility and/or property. This includes student rooms and hall restrooms.

### **VANDALISM & THEFT**

Vandalism is defined as any action that results in the defacing or destruction of university properties or facilities, including driving on the lawn or walking on the roof of campus facilities. Students who are aware of the identity of any person(s) involved in vandalism are encouraged to report this information to university security, staff or faculty members. Where hate crimes are involved, the penalty will be enhanced.

Theft includes attempted theft of property or services and possession of property that is not your own without owner authorization. William Penn University does not carry insurance on personal property belonging to students or university employees. Students are encouraged to carry insurance on their own belongings for their own protection. Students are advised to lock their doors at all times.

Tampering with security cameras will result in a \$100 fine in addition to the cost for repairs.

## **WILLIAM PENN UNIVERSITY JUDICIAL BOARD**

The basic philosophical approach to discipline at William Penn University is educational in nature and intent. The members of the University Judicial Board are concerned with responsible student conduct. In general, our philosophy regarding students is one that is rooted in student empowerment and involvement, but also based in responsibility and accountability. The judicial system is designed to provide for the individual development and growth of each student, while at the same time providing equal privileges, efficiency of operations, safety and security, care of the facilities, and reinforcing and ensuring the educational purposes of the university.

An effective disciplinary system will challenge students to make appropriate choices. Sanctions, appropriate to the student's behavior, should motivate the student to change the inappropriate behavior. In most cases intervention will be sufficient to educate students and promote positive behavioral changes. There may be rare instances though in which a student may be removed from the community or university.

Staff members and peers attempt to identify and use the "teachable moment" to help a student learn to recognize, understand, and accept ownership for his/her own behavior. The judicial system does not condemn the student, but may condemn the student's specific behavior that did not meet the standards set forth by the university.

### **JUDICIAL BOARD DISCIPLINARY PROCESS GOALS**

1. To support a genuine community living environment in which students, faculty, staff, and guests are respected as individuals, and the community standards are upheld.
2. To provide a process that is educational and fair for the students and the community, attempting to guarantee the rights of both parties.
3. To provide a system that encourages the objective treatment of each individual.
4. To minimize the incidents in which a student violates university policy.
5. To provide board members the opportunity for leadership development and service to their university community.

## JUDICIAL BOARD STRUCTURE

The Judicial Board is comprised of two faculty members appointed by the Faculty Council, two staff members appointed by the Staff Council, and two full-time students appointed from either the Student Government Association or Residence Hall Association. Each group should also appoint two alternates in its respective category. The Residence Life Director will act as Convener and facilitator of the Judicial Board and have the right to appoint members in the event that the stated groups are unable to appoint members in a timely fashion, or for emergency hearings. All members of the Judicial Board will receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking. They will also understand the protocol to hold a hearing process that protects the safety of the victims and promotes accountability.

### JUDICIAL BOARD STUDENT SELECTION AND RESPONSIBILITIES

1. Appointed by Student Government Association or Residence Hall Association.
2. Current full-time student at William Penn University.
3. Commitment for the full academic year.
4. Meet as a member of the board when needed.
5. Maintain status as a student in good academic and social standing within the university, i.e., not on academic or disciplinary probation.
6. Serve as positive role model for other students at all times.

### JUDICIAL BOARD FACULTY AND STAFF SELECTION

1. Full-time faculty will be appointed by the Faculty Council.
2. Full-time staff will be appointed by the Staff Council.

### JUDICIAL BOARD CONVENER

The Director of Residence Life will act as convener and facilitator of the Board. The convener will arrange for a pre-hearing interview with the student(s) involved, review and collect incident reports and other applicable documents such as attendance, grades, and advisor, faculty, staff, and coach impressions of the students demeanor, character and performance prior to the hearing.

The convener will also facilitate the hearing, and ensure that accurate and detailed documents are kept for each incident reviewed. The convener will vote only in cases where a vote is needed to break a tie.

### VIOLATION CATEGORIES

To assist the Judicial Board in understanding the nature and severity of the policy violation, the following general framework has been developed. Please note that what follows is a general outline of categories of offenses and the level at which sanctions may be imposed. The Judicial Convener has the right to ask that a particular incident be heard before the Judicial Board if circumstances warrant such action.

#### *Incidents that may be handled by Hall Director:*

- Noise/quiet hour violations
- Visitation violations
- First-time alcohol violations (minimum sanction: \$50 fine/person plus \$1 per ounce of container)

#### *Incidents handled through Judicial Board process may include but are not limited to:*

- Fraud
- Plagiarism
- Repeated Alcohol Violations
- Drug Use and Possession
- Disorderly Conduct
- Personal Assault (verbal or physical)
- Sexual Harassment/Harassment/Stalking
- Domestic Violence/Dating Violence
- Sexual Assault/Sexual Violence
- Vandalism and Theft
- Unauthorized Entry or Use
- Possession of Firearms
- Arson and Fire Alarms
- Fireworks
- Gambling
- Unauthorized Assembly
- Disregard for University Authority
- Hazing
- Multiple Policy Violations

The listed offenses are not intended to be all-inclusive, but merely illustrative of the behavior and conduct that the university seeks to prohibit. William Penn University reserves the right to determine the nature of any action that may constitute personal and organizational misconduct.



## JUDICIAL BOARD PROCESS AND SPECIFIC HEARING PROCEDURES

To protect the student's right to privacy, hearings will not be open to the public. However, hearings will be audio taped to assist in maintaining the accuracy of information.

### INCIDENT REPORT AND INVESTIGATION

Under this review process, the primary responsibility of student conduct rests with the student. The disciplinary process begins when an individual violates university or residence hall policy. When university personnel or residence hall staff files an incident report, an investigation will begin of the incident. Students may also file a complaint against another student in relation to an alleged violation of university or residence hall policy. If the investigation establishes just cause for disciplinary action, the Judicial Convener will review the case and appropriate action(s) taken.

#### Pre-hearing Interview

After completion of the investigation, the Judicial Convener may:

- Find no basis for the complaint and dismiss the allegation as unfounded.
- Summon the student or organization representative for a conference or pre-hearing interview.
- Notify the student or organization representative of a Judicial Board hearing without holding the pre-hearing interview.

During the pre-hearing interview, the Judicial Convener will inform the student or organization of the following options for resolution of the disciplinary charges:

- Admit the charge(s) and elect for the Vice President for Enrollment Management to determine an appropriate sanction. Note: the Vice President for Enrollment Management may elect not to hear the case but instead refer it to the full Judicial Board.
- Admit the charge(s) and elect for the Judicial Board to determine an appropriate sanction.
- Deny the charge(s) and have a hearing before the Judicial Board.

### NOTICE

Any student or organization charged with a violation of university policies will be notified in writing of the alleged violation and of an opportunity for a hearing to be scheduled not sooner than 24 hours from effective date of the delivery notice.

The written notice will inform the student or organization of the following:

- the specific policy that the student or organization is charged with having violated;
- the date, time, and place of the hearing;
- the right of the student or organization to present witnesses and documentary evidence at the hearing and to question witnesses presented on behalf of the university;
- that the student or organization, speaking through its officers, is responsible for presenting the case if the student or organization so chooses, and that any advisor or counselor accompanying the student or organization will not be permitted to speak or participate directly in the hearing;
- that pertinent records, exhibits, and written statements may be accepted by the hearing body as evidence;
- that the hearing will be closed to the public;
- that the hearings involving several students or organizations may consolidated if, in the opinion of the Convener, the issues arise from a common nucleus of facts and circumstances;
- that the student or organization may receive upon request from the Convener the expected set of witnesses that may be called by the university;
- that the student or organization must provide the Convener with the names of those witnesses that are expected to be called during the hearing.

### HEARINGS

Student disciplinary hearings are designed to be non-adversarial and proceedings conducted in an atmosphere of informality and fairness. Formal rules of evidence and procedure are not applied.

The Convener of the Judicial Board will preside over the hearing by introducing the members of the Board and involved parties, distributing copies of relevant materials, and explaining essential rules of procedure that will be followed. Copies of the incident report(s) and any other relevant material will be made available to members of the Judicial Board and involved parties. Supplemental information including, but not limited to, attendance records, grades, previous disciplinary issues, character references from coaches/sponsors/professors, etc. may be included in Judicial Board proceedings.

The person(s) presenting the charges against the student or organization will present the university's witnesses and evidence first. The student or organization being charged has the right to question those witnesses and evidence and to present witnesses and evidence on its own behalf.

In a case where the student or organization has admitted the wrongful conduct, the Judicial Board may proceed directly into deliberation concerning appropriate sanctions.

If a student or organization, having been provided written notice, fails to appear at the hearing without prior acceptable notice, the Judicial Board may elect to proceed with the hearing in the student or organization's absence. In such cases, the evidence in support of the charges may be presented, considered by the Board, and the Board may reach its decision.

At the conclusion of all the evidence, the Board will deliberate in private and will determine by majority vote whether there is substantial evidence that the student or organization being charged violated university policy and, if so, determine an appropriate sanction.

### DISCIPLINARY SANCTIONS

Disciplinary sanctions are intended to serve as educational reprimands rather than to unduly punish a student. The Judicial Board will give due consideration to precedent and seek to ensure equitable treatment of similar offenses. Decisions of the Judicial Board will be communicated in writing. Sanctions imposed by the Judicial Board shall be in full force and effect from the time of imposition unless the student appeals the case. If the sanc-

tion is dismissal from the residence halls, and the university feels as if the student poses a threat to the campus community, the university reserves the right to ask that the student remain off campus until any appeal is resolved.

A wide range of possible sanctions exists in order to preserve flexibility so that each student is offered the most appropriate and just treatment by the Judicial Board. The range of disciplinary sanctions that may be imposed upon a student or organization found to have violated university policies may include, but is not limited to, the following:

1. Warning – a written notice to the student or organization of the inappropriate nature of the conduct.
2. Probation – A written reprimand to a student or organization for violation of specified policies. Probation is for a definite period of time and includes the possibility of more severe sanctions if the student or organization is found to violate any university policy during the probationary period.
3. Loss of Privileges – Denial of specified privileges for a designated period of time.
4. Fine or Restitution – Compensation for loss, damage, or injury.
5. Community Service – Work assignments within the university or surrounding community. If the community service is not completed by the agreed upon date, it is considered a violation of probation and a harsher penalty may be imposed.
6. Suspension – Separation of the student or organization from the university for a definite period of time, after which the student or organization is able to return. Conditions for readmission may be specified. A student may be suspended from the right to live in the residence halls, suspended from attending university events, suspended academically, or any combination of the three.
7. Dismissal – Permanent separation of the student or organization from the university community. A student may be dismissed from the residence halls, dismissed academically, or both.

In addition to any sanctions imposed, a student may also be required to participate in counseling sessions. Failure to abide by counseling requirements will be considered a violation of probation.

## APPEALS

A student or organization wishing to appeal the decision of the Judicial Board may do so by filing a Request for Appellate Consideration with the convener of the Judicial Board within 24 hours of the Judicial Board decision. Within the body of this appeal, the student or organization must specify the decision being appealed and detail reasons supporting the appeal.

The President's Cabinet (not including the president) will review the Request for Appellate Consideration form and the record of the initial hearing to determine:

- a) Whether prescribed university disciplinary procedures were followed that afforded the student or organization notice of the charges and an opportunity to prepare and present a defense to the allegations of misconduct;
- b) Whether the decision reached by the Judicial Board was based on substantial evidence that established that a violation occurred;
- c) Whether the sanction(s) imposed by the Judicial Board were appropriate for the violation that the student or organization was found to have committed;
- d) Whether new evidence exists sufficient to alter the original decision and why such evidence was not available at the original hearing.

After reviewing the Request for Appellate Consideration and the hearing record, the cabinet may request additional information from the appealing party or the university, remand the case back to the Judicial Board for reconsideration, uphold the decision of the Judicial Board, modify by increasing or decreasing the imposed sanctions, or reverse the decision of the Judicial Board and dismiss the case.

All decisions of the cabinet are final except those in which the student or organization is suspended or dismissed academically from the university. In that situation, an appeal may be submitted within 24 hours of the cabinet's decision to the president of the university who may review the case and uphold or change the decision. The appeal to the president and the resulting decision will be the final outcome of the case with no further option of appeal.

**\*The university reserves the right to immediately dismiss students for egregious violations of the above violation categories, thus bypassing the judicial process. This process can only be used by the Vice President for Enrollment Management and in concurrence with the President's Cabinet. The Judicial Board will be informed of the reasons surrounding the immediate suspension.**

## CONFIDENTIALITY AND RECORD RETENTION

Judicial procedures and disciplinary hearings are closed. The names of students appearing in disciplinary hearings are not made public except as required by the Campus Security Act. Records of student disciplinary hearings will be retained in the Residence Life office for a period of four years or until the student graduates from the university.

Dismissal from the university shall be noted on the student's transcript. Imposition of sanctions other than dismissal shall be noted on the student's confidential disciplinary record and shall not be disclosed to others except upon request to support application for transfer to another educational institution or for employment.

The Cabinet shall determine if the student's record of disciplinary action should be included as part of his or her official university record. Two considerations must be addressed when making this decision:

- a) Protection of student rights and interests.
- b) Adherence to ethical standards in working with institutions, agencies, or individuals receiving a student's university record.

## OFF-CAMPUS CONDUCT

This Code of Conduct applies to student and organization behavior that occurs on university premises; while attending university sponsored/related activities; or which takes place off campus when that conduct adversely affects the interests of the university community. The university reserves the

right to review and adjudicate any occurrences of off-campus student behavior in violation of the university Code of Conduct that may directly impact or have a significant effect upon the university.

**SIMULTANEOUS ACTIONS BY FEDERAL, STATE AND/OR LOCAL AUTHORITIES OR COURTS**

A student or organization may be accountable to civil or criminal authorities, as well as to the university, for acts that constitute violations of law and of this Code of Conduct. Disciplinary action at the university will normally proceed during the civil or criminal proceedings and will not be subject to challenge on the grounds that such civil or criminal charges involving the same incident have been dismissed or reduced.

The student or organization will not be forced to present self-incriminating information; however, the university is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal prosecution.

**STATUS OF STUDENT**

A student's status at the university shall not be altered pending Judicial Board action. The student shall remain free to attend class and engage in all other university functions and activities. The Vice President for Enrollment may withdraw this privilege, however:

- a) to ensure the safety and well-being of members of the university community or to preserve university property;
- b) to ensure the physical or emotional safety and well-being of the student;
- c) to ensure effective operation of the university, if the student poses a threat of disruption or interference.