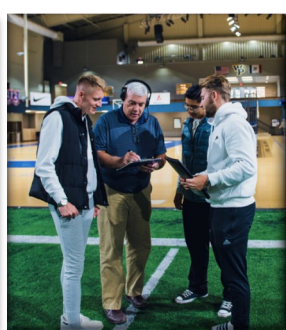




# WILLIAM PENN UNIVERSITY STUDENT HANDBOOK

2022-2023







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# 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 2022-2023 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.

Loan/Collection Officer: Business Office 641-673-1039

Student Accounts: 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. All international students are required to enroll in our student health insurance.

#### **FEDERAL WORK STUDY PAYROLL—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 main level of the Dana Atkins Memorial Union behind the student mailboxes. A fully certified Campus Counselor is available Mondays, Tuesdays, Wednesdays from 8:00 am–2:00 pm to assist William Penn students. Virtual Telehealth services are also now available. Free, unlimited access to therapists and on-demand crisis counseling. Register at the [virtualcaregroup.com](http://virtualcaregroup.com). 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: Bookstore Office.....641-673-1030

##### **Hours**

Fall and Spring semesters: Monday–Thursday, 10:00 am–4:00 pm; Fridays, 10:00 am–3:00 pm (subject to change) Summer

Hours: Monday–Friday, 10:00 am–3:00 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:**

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

## 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. Wi-Fi access to the campus network, including the Internet, are available in all campus buildings. In addition, wired network access is available in the residence hall rooms by request.

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.

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

Students are assigned user identification (user ID) on the campus network which is to be used to access all campus network services.

## 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 at your school e-mail or your campus mailbox. Please be sure to check each regularly.

Information regarding: Applying for Financial Aid Assistance; Verification of FAFSA Application Data; Education Tax Credits; Academic Costs; How and When Financial Assistance is Distributed; Registration and Attendance Policies; Enrollment Status Policy; all types of student financial assistance; Satisfactory Academic Progress Standards for Maintaining Financial Assistance; Withdrawing; and Exit Counseling Information can be found in *The Financial Aid Guide* at [www.wmpenn/admissions-aid/](http://www.wmpenn/admissions-aid/)

The Federal Work-Study Program (FWS) is financial aid that is based on financial need. FWS is not credited to the student's account up front but paid directly to the student on a bi-weekly basis for hours work. Students eligible for the FWS program will find this listed on their award letter notification along with the maximum dollar amounts eligible to work per term. The *Federal Student Employment Guidelines* and job postings can be found at [www.wmpenn.edu/admissions-aid/work-study-program/](http://www.wmpenn.edu/admissions-aid/work-study-program/). Students are responsible for finding their own work-study position by contacting the supervisor listed on the job posting. If both student and supervisor agree on the job duties and hours, the student will need to obtain a work authorization form, W-4 and I-9 forms from the Financial Aid Office. Students are paid for the hours they work; they may not work during class times, and should not exceed the maximum amount awarded each term. For more information regarding federal work-study payroll, please refer to the Business Services section.

Loans awarded to students and parents (parents in the case of a dependent student) may be requested by completing the appropriate loan authorization form. Student and parent may request less than the maximum amount that appears on the student's award letter. Parent PLUS loans are a credit based loan. If needing the PLUS loan as a payment option, parents are encouraged to complete the loan authorization form early for a preliminary credit check. In the event the credit decision is denied, you may need to seek other payment options.

Students considering withdrawing from a class or withdrawing from school, are encouraged to meet with a Financial Aid Counselor to understand the effects it may have on their financial aid. Students withdrawing from school begin the official withdraw process with the Director of Financial Aid in room 204 in the Penn Activity Center (PAC).

## HEALTH CARE

**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 weekly on Tuesday and Thursday from 9:30am – 3:30 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 main level 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 Marketing and Communications Office (Penn 209) prior to posting on the campus.

Postings may only be posted on bulletin boards or other designated areas inside university buildings on campus.

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 Marketing and Communications Office by the group's president or another member of the group's student officers for proofing and approval to post. The Marketing and Communications 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, 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.

Contact: Residence Life Office .....641-673-2123

## 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).

Contact: Bailey Rimes ..... 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/>.

Mahaska Health Partnership (MHP) operates the on-campus health clinic, located on the second level of the Penn Activity Center (PAC). Students are encouraged to bring their immunization records with them while attending William Penn University. A copy of these records will be helpful if they seek medical care at the on-campus health clinic or at any medical facility away from their primary care provider.

The State of Iowa requires that all colleges and universities provide information on the meningitis vaccination to incoming students. If you will be living in the residence halls, it is recommended by the CDC that you receive this vaccination. This vaccination is not required, but it is recommended.

According to the CDC website, "meningitis is an inflammation (swelling) of the protective membranes covering the brain and spinal cord. A bacterial or viral infection of the fluid surrounding the brain and spinal cord usually causes the swelling. However, injuries, cancer, certain drugs and other types of infection also can cause meningitis. It is important to know the specific cause of meningitis because the treatment differs depending on the cause."

Additional information regarding meningitis can be found at: <https://www.cdc.gov/meningitis>, or contact your primary care provider.

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

*The student body wants to wish you a warm welcome to William Penn University! Congratulations on making the steadfast decision to continue your education at a university that can offer many opportunities for your future. Your time at William Penn will introduce you to a new way of life and you just may end up making friends with people who are from a vastly different culture than you. William Penn allows the chance to experience a new atmosphere in our extracurriculars, electives, as well as our activities provided by student life. No matter where you come from, Penn can allow for you to explore something new. We encourage you to have a hopeful and positive outlook on your future here.*



*William Penn is a place that many of us consider to be our second home, and now we welcome you to call it home. The people here as well as the environment that our small school setting provides is unique to anywhere else, and you will begin to cherish it quickly. William Penn's friendly staff make it easy for you to come to them with any need, and they are always open for a conversation! Make sure you strive to use every opportunity you are shown to ensure that your experience here is lived to the fullest. You may have come here for academics or to play a sport, but there is so much more that you can do while you are here. With our extensive number of extracurricular clubs, intramurals, Greek life, and other organizations, you are sure to be enjoying your time out and about. There is no better time than now to make the most of life.*

*Even with the events happening in the world around us, the most important thing to remember is that you attend Penn as a student first. The stressors of modern-day life can easily catch up to you if you let them, try not to forget how important your studies are to the success of your future. The easiest way to make a class easy is to show up for it, so try to go to class every day ready to engage and expand your knowledge.*

*William Penn Student Government Association, better known as SGA, wants to help make your time at Penn memorable. We are graciously accepting input and comments on what we can do to improve campus life, so feel free to find a member and share your ideas.*

*Congratulations again on your acceptance to William Penn University! You are now one of the Statesmen, wear your colors with pride.*

*Axel Arzate-Vazquez*

*Student Government Association President*

Students wishing to initiate a new student organization should present their proposal in writing to Student Life located in the Student Services Office, Dana Atkins Memorial Union room 107, 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 contact University Conferencing at 641-673-1382. To reserve a room, space, or equipment (including tables and chairs) contact University Conferencing at 641-673-1382. 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: Randall Nichols.....641-673-1143

Office: Penn Hall 304

#### 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 Nu  
Pi Gamma Xi  
Nu Psi Tau  
Alpha Eta Omega

Advisor: Marsha Riordan..... 641-673-1045

## WORLD 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 ..... 641-673-1084

## CAMPUS ACTIVITIES BOARD (CAB)

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

## 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: Tanya Mammen ..... 641-673-2123

## 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: Admissions Office.....641-673-1012

## 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. Scholarships are awarded for service to the campus community by SGA.

### 2022-23 William Penn Student Government Representatives:

Axel Arzate-Vazquez —President

Ena Baker —Vice President

Eli Herro —Treasurer

Ashton Johnson—Student Life Director

Olivia Cramer —Public Relations Director

Brittany Cotter— Events Coordinator

Carlee Frayne, Amber Kurtz, Rebecca Warren - Senators

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

## 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: Papae Wymore ..... 641-673-1073

### KINESEOLOGY CLUB

The Kinesiology Club, a student-run movement organization, actively promotes interests in Sport Management, Physical Education, Wellness and Recreation and related fields. This group strives to learn about careers in sport, recreation, physical education, and form relationships with other students with similar interests. This club embraces the ideals of ethical, professional, well-rounded movement specialists by exposing students through extracurricular experiences, service to the campus and community and mentorship from experts in the field.

Advisor: Jennifer Peterson ..... 641-673-1021

### 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

## 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: Michael Johnston .....641-673-1346

## 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: Matt Slaymaker ..... 641-673-1051

## 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: Samantha Allen .....641-673-1080

### 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.

## 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 KIGC: Amanda DeVore..... 641-673-3017

Advisor to Communication Research Institute: Max Leonida..... 641-673-2170

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

## 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: Luke Besong ..... 641-673-1283

## OTHER ACTIVITIES

### ATHLETIC EVENTS/FACILITIES

William Penn University participates in 27 NAIA intercollegiate sports including basketball, baseball, bowling, football, cross country, soccer, shotgun sports, track, wrestling, lacrosse, volleyball and golf for men; and volleyball, basketball, softball, bowling, soccer, cross country, lacrosse, track, wrestling, shotgun sports 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 conference 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. Statesmen Community Stadium is the location for football, soccer and lacrosse. Gold meets are held at locations in the community. Swimming classes are held at the YMCA. Contact: Athletic Office..... 641-673-1070

### 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: Hannah Johnson..... 641-673-1398

PAC Contact: Bailey Rimes..... 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: Student Services..... 641-673-2123

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

## 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 and/or double bedroom units, laundry facilities, and a game room.

**Lewis Hall** is a female 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 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 Director and Assistant Director 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.

## EMOTIONAL SUPPORT ANIMAL POLICY

An Emotional Support Animal/Assistance Animal is one that is necessary to afford the person with a disability an equal opportunity to enjoy student housing. Assistance animals are not considered service animals under ADA, because they have not been trained to perform a disability-related work or task. An assistance animal may provide emotional support, calming, stability, and other kinds of assistance. Assistance animals are not allowed anywhere except in a student's room.

William Penn University, as stated in the Room and Board Agreement is, other than fish, animal-free. Operating within the parameters created by the Fair Housing Act, exceptions to the animal policy are permissible. If a student is planning to bring an assistance animal to Student Housing, please contact the Residence Life Office. All requests must be made 30 days prior to bringing the animal to campus. In order to consider your request, William Penn University policy requires that a qualified mental health professional provides current and comprehensive verification of the disability. To be considered current, the professional diagnosis and recommendation must be within one year. The verification must state the animal is necessary

to allow the person with a disability an equal opportunity to use and enjoy a dwelling, and there is an identifiable relationship between the disability and the assistance the animal provides.

## 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 residential students are required to contract for a meal plan. William Penn University offers three board plans.

Unlimited Meal Plan: required of all Freshmen and Sophomores

200 Block Plan with \$100 in Penn Bucks to use in the cafeteria or PAC Café.

110 Block Plan with \$200 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 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—

Equipment Issue 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:

Dean of Students/Director of Residence Life	641-673-1084
Asst Director of Residence Life	641-673-2123
Director of Campus Safety	641-673-1170
Campus Safety Officer	641-673-1170

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. Emotional 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).

For information about emotional support animals, please refer for the Emotional Support Animal policy in this handbook.

## 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 2person 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. The Housing and Meal Plan Refund Schedule is available in the Academic Catalog.

## 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 2019-20 school year:

Move in: August 19 and 20

Christmas Break last day to be in the dorms is December 10th at 12:00 PM

Return for Spring move in: January 14<sup>th</sup> at 8:00 AM

End of year last day to be in the dorms Thursday, May 11th 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 Smoke free 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
ESA Violation	\$100
Unauthorized Animal	\$100

## 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. Contact the Director of Compliance for additional information at [athcompliance@wmpenn.edu](mailto:athcompliance@wmpenn.edu).

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.

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. Students are expected to participate actively and academically. To be marked 'present' in an online course, students must submit an assignment that is tied to points in the 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. 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 Policy

#### 1. Overview

William Penn University's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to William Penn University's established culture of openness, trust, and integrity. William Penn University is committed to protecting William Penn University's employees, students, partners, and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of William Penn University. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations. Effective security is a team effort involving the participation and support of every William Penn University employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

#### 2. Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at William Penn University. These rules are in place to protect the employees, students, and William Penn University. Inappropriate use exposes William Penn University to risks including virus attacks, compromise of network systems and services, and legal issues.

This policy applies to the use of information, electronic and computing devices, and network resources to conduct William Penn University business or interact with internal networks and business systems, whether owned or leased by William Penn University, the employee, or a third party. All employees, students, contractors, consultants, temporary, and other workers at William Penn University and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with William Penn University policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2 This policy applies to employees, students, contractors, consultants, temporaries, and other workers at William Penn University, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by William Penn University.

#### 3. Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct William Penn University business or interact with internal networks and business systems, whether owned or leased by William Penn University, the employee, or a third party. All employees, students, contractors, consultants, temporary, and other workers at William Penn University and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with William Penn University policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2 This policy applies to employees, students, contractors, consultants, temporaries, and other workers at William Penn University, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by William Penn University.

## 4. Policy

### 4.1 General Use and Ownership

- 4.1.1 William Penn University proprietary information stored on electronic and computing devices whether owned or leased by William Penn University, the employee, or a third party, remains the sole property of William Penn University. You must ensure through legal or technical means that proprietary information is protected in accordance with the *Data Protection Standard*.
- 4.1.2 You have a responsibility to promptly report the theft, loss or unauthorized disclosure of William Penn University proprietary information.
- 4.1.3 You may access, use or share William Penn University proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
- 4.1.4 Employees and students are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees and students should be guided by university policies on personal use, and if there is any uncertainty, employees and students should consult the Information Services Department.
- 4.1.5 For security and network maintenance purposes, authorized individuals within William Penn University may monitor equipment, systems and network traffic at any time.
- 4.1.6 William Penn University reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

### 4.2 Security and Proprietary Information

- 4.2.1 All mobile and computing devices that connect to the internal network must comply with the *Minimum Access Policy*.
- 4.2.2 System-level and user-level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- 4.2.3 You must lock the screen or log off when the device is unattended.
- 4.2.4 Postings by employees from a William Penn University email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of William Penn University unless posting is in the course of business duties.
- 4.2.5 Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

### 4.3 Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of William Penn University authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing William Penn University-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

#### 4.3.1 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by William Penn University.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which William Penn University or the end-user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting William Penn University business, even if you have authorized access, is prohibited.

4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to the export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a William Penn University computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any William Penn University account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited unless prior notification to William Penn University is made.
12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Introducing honeypots, honeynets, or similar technology on the William Penn University network.
15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Providing information about, or lists of, William Penn University employees to parties outside William Penn University.

#### 4.3.2 Email and Communication Activities

When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees or students state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company". Questions may be addressed to the Information Services Department.

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within William Penn University's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by William Penn University or connected via William Penn University's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

#### 4.3.3 Blogging and Social Media

1. Blogging by employees, whether using William Penn University's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of William Penn University's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate William Penn University's policy, is not detrimental to William Penn University's best interests, and does not interfere with an employee's regular work duties. Blogging from William Penn University's systems is also subject to monitoring.

2. William Penn University's Confidential Information policy also applies to blogging. As such, employees and students are prohibited from revealing any William Penn University confidential or proprietary information, trade secrets or any other material covered by William Penn University's Confidential Information policy when engaged in blogging.
3. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of William Penn University and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by William Penn University's *Non-Discrimination and Anti-Harassment* policy.
4. Employees may also not attribute personal statements, opinions or beliefs to William Penn University when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of William Penn University. Employees assume any and all risks associated with blogging.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, William Penn University's trademarks, logos, and any other William Penn University intellectual property may also not be used in connection with any blogging activity

## 5. Policy Compliance

### 5.1 Compliance Measurement

The Information Services Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

### 5.2 Exceptions

Any exception to the policy must be approved by the Information Services Department in advance.

### 5.3 Student Non-Compliance

A student found to have violated this policy may be subject to the following disciplinary action.

1. Judicial Board Review – Possible outcomes include probation or dismissal
2. Revocation of University network access

### 5.4 Employee Non-Compliance

Punishment for violation of the William Penn University Acceptable Use Policy may include, but is not limited to, temporary or permanent disconnection from WPU Network Resources, suspension of a specific user's WPU ID for up to one (1) academic semester, or further disciplinary action deemed necessary by the Vice President of Academic Affairs Office or where appropriate, the Human Resources Office, Dean of Students and President's Office, or law enforcement agencies.

## 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 Johnston 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 expected 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 Vice President for Academic Affairs 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 Vice President for Academic Affairs 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 humility 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.

## **SEXUAL AND RELATIONSHIP MISCONDUCT POLICY (TITLE IX)**

### ***Sexual and Relationship Misconduct Policy***

When a student or employee reports an incident of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the University will provide a printed copy of this policy which includes the following written notifications:

- Options for, available assistance in, and how to request changes to academic, living, and on campus working situations or protective measure (Interim Measures);
- Procedures victims should follow, including the importance of preserving evidence (Steps to Take Immediately Following Sexual or Relationship Misconduct);
- How and to who the offense should be reported (Reporting a Violation of this Policy);
- Options about the involvement of law enforcement and campus authorities (Law Enforcement);
- How the institution will protect the confidentiality of the parties involved (Official Reporting Options), including Clery Act reporting and disclosures (Federal Statistical Reporting Obligations and Federal Timely Warning Reporting Obligations), as well as accommodations or protective measures provided to victims (Interim Measures);
- Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (Investigation/Determination Processes).



A list of existing Campus and Community Resources for counseling, emergency/safety/security, health, legal assistance mental health, Title IX coordinator, victim advocacy assistance for students and employees is included in the Title IX Coordinators office and on resource cards located throughout the university.

This Policy and the Investigation/Determination Processes are intended to fully comply with Title IX and any related federal guidance, and will be interpreted and applied by the University accordingly. As such, they are in lieu of and supersede any contrary policy/process/provision contained in William Penn's Student or Employee Policy documents.

### ***I. Introduction/Statement of Policy***

#### **Sexual and Relationship Misconduct Policy**

This Policy and Investigation/Determination Processes are intended to fully comply with Title IX and any related federal guidance, and will be interpreted and applied by the University accordingly. As such, they are in lieu of and supersede any contrary policy/process/provision contained in William Penn's Student or Employee Policy document. ***I.***

### ***Introduction/Statement of Policy***

William Penn University is committed to providing a learning and working environment free from all forms of Sexual Misconduct including, but not limited to, Sex-Based Harassment, Non-consensual Sex Acts; Non-consensual Sexual Touching; and Sexual Exploitation. The University is also committed to providing a learning and working environment free from Relationship Misconduct, including Dating Violence, Domestic Violence and Stalking. Engaging in, or Attempting or Aiding in the Commission of such acts, violates the policies of William Penn University. Finally, it is a violation of this Policy to engage in Retaliation against another for exercising his/her rights under this Policy. Any conduct in violation of this Policy will be treated under applicable University procedures. William Penn University does not tolerate any of the above conduct in any form (these acts are collectively referred to herein as "Sexual and/or Relationship Misconduct"). The University urges individuals to report any of these acts to campus officials under these administrative provisions. The University also encourages individuals to promptly report any such act that might also constitute a crime to local law enforcement. This policy applies to all students and employees of William Penn University regardless of sex, gender, sexual orientation or gender/sexual identity.

The Policy covers conduct that occurs on all William Penn University campuses and at all William Penn sponsored programs and events. The Policy also covers prohibited conduct that initially occurs off-campus acts in the educational or work setting. The Policy covers conduct perpetrated by faculty, staff, students and third parties.

Member of the WPU community, guests and visitors have the right to be free from Sexual and/or Relationship Misconduct. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The WPU Sexual and/or Relationship Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The purpose of this Policy is to promote compliance with applicable campus, state and federal regulations; to allow for behavior that is inconsistent with the WPU policies to be appropriately reported, investigated and sanctioned; and to educate all members of the University community about implications and consequences of their behavior.

William Penn students and employees are expected to maintain the highest ethical standards of honesty and respect for others. University students, often away from home for the first time, may be unsure of how to handle situations such as rapidly expanding social circles and a lack of parental restrictions. In the context of intimate relationships, the use of alcohol and other drugs can blur the distinction between consensual and nonconsensual conduct (for example, seduction versus coercion or intoxication versus incapacity). Non-stranger (date/acquaintance) rape happens most frequently at or after parties. Real or perceived power differentials between individuals also may impact whether conduct is welcome or unwelcome under sexual harassment laws. Being under the influence of alcohol or drugs is not an excuse for behavior that fits the definition of Sexual and/or Relationship Misconduct under this Policy.

Through this Policy the University intends to:

- A. Educate all constituencies about what constitutes Sexual and Relationship Misconduct.
- B. Inform faculty, staff and students of this Sexual and Relationship Misconduct Policy and the procedures for reporting Sexual and Relationship Misconduct within the University.
- C. Encourage faculty, staff and students to report Sexual and Relationship Misconduct that constitutes a crime to the appropriate law enforcement authorities.
- D. Educate faculty, staff and students as to common sense practices which may enable them and others to avoid becoming subjected to Sexual and Relationship Misconduct.
- E. Educate Campus Safety and University personnel about their responsibilities, the laws and potential sanctions and liabilities when Sexual and Relationship Misconduct occurs.
- F. Inform faculty, staff and students of the services available to survivors of Sexual and Relationship Misconduct.
- G. Educate faculty, staff and students to be respectful of the limits expressed or implied by their partners in sexual contacts.

### ***II. A. Prohibited Conduct: Sexual Misconduct***

Sexual Misconduct includes Sex-Based Harassment, Non-consensual Sex Acts, Non-consensual Sexual Touching, and Sexual Exploitation (each of which is defined below):

1. Sex-Based Harassment includes sexual harassment and gender-based harassment.

- a. Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including non-consensual sex acts, non-consensual sexual touching, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence and stalking may also be forms of sexual harassment.
- b. Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
- c. Conduct is considered unwelcome if the victim did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct can involve persons of the same or opposite sex.
- d. Harassing conduct is verbal, written, or physical conduct that has the purpose or effect of unreasonable interfering with an individual's work or academic performance, or creates an intimidating, hostile or offensive working or educational environment. Examples of harassing conduct may include various types of unwelcome behavior, such as unwelcome; touching, sexually explicit offensive jokes, sexually degrading graphic, verbal or written comments or questions of sexual nature; sexual innuendo, sexual threats, obscene gestures; inappropriate humor and jokes about gender specific traits or sexual orientation; sexual propositions; sexually suggestive or insulting sounds and actions, including, whistling, leering and obscene gestures.
- e. A Hostile Environment exists when Sex-Based Harassment is sufficiently severe or pervasive/persistent and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all the circumstances. These circumstances could include:
  - 1) the frequency of the conduct;
  - 2) the nature and severity of the conduct;
  - 3) the identity and relationship of persons involved;
  - 4) the location of the conduct and the context in which it occurred;
  - 5) whether the conduct was physically threatening;
  - 6) whether the conduct was humiliating;
  - 7) the effect of the conduct on the alleged victim's mental or emotional state;
  - 8) whether the conduct was directed at more than one person;
  - 9) whether the conduct arose in the context of other discriminatory conduct;
  - 10) whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
  - 11) whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;
  - 12) whether the speech or conduct deserves the protections of academic freedom.

The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient event if the sex-based harassment is not particularly severe.

Sex or gender-based actions which are offensive or inappropriate, but do not rise to the level of creating a hostile environment, can still be reported and, where appropriate, WPU will take remedial steps intended to end or prevent such actions in the future. f. Quid pro quo sexual harassment exists when there are:

- 1) Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and 2)

Submission to or rejection of such conduct results in adverse educational or employment action.

2. Non-consensual Sex Act: A "sex act" (defined below) where "effective consent" (defined below) is not given by one of the participants.
3. Non-consensual Sexual Touching: Non-consensual "sexual touching" (defined below) where "effective consent" (defined below) is not given by one of the participants.
4. Sexual Exploitation: Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Example of sexual exploitation include, but are not limited to:
  - a. prostituting another person;
  - b. recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, without that person's consent;
  - c. distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the depicted in the images or audio did not consent to such disclosure and objects to such disclosure;
  - d. viewing another person's sexual activity, intimate body parts, or nakedness in place where that person would have reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire (Peeping Tommy).
  - e. going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)
  - f. knowing transmitting an STI or HIV to another individual intentionally; and
  - g. exposing one's genitals to another when the exposing individual knows or should have known that the other person did not consent to such exposure and objects to such exposure; causing another to expose his/her genitals without that person's effective consent.

### **III. Prohibited Conduct: Relationship Misconduct**

B. Relationship Misconduct includes Dating Violence, Domestic Violence and Stalking, each of which is defined below:

1. Dating Violence: Violence committed by a person who has been in a romantic or intimate relationship with another. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of then length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. [Iowa Code does not provide a per se definition for "Dating Violence." The University's definition of "Dating Violence" is consistent with the Clery Act regulations for reporting offenses.]
2. Domestic Violence: An assault (which is defined in §708.2A of the Iowa Code as an intentional or unauthorized act that is intended to cause pain to another or result in physical contact that is insulting or offensive, coupled with the apparent ability to do the act or to place another in fear of any such act, or the intentional and authorized pointing of a firearm or display of a dangerous weapon in a threatening manner) when the assault is between:
  - a. Family or household members who resided together at the time of the assault;
  - b. Separated spouses or persons divorces from each other and not residing together at the time of the assault.
  - c. Persons who are parents of the same minor child, regardless of whether they have been married or have lived together at any time.
  - d. Persons who have been family or household members residing together within the past year and not residing together at the time of the assault; or
  - e. Persons who are in an intimate relationship or have been in an intimate relationship and have had contact within the past year of the assault.[The University's definition of "Domestic Violence" is the offense constituting "Domestic Abuse" under Iowa Code § 236.2 "Domestic Abuse" is consistent with and substantively the same as the acts defined under the Clery Act as "Domestic Violence"].
3. Stalking: A person commits stalking when all of the following occur:
  - a. The person purposefully engages in a course of conduct (for example, repeatedly maintaining a visual or physical proximity to another person without legitimate purpose or repeatedly conveying oral or written threat, threats implied by conduct, or a combination thereof) directed at or toward another specific person that would cause a reasonable person substantial emotional distress or fear of bodily injury to, or the death of, that specific person or a member of the specific person's immediate family (spouse, parent, child, sibling or any other person who regularly resides in the household of a specific person, or who within the prior six months regularly resided in the household of a specific person); and
  - b. The person has knowledge or should have knowledge that the specific person will be placed in substantial emotional distress or reasonable fear of bodily injury to, or the death of, that specific person or a members of the specific person's immediate family by the course of conduct and
  - c. The person's course of conduct induces substantial emotional distress or fear in the other specific person of bodily injury to, or the death of, the specific person or member of the specific person's immediate family.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.

[Iowa Code § 708.11; with amended language consistent with the definition of "Stalking" under the Clery Act regulations for reporting offenses].

### **II. C. Prohibited Conduct: Other Activities in Violation of Policy**

1. Possession, Use, Distribution and/or Administration of Date Rape Drugs: Possession, Use, Distribution and/or Administration of Date Rape Drugs, including Rohypnol, Ketamine, GHB, Burundange, etc. is prohibited, as is administering one of these drugs to another for the purpose of inducing incapacity.
2. Attempts to Commit/Aiding in the Commission of Sexual and/or Relationship Misconduct: Attempts to commit Sexual or Relationship Misconduct and aiding in the commission of Sexual or Relationship Misconduct as an accomplice are also prohibited under this Policy.
3. Retaliation: Retaliation occurs when an individual harasses or intimidates another person because of that other person alleging, or participating in an investigation of, a violation of this Sexual or Relationship Misconduct Policy. Harassment or intimidation includes but is not limited to threats or actual violence against the person or her/his property, adverse education or employment consequences, ridicule, taunting, bullying or ostracism. Retaliation is prohibited under this Policy and is expressly prohibited by Title VII, Title IX and other state and federal laws.

### **II. D. Prohibited Conduct: Definition of Common Terms**

1. Sex Act: A Sex Act is sexual contact between two or more persons by penetration of the penis into the vagina or anus; contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person; contact between the finger or hand of one person and the genitalia or anus of another person, or by use of artificial sexual organs or any object in contact with the genitalia or anus.
2. Sexual Touching: Sexual Touching is any intentional contact with the breasts, buttocks, groin or genitals, or touching another with any of these body parts, or making another touch him/her or themselves with or on any of these body parts for the purpose of arousing or satisfying his/her own sexual desires.
3. Effective Consent: Effective Consent is informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon current sexual activity.

Consent is not effective if it results from the use of fraud, physical force, threats, intimidation or coercion.

- a. Physical Force exists, for example, when someone acts upon another physically, such as hitting, kicking, restraining or otherwise exerting their physical control over another through violence.
- b. Threat exists where a reasonable person would be compelled by the words or actions of another to give permission to sexual contact they would not otherwise give, absent the threat. For example, threats to kill another, themselves, or to harm someone the other person cares for are sufficient to constitute threats.
- c. Intimidation exists where someone uses their physical presence to menace another, though no physical contact occurs, or where the other person's knowledge of prior violent behavior by an assailant, coupled with menacing behavior, places the other person in fear as an implied threat.
- d. Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates norms of respect in the community, such that the application of such pressure or oppression causes the objectified victim of the behavior to engage in unwanted sexual behavior.

Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, and the initiator's knowledge that the pressure is unwanted. When someone makes it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Effective Consent cannot be given by someone who is incapacitated (defined below). Furthermore, someone under the age of 16 cannot give Effective Consent to someone over the legal age of consent (18), absent a legally valid marriage or court order. A mentally disable individual cannot give Effective Consent to a sexual activity if they cannot appreciate the fact, nature, or extent of the sexual situation in which they find themselves.

Past consent does not imply future consent; consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another; consent to engage in one form of sexual activity does not imply consent to engage in other forms of sexual activity; and consent can be withdrawn at any time.

4. Incapacitation/ Incapacitated [Iowa Code § 709.1A]: Incapacitation or Incapacitated means a person is disabled or deprived of ability, as follows:

- a. "Mentally incapacitated" means that a person is temporarily incapable of rationally and reasonable understanding the nature and extent of the situation or controlling the person's own conduct due to the influence of a narcotic, anesthetic, alcohol, or other intoxicating substance. This includes, but is not limited to, someone who incapacity results from ingesting anything in the category of a "date-rape drug." Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, as is administering one of these drugs to another person for the purpose of inducing incapacity.
- b. "Physically helpless" means that a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited.
- c. "Physically incapacitated" means that a person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee.

### ***III. Steps to Take Immediately Following Sexual or Relationship Misconduct***

A. If Sexual or Relationship Misconduct occurs, many survivors do not know where to turn for help or what steps to take after the conduct occurs. Although the choices about which options to explore rest solely with the survivor, William Penn University encourages survivors to take the following steps:

- 1. Get to a safe place as soon as possible.
- 2. Contact the law enforcement (911). If Sexual or Relationship Misconduct occurs on campus, Campus Safety should also be notified by calling 641.673.1170.
- 3. Seek immediate medical attention. Survivors of Sexual and Relationship Misconduct are strongly encouraged to seek immediate medical attention at an area hospital or medical clinic. If the survivor wishes, a survivor advocate from Crisis Intervention Services (641.673.5499 or 1.800.270.1620) can accompany the survivor to the hospital and Campus Safety or other University personnel can provide transportation (641.673.1170).

The Sexual Assault Nurse Examiner (a specially trained nurse) at the Pella Regional Health Center Emergency Room is on call 24 hours a day, 7 days a week (call Crisis Intervention Services at 1.800.270.1620 or go directly to Pella Regional Health Center at 404 Jefferson, Pella Iowa 50219).

Crisis Intervention Services  
500 High Avenue West Oskaloosa,  
Iowa 52577  
1.800.270.1620

Mahaska Health Partnership – Emergency  
1229 C Avenue East  
Oskaloosa, Iowa 52577  
641.673.3100

Pella Regional Health Center  
404 Jefferson  
Pella, Iowa 50219  
641-621-2200 (24/7 Nurse line)

Planned Parenthood of Heartland  
1000 E Army Post Road  
Des Moines, Iowa 50315

and 615 N 2nd Avenue West  
Newton, Iowa 50208

1.877.811.7526 1.877.811.7526

Please be aware that hospital personnel are obligated to contact proper authorities regarding the assault. Although you are not obligated to do so, survivors of sexual and relationship misconduct are highly encouraged to take advantage of victim's services to help you understand your options for off-campus proceedings and to receive counseling specific to your needs.

4. Preserve Evidence. In the event of a sexual assault, if at all possible, do not change clothes, shower, bathe, douche, defecate or urinate. Emergency room personnel are trained to check for injuries, as well as collect physical evidence. It is important to preserve evidence for the proof of a violation of this Policy or of a crime should you decide to pursue charges through law enforcement. Costs for providing and administering the rape kit incurred by the Iowa Department of Public Health. The hospital staff will collect information, check for injuries, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breath, and may render information useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene-leave all sheets, towels, etc. that may bear information for the police to collect.
5. Remember: you are not alone. Talking with someone who understands can help you sort out the emotional aftermath of sexual or relationship misconduct. Because the reactions to these offenses are complex and often confusing, it is important to remember that your feelings are normal and you are not alone. William Penn University's Counselor provides free counseling for survivors of sexual and relationship misconduct. Additional confidential resources in the area are also available to you. Male and female counselors are available.

William Penn University Counseling Services  
Union – 120A  
641.673.1703

Crisis Intervention Services  
500 High Avenue West  
Oskaloosa, Iowa 52577  
641.673.0336  
1.800.270.1620 or 641.673.5499 (24 hr. crisis hotline)

Crossroads  
Pella Community Center  
712 Union Street  
Pella, Iowa  
641.628.1212

Heartland Christian Counseling  
2611 Washington  
Pella, Iowa  
641.628.9599

Crisis Advocacy Services  
1915 Hickman  
Des Moines, Iowa  
515.286.3600

Supporting a survivor of Sexual and/or Relationship Misconduct is a primary consideration as are explaining options and protecting individual rights. Every report of Sexual and/or Relationship Misconduct will be taken seriously and action will taken as appropriate. The University will do everything reasonably possible to a climate that is sensitive to and respectful and supportive of individual needs. The survivor will have access to

existing campus counseling and support services and, when appropriate, adjustments will be made to housing assignments, academic/work schedules, etc.

**IV. A. Reporting a Violation of this Policy: Confidential Resources**

Incidents of Sexual and Relationship Misconduct are notoriously underreported on university campuses, often because the complainant does not recognize their experience as a criminal offense and/or a university policy violation or due to their lack of knowledge of and/or discomfort with campus and community resources. By seeking assistance and reporting conduct covered by this Policy, you can begin your own healing process and promote the standards of community and respect that are part of William Penn University. The University encourages survivors of Sexual and Relationship Misconduct to talk to someone about what happened-so survivors can get the support they need, and so the University can respond appropriately.

**A. Confidential Resources**

If survivors of sexual or relationship misconduct desire that details of an incident be kept confidential, they should speak with the campus counselor. This resource will maintain confidentiality unless there is present or future, clear and imminent threat to the client or others or when legal requirements demand that confidential information is revealed, e.g. court ordered testimony. In any situation where confidential information must be revealed, it will be done with client informed consent whenever possible. The campus counselor is available to help survivors free of charge and can be seen on an emergency basis. Off-campus victim counselors and rape crisis resources are also confidential resources. On and off-campus, emergency assistance is also available as listed below:

On Campus	Contact person	Phone #
Counselor	Tyne Smith	641-673-1703

Agency	Contact person	Phone #
Crossroads	Jim Hibma	641-628-1212
Crisis Intervention Services (Crisis Line)		1-800-270-1620 or 641-673-5499

\*It must be noted that sharing an incident only with a confidential resource does not constitute making an official report. The University is not able to investigate or follow up unless or until the incident is reported to the Title IX Coordinator or responsible employee or when law enforcement informs the University about a report.

**IV. B. Reporting a Violation of this Policy: Official Reporting Options**

If survivors wish the University to investigate an incident of sexual or relationship misconduct, they must make an Official University Report. Any individual subjected to conduct covered by this Policy by a William Penn University student or employee (on campus, or in a program or activity under University jurisdiction), or any William Penn University student or employee who is a survivor of such conduct perpetrated by an employee, student or third party is encouraged to report the incident formally to the Title IX Coordinator (Angella Gambell, TitleIX@wpu.edu or 641.673.1076). The Title IX Coordinator will assist in making determinations around requests for confidentiality as explained immediately below and in arranging for a prompt investigation into the report as is explained in the “Investigation” section of this Policy. At the time of the report, a copy of this policy will be provided to both the complainant and the respondent.

**1. Reports to “Responsible Employee” other than the Title IX Coordinator**

As noted above, an individual who is subjected to conduct covered by this Policy is encouraged to make an official university report directly to the Title IX Coordinator. However, a report to another responsible employee of the University will be also addressed by the University. A “responsible employee” is a William Penn University employee who has the authority to redress the matter, who has the duty to report such incidents, or who a student or employee could reasonably believe has this authority or duty. At William Penn University, all employees (including student employees) are considered “responsible employees” unless the employee is acting as a victim counselor, chaplain, or campus counselor covered by the confidential reporting options listed above. When a complainant tells a responsible employee, other than the Title IX Coordinator, about an incident involving conduct covered by this Policy, the individual has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. Consequently, any responsible employee must report to the Title IX Coordinator all relevant details shared by the complainant concerning conduct covered by the Policy including the names of the complainant and respondent(s), any witnesses, and any other relevant facts, including date, time and specific location of the alleged incident. Responsible employees are not to investigate and are not required

to obtain proof of any actual Policy violation; but rather, the responsible employees should promptly report the available information to the Title IX Coordinator for processing under this Policy. To the extent possible, information reported to any responsible employee will be shared only with people responsible for handling the University's response to the report. A responsible employee should not share information with law enforcement without the survivor's consent, unless the survivor has also reported the incident to law enforcement.

## **2. Requests for Confidentiality**

If the complainant wants to make an Official University Report, but also maintain confidentiality, the University will consider the request taking into account the following considerations. Any such request for confidentiality should be reported to the Title IX Coordinator, either by the complainant or by another responsible employee who receives the report. The Title IX Coordinator will weigh the request for confidentiality against the University's obligation to provide a safe, non-discriminatory environment for all students and employees, including the complainant. In conducting this analysis, the Title IX Coordinator will weigh the complainant's request and preferences against factors such as: the seriousness of the alleged misconduct; the complainants' age; whether there have been other complaints against the accused that increase the risk of campus community or whether this is a first-time complaint; whether the alleged incident involved threatened future sexual violence or use of force or a weapon; whether an incident involved multiple respondents; whether an incident involved alcohol, drugs, or any date rape drug; FERPA privacy consideration; and whether the school has other methods for obtaining relevant evidence (i.e., security cameras or physical evidence). Based on this assessment, William Penn University will have decided whether to honor the complainant's preferences or whether to investigate and adjudicate a violation of this Policy.

There may be times when the University may not be able to honor a complainant's request for confidentiality in order to provide a safe, non-discriminatory environment for all students and employees. If William Penn University decides that actions required, WPU will not be able to ensure the complainant's confidentiality. In cases where a request for confidentiality cannot be honored, to the extent it is reasonably possible, a complainant may be provided requested support services such as a change in living or academic/work arrangement, and increased monitoring, supervision or security at locations and activities where the alleged misconduct or violence occurred.

If the University honors the request for confidentiality, the University will take all reasonable steps to investigate and respond that can be taken consistently with such requests, but a complainant must understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged respondent(s) may be limited.

## ***IV. C. Federal Statistical Reporting Obligations***

The Federal Government requires Campus Safety to publish an annual Student Safety Report describing certain crimes that fall within the definition of Sexual and Relationship Misconduct that have occurred and their general location (on or off campus or in the surrounding area; no addresses are given). These reports contain statistical information only. All personally identifiable information is kept confidential. This report helps to ensure greater community safety by providing the community with a clear picture of the nature and extent of campus crime. The University requires that all employees (except professional/licensed counselors and clergy) provide statistical information regarding known sexual crimes, dating violence, domestic violence and stalking to Campus Safety.

## ***IV. D. Federal Timely Warning Reporting Obligations***

The Clery Act requires institutions to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious ongoing threat to students and employees. Timely warnings are only required for Clery-reportable crimes that occur on Clery-defined geography, although William Penn University reserves the right to issue appropriate warnings regarding other criminal activity that may pose a serious threat as well. The University will make every effort to ensure that a survivor's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decision in light of the danger. Each time an alleged violation of this Policy is brought to the attention of the University, the Title IX Coordinator will make a determination as to whether a timely warning will be issued. When determining if a timely warning will be issued various factors will be considered on a case by case basis, including the nature of the crime, the continuing danger to the community, and the possible risk of compromising law enforcement efforts. If a timely warning is issued, it will be sent via email and cell phone text message to all students and those employees who have chosen to use the service.

## ***IV. E. Law Enforcement***

Along with the on-campus options described above, William Penn University strongly encourages a survivor of Sexual and Relationship Misconduct to make a report to local law enforcement and to speak with a rape crisis or other counselor, on or off campus. Sexual assault and many other types of Sexual and Relationship Misconduct constitute criminal behavior. Law enforcement officers are trained in handling sexual assault and other cases involving Sexual and Relationship Misconduct. An officer can be dispatched to campus to meet with the person calling, to assist the survivor in obtaining medical attention and emotional counseling, and to write a formal report of the incident. Reporting to law enforcement does not require prosecution of the offense and the victim's wishes will be taken into account by law enforcement. The police report and any supporting evidence may be turned over to the County Attorney's office, which decides whether there is sufficient evidence to prosecute. Information about the process of reporting, the investigation, arrests, filing charges, hearings, the trial and sentencing will all be explained to you at the time of report. Although reporting to law enforcement is strongly encouraged, at no time will any individual be forced to make a report to law enforcement as a precondition to using the internal reporting/investigation process discussed herein. The Title IX Coordinator, counselors, Title IX team members and Campus Safety can assist in notifying law enforcement, if a survivor choose.

### **Law Enforcement Contacts:**

**Oskaloosa Police Department, 641.672.2557 Mahaska County Sheriff, 641.673.4322**

## ***V. What to Expect After an Official Report is Made***

### **A. If I am as student, will my parents be told?**

No, not unless you tell them. Whether you are the complainant or the respondent, William Penn University's primary relationship is to the student and not to the parent. However, in the event of major medical, conduct action, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student or in a life-threatening situation.

### **B. Will a survivor be sanctioned when reporting a violation of this Policy if he/she has used drugs or alcohol in violation of the law or University conduct rules?**

No. The severity of the infraction will determine the nature of the University's response, but whenever possible the University will respond educationally rather than punitively to the illegal or improper use of drugs and/or alcohol by a survivor of Sexual or Relationship Misconduct. The seriousness of Sexual or Relationship Misconduct is a major concern and the University does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of a violation of this Policy.

### **C. What do I do if I am accused of sexual misconduct?**

1. DO NOT contact the alleged survivor.
2. Follow all directions issued by the University.
3. Contact the Title IX Coordinator to receive additional explanation about the investigatory process.
4. If a student, consider contacting your parents for support.
5. Consider hiring an attorney.
6. Consider contacting someone in the campus community who can act as your advisor.
7. You may also want to talk to the campus counselor.

### **D. Interim Measures**

If, at any time after being made aware of the complaint, the University determines that it is in the best interest of either party for safety or other reasons, the University may take whatever interim measures are deemed appropriate under the circumstances. Any party desiring the imposition of interim measures or with questions related thereto should contact the Title IX Coordinator; the Title IX Coordinator will oversee the implementation of any such measures. In most instances, both the complainant and the respondent will be instructed to avoid all contact with the other. Such a directive serves as notice to both parties that they must not have verbal, electronic, written or third-party communication with one another. If these instructions are not heeded, disciplinary action will be taken, including the possibility of immediate disciplinary action. In addition, complainants have the right to request orders of protection, "no-contact" orders, restraining orders, or similar orders issued by a criminal, civil or tribal court or by the institution. If requested by the complainant, a change in living or academic/work arrangements will be made to the extent reasonably possible.

Other interim measures for the complainant and/or respondent might include:

1. Assistance from university support staff in completing the relocation.
2. Arranging to dissolve a housing contract.
3. Rescheduling exam (paper, assignment)
4. Taking an incomplete in a class.
5. Transferring class sections.
6. Temporary withdrawal from a course or from the university.
7. Alternative course completion options.
8. Academic accommodations.
9. Medical and mental health services, including counseling.
10. Change in campus housing and/or dining options.
11. Assistance in arranging for alternative University employment arrangements and/or changing work schedules.
12. Providing an escort to ensure that the student can move safely between school programs and activities.
13. Assistance identifying an advocate to help secure additional resources, including off-campus and community advocacy, support and services.

The University will generally initiate these measures only with the complainant's knowledge and consent, but the University reserves the right to take whatever measures are deemed necessary to protect the parties and/or the community. In cases where confidentiality is requested and feasible, to the extent it is reasonably possible, a complainant may still be provided requested support services such a change in living or academic/work arrangements, and increased monitoring, supervision or security at locations and activities where the alleged misconduct or violence occurred.

The University will work with complainants or their counselors or advocates to identify what interim measures are appropriate in the short term (e.g., during the pendency of an investigation or other school response), and will continue to work collaboratively throughout the University's process and as needed thereafter to assess whether the instituted measures are effective, and if not, what additional or different measures are available to keep the complainant safe.

### **E. Interplay with Criminal Proceedings**



As noted above, some conduct covered by this Policy may constitute both a criminal violation and a violation of University policy. A person charged with a crime can be prosecuted under the Iowa Criminal Code and separately adjudicated by the University for any behavior that also constitutes a violation of this Policy. Even if the criminal justice authorities choose not to prosecute, a student or employee charged with any type of Sexual and/or Relationship Misconduct will be subject to the University disciplinary process. The matter will be processed under the applicable University policies and procedures, without waiting for any separate criminal investigation/proceedings to be conducted or completed. The University may briefly delay the start of its investigation for up to ten (10) days to allow an initial law enforcement investigation when a police report has been made, but absent compelling circumstances, a longer delay will not be allowed.

## ***VI. A-E. Investigation/Determination Processes***

Upon receipt of a complaint or report of Sexual or Relationship Misconduct an investigation will be conducted and, where appropriate, sanctions and corrective measures will be taken in accordance with applicable university disciplinary policies and procedures.

### **A. Former Students/Employees**

An investigation will be conducted, to the extent reasonable possible, even if the respondent is a former student/employee or a third party. In these situations, the University will attempt to put the respondent on notice and invite their participation in the investigation, but all the investigatory steps below may not be strictly followed. If a finding of Misconduct is made, the University will impose sanctions appropriate for the situation, such as a no readmission sanction, or no-rehire sanction, or a no trespass/no-contact order.

### **B. Title IX Coordinator**

The Title IX Coordinator is responsible for ensuring compliance with this Policy and all related processes. The Title IX Coordinator will be party of investigating complaints and play a part in the decisions for the findings or sanction decisions. The Title IX Coordinator should be considered a resource for all parties involved in the process. William Penn University's Title IX Coordinator is Angella Gambell (TitleIX@wmpenn.edu or 641.673.1076).

### **C. Process Advocates**

For both the complainant and respondent, process advocates may be utilized throughout this process. These university employees, who are knowledgeable about the conduct process and investigation, are available to provide information on the process. They may be present during the investigation, and any pre-investigation meetings. Those qualify as process advocates include resident advisors, Director and Assistant Director of Residence Life and other campus professionals.

### **D. Investigators**

All cases of alleged Sexual or Relationship Misconduct will be investigated jointly by the Title IX Committee. If, prior to the initiation of the investigation, either the complainant or the respondent alleges that an investigator has a conflict of interest, after hearing from both parties on the topic, the Title IX Coordinator will decide whether to excuse the investigator and announce his/her decision in writing to both parties. If the Title IX Coordinator determines that the investigator should be excused, or if an investigatory is unavailable to conduct the investigation, the Title IX Coordinator will appoint a replacement investigator.

\*The University reserves the right, in the discretion of the Title IX Coordinator and/or the President, to utilize an external investigator(s) to conduct an investigation under this Policy, in lieu of the internal investigators identified herein.

### **E. Investigation Process**

1. Upon receipt of a complaint or report of Sexual or Relationship Misconduct, the Title IX Coordinator will prepare a notice of complaint/investigation document that identifies:
  1. The respondent;
  2. The complainant (unless the Title IX Coordinator has decided to honor a request by the complainant to remain confidential);
  3. The date(s) of the allege misconduct;
  4. A brief description of the allegation;
  5. The specific provisions of this Policy that were allegedly violated; and
  6. The investigatory process that will follow
2. This notice of complaint/investigation document will be provided to both parties. If reasonably possible, the Title IX Coordinator should deliver the notice of complaint/investigation document to both individuals personally, so that he/she can explain the nature of the complaint(s) and the investigatory process.
3. During the investigation, both the complainant and respondent:
  - a) Will be allowed to present their version of events to the investigators and to provide any supporting evidence.
  - b) May be accompanied in their interviews by a silent representative or support person. The silent representative or support person will not be allowed to provide information to the investigators or ask questions of the party during the interview process. The investigators will have the right to end the interview or ask the representative to leave the interview if the representative is violating these restrictions or otherwise

interfering in the investigation process.

- c) May utilize a William Penn University process advocate through the investigatory process.
- d) Will be allowed to identify witnesses, all of whom will be interviewed by the investigators absent a compelling reason why such an interview cannot take place. If the investigators determine that an identified witness cannot or should not be interviewed, both parties will be informed in writing of this decision, unless safety considerations prevent such disclosure.
- e) Will be given an opportunity to review all tangible evidence submitted or identified by the other party and given an opportunity to comment on that evidence, unless safety considerations prevent such disclosure.
- f) Will be notified of the witnesses identified by the other party and be given an opportunity to comment on those witnesses and identify rebuttal witnesses, unless safety considerations prevent such disclosure.

All investigations will be conducted as discreetly as is practicable. All witness interviews will be audio recorded, and all such recordings shall at all times remain the property of the University. Investigators are encouraged to confer with the Title IX Coordinator throughout the process in an effort to ensure compliance with the outlined processes. Individuals making good faith allegations of Sexual or Relationship Misconduct and those participating in such investigations will not be subjected to Retaliation.

- 4. At the conclusion of the investigation, the Investigators will determine whether a Preponderance of the Evidence supports a finding that this Policy was violated. A Preponderance of the Evidence is evidence from which the Investigators can determine that it is more likely than not that a violation occurred. The Investigators will prepare a written Investigation Report that includes a Notice of Decision (as described in Section G below) describing their decision and rationale. IF the Investigators determine that the violations occurred, the Notice of Decision will identify the specific policy violation(s) and any sanction/remedial efforts. Once the Investigation Report has been completed, the Title IX Coordinator will deliver the report to both parties.
- 5. The Investigators' compilation of evidentiary materials collected during the investigation (including interview recordings, notes, statements, research and tangible evidence) comprises the Investigation Materials. Within five (5) calendar days of the date of the Notice of Decision, either party may request to see the Investigation Materials. The Title IX Coordinator will provide access to the Materials during a meeting with the requesting party, but the party will not be allowed to make or retain copies of the Materials.
- 6. If neither party appeals the decision of the Investigators within five (5) calendar days of the date of the decision, the Investigators' decision will become final.
- 7. If the Investigators cannot reach a unanimous decision as to responsibility (i.e., one investigator would find the respondent responsible for a policy violation by applying the preponderance of the evidence standard and one investigator would reach an opposite conclusion), they will provide a Notice of Decision to that effect in their Investigation Report. The Title IX Coordinator will provide the Appeal Panel (described below) with the Investigation Report and the Investigation Materials, as described above. Each party will have five calendar days from date of the Investigators' Notice of Decision to submit a written position statement to the Title IX Coordinator which will be provided to the other party and the Appeal Panel for its consideration. Applying the same preponderance of the evidence standard as the Investigators, the Appeal Panel will review the Investigation Report, the Investigation Materials, and the parties' position statements and make a final determination of responsibility (and sanction(s) if appropriate). Upon making a determination, the Appeal Panel will issue a final Notice of Decision to the parties and the Title IX Coordinator. Under these circumstances, the Decision of the Appeal Panel is final and the Appeal Process discussed in Section F below is not available to either party.

## ***VI. F. Appeal Process***

- 1. Either party may request that an Appeal Panel review the Investigators' decision in writing, by submitting a written Notice of Appeal to the Title IX Coordinator within five (5) calendar days of the date of the Notice of Decision. In the Notice of Appeal, the appealing party must identify one of the following bases for his/her appeal and explain in detail how such a basis for appeal exists in his/her case:
  - a) To consider new information, unavailable during the investigation, that could be outcome determinative; a summary of this new evidence and its potential impact must be included;
  - b) To assess whether a material deviation from written procedures materially impacted the fairness of the investigation (a deviation materially impacts an investigation if a different outcome is probably if the alleged procedural defect is corrected);
  - c) To decide if a sanction(s) is grossly disproportionate to the severity of the offense (either too lenient or too harsh);
  - d) To assess whether bias on the part of an Investigator deprived the process of impartiality.
- 2. With three (3) calendar days of receipt of the Notice of Appeal, the Title IX Coordinator will review the Notice of Appeal, and if the Title IX Coordinator determines that the Notice of Appeal identifies one or more of the listed bases of appeal, The Title IX Coordinator will notify the parties and the Investigators in writing of the appeal and explain the appeal process as outline below. If the Title IX Coordinator determines that the Notice of Appeal failed to identify a basis for appeal under this Policy, the Title IX Coordinator will notify the appealing party of that determination, and will notify both parties that the Investigators' decision has become a final decision.
- 3. If a timely Notice of Appeal, which identifies a recognized basis for appeal, is received by the Title IX Coordinator, he/she will share the Notice of Appeal with the other party and the Investigators, and both the non-appealing party and the Investigators will be given five (5) calendar days to provide the Title IX Coordinator with a written response to the appeal. During the five (5) day response period, any party that has not previously reviewed the Investigation Materials may request to review the Investigation Materials. The Title IX Coordinator

will provide access to the Materials during a meeting with the requesting party, but the party will not be allowed to make or retain copies of the Materials. The Title IX Coordinator will share any responses to the Notice Appeal with the appealing party. The Title IX Coordinator will also inform all parties of the composition of the Appeal Panel.

4. The Appeal Panel will comprise three individuals appointed by the Title IX Coordinator from a pool of trained administrators/faculty. If, within three calendar days of receiving notification of the makeup of the Appeal Panel, either the complainant or the respondent alleges that a member of the Appeal Panel appointed by the Title IX Coordinator has a conflict of interest, after hearing from both parties on the topic, the Title IX Coordinator will decide whether to excuse the Appeal Panel member and announce his/her decision in writing to both parties. If the Title IX Coordinator determines that the Appeal Panel member should be excused, the Title IX Coordinator will appoint a replacement.
5. The Title IX Coordinator will ensure that the Appeal Panel is provided with the following materials: (a) the notice of complaint/investigation document; (b) the Investigation Materials; (c) the Investigators' Investigation Report/Notice of Decision; (d) the Notice of Appeal; and (e) any response to the Notice of Appeal. These materials comprise the "Record on Appeal" The Title IX Coordinator will be available as a resource for the Appeal Panel; the Appeal Panel is encouraged to confer with the Title IX Coordinator as needed in an effort to ensure compliance with the outlined processes.
6. The Appeal Panel will issue a written Appeal Decision within five (5) calendar days after receiving the response from the non-appealing party, and that decision will be provided to the parties, the Investigators, and the Title IX Coordinator. In the event the Appeal Panel determines that further action from the Investigators is warranted under a, b, or d, above, the matter will be returned to the Investigators (substitution of a new Investigator may be warranted under subdivision d) to correct the error, reconsider the matter, and issue a new Investigation Report/Notice of Decision, and that decision shall be final. This reconsideration must be completed within five (5) calendar days of the Appeal Panel's decision. If the Appeal Panel finds a basis for altering the Investigators' decision under c, above, the Appeal Panel's Appeal Decision shall be final. In that event, the Appeal Panel's decision must be consistent with a Notice of Decision as defined below.

\*Please Note: The charges of misconduct remain allegations until a final decision is reached and all appeals exhausted under the applicable University procedures.

#### ***VI. G. Notice of Decision***

1. Any Notice of Decision reference in this section shall mean a written notice of the outcome of the complaint (i.e., whether a Preponderance of the Evidence supports a finding that this Policy was violated), and a rationale for that decision.
2. The Notice of Decision will identify the Individual(s)/Body issuing the decision and whether an appeal is available (and if so, how to request such an appeal).
3. If the Notice of Decision indicates that a Policy violation occurred, the Notice of Decision will identify the specific policy violation(s) and any sanction/remedial efforts. The Notice of Decision to the complainant should specifically include: a) Any individual remedies for the complainant;
  - b) In non-violence cases, notice of any sanctions imposed on the respondent that directly related to the complainant; Sanctions that directly related to the complainant include, but are not limited to, requiring that the respondent stay away from the complainant for some period, prohibiting the respondent from attending school or working on campus for some period of time; or transferring the respondent to another residence hall, classes school, or job.
  - c) in violence cases, notice of all sanctions imposed on the respondent and
  - d) steps being taken to eliminate the misconduct and prevent recurrence.
4. Both parties will be provided the Notice of Decision by the Title IX Coordinator concurrently, if possible.
5. If the alleged victim is deceased as a result of the crime or offense, the University will provide access to the Notice of Decision to the next of kin, if so requested.

#### ***VI. H. Time Frame***

In most cases the Investigation/Determination Processes will be concluded within sixty (60) days after the complainant makes the official university report. However, if circumstances are such that the process will not be rendered in this time-frame the complainant and the respondent will be so advised and provided a general time-frame for the conclusion of the process.

#### ***VI. I. Sanctions for Sexual and/or Relationship Misconduct***

1. Any respondent found responsible for a charge of any type of Sexual and/or Relationship Misconduct will receive sanction(s) ranging from warning, restitution, fines, discretionary sanctions, loss of privileges, restricted access, probation, living unit suspension, contract termination, suspension, or expulsion/termination of employment. The nature of the sanction(s) will be determined on a case basis taking into account numerous factors, including: a) The severity of the incident;

- b) Previous disciplinary infractions;
  - c) Consistency in punishment for like offenses;
  - d) Risk of repeat offenses;
  - e) Danger to community;
  - f) Acceptance of responsibility/remorse;
  - g) Type of harm caused;
  - h) Number of survivors
  - i) What is necessary to protect the survivor/community.
2. In addition to the sanction(s) against the respondent, the decision-makers may provide remedies/accommodations to the complainant such as counseling, alternative living/working arrangements and academic accommodations. The decision-makers may also establish certain remedies for the benefit of the school community.

Supervisors, administrators, and faculty who knowingly condone, fail to report, or fail to take action to remedy incidents of discrimination, harassment, and/or retaliation may themselves be subject to sanctions and/or disciplinary action, up to and including termination.

## 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 Cabinet member via the WPU Access Student Portal. The submission of the grievance will be assigned an ombudsperson that will notify the area Cabinet member that a

complaint or grievance has been filed. The area Cabinet member shall consider the appeal and make a decision. The area Cabinet member 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 Cabinet member, 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 Cabinet member, 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 Dean of Students 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 Dean of Students will act as convener and facilitator of the Board. The convener may 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 student's 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:

- a) Find no basis for the complaint and dismiss the allegation as unfounded.
- b) Summon the student or organization representative for a conference or pre-hearing interview.
- c) 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:

- a) Admit the charge(s) and elect for the Dean of Students to determine an appropriate sanction. Note: the Dean of Students may elect not to hear the case but instead refer it to the full Judicial Board.
- b) Admit the charge(s) and elect for the Judicial Board to determine an appropriate sanction.
- c) 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:

- a) the specific policy that the student or organization is charged with having violated;
- b) the date, time, and place of the hearing;
- c) 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;
- d) 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;
- e) that pertinent records, exhibits, and written statements may be accepted by the hearing body as evidence; f) that the hearing will be closed to the public;
- g) 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;
- h) that the student or organization may receive upon request from the Convener the expected set of witnesses that may be called by the university;
- i) 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 sanction 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 Dean of Students 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 Dean of Students 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.