

2018-19 Wheaton College Student Handbook

POLICIES AND PROCEDURES

This handbook is provided as a practical guide for Wheaton College students to live out their commitment to each other via the Community Covenant. If students agree to attend Wheaton College, it should be with the full intention of living with integrity within the vision of holy living articulated in the Community Covenant and the expectations articulated in the Student Handbook. By virtue of enrolling, students accept responsibility for the expectations described in the handbook. For follow-up questions or for help locating information in this handbook, please ask for assistance from the Student Development staff located in the Student Services Building, Suite 218. You may also email student.development@wheaton.edu or call 630-752-5022.

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

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

If a student has a dissenting opinion regarding ways a college department and/or another member of the community could be serving the campus more effectively, she/he is encouraged to discuss the concern in person before publicly expressing such dissent. Students who find it challenging to live with integrity within the Community Covenant's vision and/or the Student Handbook's expectations are encouraged to talk with the Vice President for Student Development, Dr. Paul Chelsen, or with any staff member in the Student Development Division.

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Athletics

1. Athletic Eligibility Appeal Procedures

An appeal of athletic eligibility related to a decision from a coaching staff member may be appealed by the student to the Athletic Director within five (5) business days. The student shall submit to the Athletic Director, in writing, specific objections to the decision and any materials the student deems relevant to the objections. The Athletic Director shall render a written decision on the appeal, based on the materials provided by the student as well as information provided by the members of the coaching staff. All appeals will be heard by the Athletic Director or his/her designee.

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

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

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

2. Equity in Athletics Disclosure Act

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

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

3. Gambling Activities (NCAA)

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

- a. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- b. Solicit a bet on any intercollegiate team.
- c. Accept a bet on any team representing the institution.

- d. Solicit or accept a bet on any intercollegiate competition for any item (e.g. cash, shirt, dinner) that has tangible value; or
- e. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

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

4. Participation – Medical Release Policy

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

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

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

7. Sunday Competition Policy

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

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

Trustee approved 5.16.15

[Campus Safety](#)

1. Accessing Campus Building Roofs Policy

It is a \$250 charge for students accessing any campus building roof or for climbing the exterior surface of any campus building. This includes residence halls, all campus buildings, campus apartments, campus houses, and Wheaton's East Campus. This charge reflects the College's level of concern for student's safety as well as reflecting a desire to discourage this type of activity. NOTE: The Dean of Residence Life will consider allowing students to pay off a portion of a charge for accessing a campus building roof by completing community service hours in a campus department, as an accommodation for students able to demonstrate difficulty paying the entire charge.

2. Bicycles and Moped Policy

Bicycles must be stored in racks outside campus buildings or in specific indoor storage areas within the residence halls or apartments. Indoor bike storage is limited. Residence Hall occupants may contact the Residence Director for space availability. Bike storage in a student's room/apartment/house is prohibited. It is recommended that bicycles be registered with the Wheaton Police Department. Students are strongly encouraged to lock (with heavy duty locks) their bikes when unattended. Bikes locked to handrails and trees around campus will be cut off by Public Safety to provide access and safety for the campus community.

Scooters, mopeds or motorcycles may not be stored in student residences under any circumstances. The definition of a moped/scooter is a motorized vehicle under 50cc. Mopeds/scooters on Wheaton College campus need to be ridden in accordance with the [Rules of the Road](#) and parked in designated areas. Anything over 50cc is considered a motorcycle and needs to be parked in a spot designated for motorcycles. Students riding one of these vehicles should contact public safety for all guidelines and expectations. Failure to follow their guidelines will result in being ticketed.

3. Bullying and Cyber-Bullying

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

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

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. Substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.”

Legal reference: 105 ILCS 5/27-23.7(b)

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

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

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

4. Carbon Monoxide Detectors

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

5. Climbing and Rappelling Policy

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

6. Communicable Diseases

Definition

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

Purpose

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

Policy

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

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

Students are encouraged to inform campus health authorities if they have a communicable disease, whether symptomatic or not. Students with a communicable disease shall be allowed regular classroom

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

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

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

7. Fire Safety

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

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

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

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

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

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

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

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

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

8. Hover Boards and Drones

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

9. Involuntary Student Leave of Absence for Reasons of Personal or Community Safety

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

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

Policy

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

- The student presents a danger to the fulfillment of the mission of the College or to the life, health, welfare, safety, or property of any member of the College community or other person; or
- The student's conduct renders him or her unable to:
 - Function safely or effectively in the College's programs, activities, or facilities without harming himself or herself, harming one or more other individuals, causing a disruption, or
 - Be helped by mental or physical medical treatment.

Such circumstances may include but are not limited to, engaging in physical or sexual violence, activity involving illegal drug or other controlled substances, disruptive conduct, conduct that threatens the safety of others, or conduct that demonstrates an inability to care of oneself.

The procedure outlined below will be initiated only (1) after reasonable attempts to secure a student's voluntary cooperation for a medical or psychological evaluation or leave of absence have been pursued; or (2) if a student refuses to agree to, or does not adhere to reasonable conditions established for their continued presence on campus, or continued presence in college housing or other college program or activity.

Procedure

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

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

3. **Individualized assessment.** Any determination that a student's conduct is inconsistent with the standards set forth in this policy shall be based on an individualized assessment. This assessment shall be based upon the best available objective evidence, which may include available medical information.
4. **Possible interim suspension/withdrawal.** If the College concludes that a student presents an immediate danger (a) to the fulfillment of the mission of the College or to the life, health, welfare, safety, or property of any member of the College community or other person, or (b) demonstrates a serious inability to function safely or effectively in the College's programs, activities, or facilities without an immediate risk of harming himself or herself or others, the Dean of Student Care and Graduate Student Life may withdraw the student or restrict the student's access to campus for a brief, interim period before a final determination is made.
5. **Considering an involuntary leave (or other involuntary action).** If the review process outlined above does not result in the student's decision to take a voluntary leave or the Dean of Student Care and Graduate Student Life's determination that no further proceedings are warranted, the Dean of Student Care and Graduate Student Life shall then determine whether, under all of the individual circumstances of the case, the College wishes to consider an involuntary leave of absence (or other involuntary action). If the Dean of Student Care and Graduate Student Life determines that the matter should be handled as an involuntary leave of absence (or other involuntary action), the Dean of Student Care and Graduate Student Life shall proceed to make a final determination as follows.
6. **Final determination.** In making a final determination, the Dean of Student Care and Graduate Student Life will consider any information obtained during the preliminary review, as well as any other information that the student submits or that the Dean of Student Care and Graduate Student Life deems relevant. The Dean of Student Care and Graduate Student Life will also give the student, who may be accompanied by a non-attorney advisor, an opportunity to be heard. The Dean of Student Care and Graduate Student Life may also consult with other College representatives and appropriate health care providers on a confidential basis in making an individualized judgment based upon all of the facts and circumstances.
7. **Possible evaluation.** As part of this final determination, the Dean of Student Care and Graduate Student Life may require the student to schedule an evaluation by a qualified, licensed medical and/or mental health professional within or outside the College, with the student responsible for any costs of such evaluation and with the results of that evaluation to be shared with the Director of the Counseling Center, Director of Student Health Services and Dean of Student Care and Graduate Student Life as well as the student. The Dean of Student Care and Graduate Student Life shall consider the results of this evaluation and other information collected in making a final determination.
8. **Communicating the final decision.** Any decision by the Dean of Student Care and Graduate Student Life to require an involuntary leave of absence (or other involuntary action) shall be communicated to the student in writing as soon as possible after the decision is rendered. The

student has a right to be informed of the pertinent information upon which the decision is based, as well as the contemplated length of the leave, which will be determined on a case-by-case basis. The conditions under which a student may return to or seek readmission at the College will also be determined on a case-by-case basis and be specified in writing at or near the time that the decision is issued.

9. **Appeal.** Students have the right to appeal the Dean of Student Care and Graduate Student Life's decision in an involuntary leave situation. Any undergraduate student appeal should be made in writing to the Vice President for Student Development within seven (7) calendar days of the student's receipt of the written decision from the Dean of Student Care and Graduate Student Life. Graduate student appeals should be made in writing to the Provost within seven (7) calendar days of the student's receipt of the written decision from the Dean of Student Care and Graduate Student Life. The grounds for appeal should be set forth in writing. The student may submit supporting documentation or other information in support of the appeal. The Vice President for Student Development/Provost will decide the appeal as soon as is practicable and will issue a written decision regarding the appeal. The decision shall be final.

10. Lockdown Procedure

If an active shooter event happens on campus students should take the following actions:

1. If you are outside, leave campus immediately.
2. If you cannot safely exit your building, close and lock your door(s).
3. Close any blinds.
4. Take cover in an area that is not visible.
5. Silence your cell phones but monitor them as this is one way you are being communicated to by the Emergency Notification System (ENS).
6. Remain quietly in place until further instructions are given through the ENS. Do not open the door for anyone. The Wheaton Police or Public Safety will gain entry if they need to and give you instructions.
7. Monitor your cell phone for instructions and updates. Only call 911 for emergencies, not updates.

The following video called [Run. Hide. Fight.](#) provides further training.

11. Malicious, Disruptive or Dangerous Behavior

Given the imperative to love our neighbors as ourselves, students are expected to avoid behavior that is malicious, damages property or possessions, or poses any risk or injury to individuals inside and outside of the community, including entering another student's residence without permission.

Students are also expected to avoid disruptive behavior such as honking one's car horn while driving through the Fischer U or driving on sidewalks on or across campus, which negatively impacts our campus community and student safety. The college also prohibits dangerous behavior such as sledding

down the stairs of McCully Stadium. Students who participate in these activities will receive a \$100 fine and a possible conduct response.

12. Medical Amnesty Policy

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

The Medical Amnesty policy applies to students who require immediate professional medical attention due to consumption of alcohol and/or drugs. Wheaton does not want the fear of disciplinary action to hinder the appropriate medical response to address incapacitation from alcohol and/or drug use. Students should call (911) or Public Safety at (630.752.5911) for immediate assistance.

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

Under the Medical Amnesty policy, the College will refer students to the appropriate follow up post-emergency care resources.

13. Missing Person Policy

Wheaton College recognizes the importance of safety for each member of our community. If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Wheaton College Public Safety (WCPS) at 630-752-5911. WCPS will generate a missing person report and initiate a thorough investigation.

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

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

14. No Contact Policy

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

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

Violating a “no contact” order, as well as any type of retaliation, intimidation, manipulation, or other conduct that is inconsistent with college policy, will result in a conduct investigation being initiated and may result in disciplinary action. The Noncompliance policy and the Student Conduct policy are described in the Student Handbook. Nothing in this policy is intended to limit the College's ability to address matters that are subject to the Discrimination, Harassment, and Sexual Misconduct policy.

15. Personal Safety

A free Campus Shuttle is available seven days a week from 6:30 p.m. to 1:15 a.m. The shuttle stops at several campus locations on a scheduled route. Students will receive a copy of the scheduled stops through the College Post Office. Public Safety officers are available for escorts during other hours of darkness, or anytime a student does not feel safe walking alone. Students may request an escort by calling 630-752-5911.

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

16. Public Safety

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

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

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

Officers have the legal right under specific circumstances to detain suspicious people (students or non-students) and take measures to insure the officer's personal safety. This may include "pat-down" of the subject's outer clothing to check for weapons and/or a request for the subject to empty his or her pockets, back-pack or other items used to carry personal property. Officers may also make cursory searches of vehicles during interaction with drivers and/or passengers. Evidence or contraband discovered during the above investigations may result in disciplinary action (see Search and Seizure, below) against subject(s) on a college, state, or federal level.

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

- 1) To inspect the premises;
- 2) For maintenance purposes;

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

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

17. Recreational Fire Pit Policy

Recreational fires on campus for small groups or other social gatherings are only allowed with permission from your residence director or through your student development adviser. Reservations for fire pits must be made at least 2 business days before the event. Students can only use fire pits supplied by the College, and these fire pits may only be used in approved locations on approved dates and times. For more information about Wheaton's fire pit policy, talk to your residence director or Student Development adviser.

18. Tornado Safety

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

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

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

19. Violent, Aggressive, Threatening or Self-Destructive Conduct

The College prohibits violent, aggressive, threatening, or self-destructive conduct, which is behavior that causes harm to a person or damage to property, causes fear for an individual's safety or the safety of others, or poses a substantial threat to or otherwise endangers any person's physical or emotional well-being. Such conduct may subject the offender to immediate removal from the campus if such removal is in the best interests of the campus community. In such cases, the student may be required to withdraw involuntarily. The Dean of Student Care and Graduate Student Life will make a determination regarding when the student may be eligible to return to campus and any conditions that must be satisfied in connection with the student's return. Prior to mandating an involuntary withdrawal, the College may work with the student to withdraw voluntarily (either permanently or temporarily, as the circumstances may warrant). In the rare case in which a student is required to withdraw involuntarily, the student may appeal such a decision to the Vice President for Student Development. Violent, aggressive, threatening, or self-destructive conduct that does not warrant immediate removal may still form the basis for disciplinary action in accordance with the College's Student Conduct Policy.

20. Weapons or Explosives

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

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

21. Wheaton Police Department

Residence Life

1. Animals/Pets in Campus Housing

Campus Housing is not designed to provide the proper environment for small vertebrate pets. To keep any vertebrate mammal, amphibian, or reptile (other than fish in a standard 10 gallon aquarium) in campus housing is not only unfair to the animal, it is illegal. Because of health sanitation and safety, all use or husbandry (with the exception of fish) is not permitted on college property (including, but not limited to, student housing). The only exception to this policy are in cases where a student has received approval from the Academic and Disability Services Office which is located in the Student Development

suite in the Student Services Building. As an academic institution, Wheaton College must follow the policies established by the Animal Welfare Act (United States Department of Agriculture). These policies require the Wheaton College Animal Care and Use Committee to review and approve any animal care and use (including pranks) on campus. Students found in violation of this policy will receive a minimum fine of \$50 with further disciplinary action depending on the nature of the situation, the care given to the animal, and/or the impact on the community.

2. Appliances and Cooking

Window air conditioners and portable dishwashers are not permitted in student housing. Space heaters, toasters, microwave ovens, and toaster ovens are not permitted in residence hall rooms due to the possibility of circuit overload and other fire safety concerns. Students may use other small appliances as long as they are Underwriters' Laboratory approved, they do not individually exceed 4 AMPS/480 Watts, 60 HZ, and 110/115/120 Volts, or cumulatively exceed 8 AMPS. If total ampere demand in residence hall rooms should exceed 8 AMPS, the installation must be inspected by a facilities management electrician.

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

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

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

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

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

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

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

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

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

3. Building / Room Care

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

Room decorations should be in accordance with fire safety principles. Excessive paper or other flammable materials should be avoided. Damage reported to the residence hall or apartment and house staff will be assessed according to the cost of replacement and labor. An inventory of furnishings and room condition is made whenever a student moves into and out of a residence. Residents who leave without properly checking out can be fined up to \$75, plus additional charges for cleaning and damages not previously recorded on their room condition inventory form.

Any type of construction (including loft beds and stadium seating), use of a water bed, painting of student rooms, and any tampering with college property (removing window screens, misusing fire extinguishers, moving college furniture into your living spaces, etc.) is prohibited. Under no circumstances should students remove any college owned furniture from their rooms or residence halls.

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

etc., is not to be moved from the room or the building. Furniture and other items should not be placed directly in front of a vent; blocking a vent could result in mechanical damage and or failure. Fines may be imposed for failure to follow these guidelines.

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

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

4. Campus Network Support

5. Check In / Check Out Times

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

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

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

6. College Staff Entering Rooms

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

However, the College reserves the right to enter and search college-owned buildings and residences (including residence hall rooms, apartments and houses) without advance notice or other limitations such as:

- to inspect the premises

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

Anything that is contrary to the College's standards discovered by College personnel will be reported to the Student Development Office.

7. Contraband Items

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

8. Electronic Entertainment

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

9. Housing Assignment Process

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

All students living in campus housing agree to abide by all of the policies and procedures outlined in the Student Handbook.

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

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

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

ADA definition:

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

Students who need to request a specific housing accommodation for medical/disability reasons will be required to complete a Medical Exception Application before selecting their housing locations. Please note that Medical Exception requests do not pertain to personal housing preferences that cannot otherwise be accommodated (e.g., off-campus permission, campus houses, townhouses, 5-person apartments, or for more than one campus apartment).

Students who may be eligible for a Medical/Disability Exception as an accommodation with respect to campus housing should contact the Director of Academic & Disability Services for assistance with completing the Medical Exception Application and/or for clarification regarding the documentation that must be submitted along with it. The Director may be contacted via phone, 630-752-5674, in person in the Student Services Building 218, or via email at jennifer.nicodem@wheaton.edu. Completed applications are reviewed by the Housing Services Manager, the Dean of Residence Life, and the Academic & Disability Services Director with additional input from the Director of Student Health Services and/or the Director of Facilities Management, as necessary. The final decision is communicated by the Director of Academic and Disability Services.

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

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

1. The student should provide relevant information in writing within 90 calendar days of the incident or accommodations denial and send the appeal to allison.ash@wheaton.edu to be reviewed by the Dean of Student Care and Graduate Student Life.

The student's formal grievance should clearly state:

- The reason and rationale for the grievance,
- The specific facts, laws, and/or policies supporting the student's position,
- Any supplemental medical documentation, and
- The desired resolution.

2. The Dean of Student Care and Graduate Student Life will render a decision and the student will be informed of the outcome in writing.

3. If the student disagrees with the decision made by the Dean of Student Care and Graduate Student Life, s/he can send a written appeal and related materials to the Vice President for Student Development within ten (10) business days of a denial by the Dean of Student Care and Graduate Student Life. The decision of the Vice President for Student Development will be final.

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

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

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

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

Off-Campus Permission. Junior and Senior students who desire to live in housing not owned by the College must apply for off-campus permission. Off-campus permission is granted for the following year only during the previous spring semester for any part of the following school year; it is not granted between fall and spring semesters. Permission is limited to a small number of students as Wheaton is a residential campus and only allows off-campus permission when all students cannot be accommodated in campus housing. Wheaton views living off-campus as a privilege. Students living off-campus are a part of the Wheaton community just as much as those living in campus owned housing. Exceptions are granted for married students, students who choose to live with their parent(s) and commute, part-time students, engineering students after their sophomore year, and HNGR interns. If local property is owned by a student or his/her parents, off-campus permission for this student may be granted by contacting the Housing Services Office. Individuals who wish to live with the property owner/student will not be granted an exception and must seek off-campus permission through the regular process established by the Housing Services Office. Students who are granted off-campus permission are responsible for

providing their own housing accommodations. Wheaton College does not assume responsibility for the quality and/or safety of the services provided by off-campus property owners. Off-campus students found doing their laundry in Wheaton facilities or throwing their garbage away in our dumpsters will be fined \$50. Finally, the College supports the local city ordinances that no more than four unrelated people (student and non-student) can live together.

Single Graduate Student Housing. A limited number of College-owned furnished apartments are available for single graduate students. Information and application forms are available from the Housing Services Office located in the Student Services Building, room 207 or by calling 630-752-5202.

International, Graduate, Married and Colson Scholar Student Housing. A limited number of College-owned furnished apartments and houses are available for married international students and Colson Scholars, as well for international students and Colson Scholars with families. Information and application forms are available from the Housing Services Office located in the Student Services Building, Room 207 or by calling 630-752-5202.

International graduate students living in a college-owned housing are limited to a two-year lease.

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

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

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

Students looking for a place to rent can obtain the off-campus housing list from the Housing Services Office in the Student Services Building or email housing.services@wheaton.edu

10. Laundry

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

11. Meal Plans, Dietary Restrictions and Meal Accommodations

New Freshmen and Students Living in the Residence Halls

All freshmen living in residence halls must be on the 18 or 14 traditional meal plan or the 210 or 160 block meal plan. All other undergraduate students (sophomores through seniors) living in the residence halls must be on an 18, 14, or 10 traditional meal plan or the 210 or 160 block plan. Undergraduate students living in residence halls are not eligible to enroll in the 65 block plan. All undergraduate

students living in residence halls are automatically assigned an 18-meal plan for the fall semester, but students may request a meal plan change until 4:30 pm on the Friday of the first week of classes. In order to ensure accurate fall billing, we encourage students to submit meal plan requests for the fall semester by the end of June. Meal plans may be requested or changed on the Residence Life website or at the housing portal through the student's myWheaton account.

Undergraduates Living in College-Owned Apartments or Houses

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

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

Meal plans are optional for undergraduates living off-campus in non-college owned apartments or houses. These students are not automatically enrolled in a meal plan. If they wish, these students may enroll in the 18, 14, or 10 traditional meal plan or 210, 160 or 65 block meal plan. Meal plans may be requested or changed at the housing portal through the student's myWheaton account.

Graduate Students

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

Meal Plan Procedures, Policies, and Explanations

The meal plan a student chooses for the fall semester is automatically applied to the spring semester unless a change is made in writing or via email by the Friday of the first week of the semester. Meal plans may be requested or changed [here](#). Any communication about meal plan changes to the Student Accounts Office or the Wheaton Installment Program will not be honored.

Traditional Plans

Bon Appetit serves 18 meals a week: Monday through Friday (5) Breakfast, (5) Lunch, and (5) Dinner, on Saturday (1) Brunch and (1) Dinner, and on Sunday (1) Brunch for 18 meals. We also open the Stupe on Sunday nights for a meal. Students on a meal plan, and who have meals available, may use a meal Sunday night at the Stupe- or pay with ThunderBucks. Traditional plans are offered in 18, 14, or 10 meals a week increments and come with \$50 worth of ThunderBucks. On the traditional plans, no guest or other student can use the student's meals at any time. The maximum numbers of meal swipes per day is 3 on the weekdays and 2 on the weekends, and the maximum number of swipes per meal is one.

Block Plans

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

ThunderBucks and ThunderBucks Plus

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

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

Dining Hall Alternatives

The Stupe is a dining option on the board plan which means that students eating lunch or dinner can use their traditional or block meals to pay for their meal at this venue. ThunderBucks, cash, or credit cards

are also accepted in The Stupe. Sam's is the premiere retail venue on campus with an assortment of grab-n-go offerings. Sam's accepts ThunderBucks, ThunderBucks Plus, cash, Visa or MasterCard.

Dietary Restrictions and Meal Accommodations

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

ADA definition:

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

Students who may be eligible for a Medical/Disability Exception as an accommodation with respect to participating in a meal plan should contact the Director of Academic & Disability Services for assistance with completing the Medical Exception Application and/or for clarification regarding the documentation that must be submitted along with it. The Director may be contacted via phone, 630-752-5674, in person in the Student Services Building 218, or via email at email at jennifer.nicodem@wheaton.edu. Completed applications are reviewed by the Housing Services Manager, the Dean of Residence Life, and the Academic & Disability Services Director with additional input from the Director of Student Health Services and/or the Director of Facilities Management, as necessary. The final decision is communicated by the Director of Academic and Disability Services.

Students with dietary restrictions should contact the Manager for Bon Appetit, the food service contractor for Wheaton College, in order to inform him/her about the most effective accommodation. The Manager will then communicate what Bon Appetit is or is not able to do to accommodate the dietary restriction. If the dietary restriction cannot be accommodated, then students' living in the residence halls can complete a Medical Exception Application to request an exception to the meal plan requirement, as well as permission to cook their own meals in their respective residence hall kitchen. Students living in campus owned apartments or houses or off campus are not required to participate in the Wheaton College meal plan.

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

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

1. The student should provide relevant information in writing within 90 calendar days of the incident or accommodations denial and send the appeal to allison.ash@wheaton.edu to be reviewed by the Dean of Student Care and Graduate Student Life. The student's formal grievance should clearly state:

- The reason and rationale for the grievance,
- The specific facts, laws, and/or policies supporting the student's position,
- Any supplemental medical documentation, and
- The desired resolution.

2. The Dean of Student Care and Graduate Student Life will render a decision and the student will be informed of the outcome in writing.

3. If the student disagrees with the decision made by the Dean of Student Care and Graduate Student Life, s/he can send a written appeal and related materials to the Vice President for Student Development within ten (10) business days of a denial by the Dean of Student Care and Graduate Student Life. The decision of the Vice President for Student Development will be final.

12. Off-Campus Housing Agreement

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

We only allow student groups to apply for off-campus in groups of one to four to help uphold the city's rule. Students are expected to know and follow the city's ordinances.

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

1. The student housing policy specifically lists living in compliance with applicable zoning ordinances for occupancy as an expectation for all Wheaton students living off-campus.
2. The College requires an accurate and current local address for all students living off campus. Each fall semester, all off-campus residents will be required to register their local addresses. Failure to submit this address will result in a \$50 late fee and having a hold placed on your student registration. The hold will be lifted once a student reports a local address.
3. Students found to be living in violation of applicable zoning ordinances will be subject to any or all of the following:
 - A fine of \$500 per student, per semester, will be levied until the situation is verifiably resolved. Note: this fine is independent of any action the city may take against occupants or landlords, and in no way exempts students from the requirements of applicable local ordinances.
 - A letter of non-compliance will be filed in the student's college record.

- The college will affirm addresses if requested by city authorities who are formally investigating specific violations of occupancy ordinances.
 - Apart from any current or future college response, students face consequences from city authorities as defined in zoning ordinances, including evictions and other civil penalties for non-compliance.
4. Students who provide false information during the local address and registration process will be subject to further disciplinary action by the college.

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

13. Overnight Guests

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

14. Parking and Campus Vehicle Registration

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

All vehicles must be parked in a marked parking space. Main campus parking areas are designated for three general uses: resident students, commuting students, and employees. Registered vehicles are permitted to park in the lot indicated by their permit. "R" permit holders are not authorized to park in Resident Student lots at any time. There is no overnight parking on city streets, or in any W or W/C lots from 2 am – 6 am.

Vehicles may be registered during the first week of classes. Registration during this week will be scheduled according to year in school and on a first come first served basis. Vehicles not registered during the first week of classes must be registered within three business days of their arrival on campus. To obtain a Wheaton College permit, proof of current liability insurance as required by state law and proof of current valid state registration (license plates) must be shown. Further information about parking, fines, and policies can be found on the [Wheaton College website](#).

15. Quiet Hours

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

16. Residence Hall Hours

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

17. Residential Philosophy

The philosophy of Wheaton's Residence Life program originates from the College's mission to develop whole and effective Christians. Wheaton College is committed to the residential housing model and views it as a powerful extension of the classroom. Students have the opportunity to transition through various campus communities as they move from the freshmen and sophomore communities, to upper-class halls, to the junior and senior apartment and house communities. We believe that when students experience authentic community of loving one another and bearing one another's burden, lives are transformed. Our hope is that because of living life in intentional community students will grow spiritually, learn more about themselves, experience meaningful relationships, value and engage in Christ-centered diversity efforts, apply learning from the classroom to their lives, and better understand their responsibility to and the role they play in the communities they engage in. Our desire is that students catch a vision for living the rest of their lives in authentic community wherever the Lord leads them.

18. Residential Policy

Wheaton College exists to develop Christian students into whole and effective servants of Jesus Christ. Wheaton's commitment to maintaining an environment where students live on campus is rooted in this mission. Wheaton's residential requirement is one of the four pillars of the Wheaton College experience, along with attending classes, worshiping together in chapel three times a week, and offering an abundance of co-curricular opportunities. Students becoming whole and effective servants of Christ occurs because of the Holy Spirit's work in students' lives through their relationships with one another. A guiding and fundamentally important component of Christian student development, then, is the touching of life-to-life. We believe it is necessary for students to be immersed in community living for key life-to-life encounters to be possible. Therefore, as a condition of attending Wheaton College, undergraduate students are required to live on campus in college-owned residence halls, apartments or houses all four years.

NOTE: Exceptions are granted for 5th year students, married students, HNGR students, students who choose to live with their parent(s) and commute, 3rd and 4th year engineering students enrolled in the 3-2 program, part-time students and students granted permission to live off campus through the Housing Selection Process.

19. Room Assignment Changes

While the College understands specific roommates and roommate changes are a significant part of a student's experience on campus the Housing Services office has the authority to change rooming assignments as needed. Reasons for a change include but are not limited to the following:

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

20. Storage Policy

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

- [Apartments and Houses](#)
- [Fischer](#)
- [Smith-Traber](#)
- [McManis-Evans](#)
- [Williston](#)

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

Summer Storage:

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

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

21. Visitation Policy

One of the purposes of the Community Covenant is to give Wheaton College Biblically based direction in cultivating a campus atmosphere that encourages spiritual, moral and intellectual growth. How and where female and male students interact and relate to each other has the ability to contribute to a campus atmosphere that encourages spiritual, moral, relational and intellectual growth. Every effort should be made to relate and interact verbally and physically in order to encourage purity in thought and action.

Wheaton College established a visitation policy to help female and male students who live on campus to practice healthy boundaries. Students in violation of the Visitation Policy are subject to disciplinary action because of the College's care and concern for how female and male students relate to one another and because a surprise after hour visitor can have an impact on the floor community as well.

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

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

22. Work Requests

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

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

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

Student Care and Services

1. Class Attendance Policy

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

In addition to academic course requirements, students are encouraged to be involved in co-curricular activities that complement classroom learning. The College's expectation is that students will not be absent from class because of a co-curricular activity unless previously approved by the professor. Professors are encouraged, but not required, to excuse class absences for competition in varsity athletics.

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

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

2. Immunization Exemption Policy

3. Leave of Absence (LOA) Policy

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

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

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

(Undergraduate students, please contact the Student Development office for the full policy: student.development@wheaton.edu. Graduate students, please contact the Graduate Student Life office for the full policy: graduate.student.life@wheaton.edu).

4. Medical Entrance Requirements (Undergrad Student)

5. Medical Entrance Requirements (Graduate Student)

6. Medical Records

7. Patient Privacy and Confidentiality

8. Post-Hospitalization for Mental Health Concerns

According to research, the risk for self-harm is particularly high in the first few weeks following discharge from hospital. Upon returning to campus post-hospitalization, the student will review a student care plan with the Dean of Student Care and Graduate Student Life or the Director of Student Care. The purpose of the care plan is to provide a set of expectations for a return to campus life and outline a plan for follow-up care.

Notification of Discharge. The student will sign a release of information permitting the hospital to notify the Director of Student Care and/or the Director of the Counseling Center regarding a student's discharge from treatment, medication, and follow-up care requirements. Student Development staff will communicate with hospital staff to give clearance for the student to return to the campus residential community.

Before being discharged from the hospital, the student is required to schedule two appointments with college staff and communicate those appointment dates/times to the Director of Student Care: (1) An appointment with the Dean of Student Care and Graduate Student Life OR the Director of Student Care, and (2) an appointment with the Director of the Counseling Center or his or her designee. These meetings may be scheduled through the hospital case manager and Student Development staff. The Director of Student Care will notify the Dean of Student Care and Graduate Student Life and the Director of the Counseling Center of the student's discharge. Should a staff member (e.g., Residence Director, Graduate Resident Advisor, or Resident Assistant) be notified by the student of his or her imminent discharge and request a ride, the staff member should notify the Director of Student Care (x5797) and the Dean's office (x5941), prior to picking up the student from the hospital.

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

Meeting with the Dean or Director of Student Care and the Director of the Counseling Center. The meeting with the Dean or Director of Student Care and the Director of the Counseling Center will take place within 24 hours of the student returning to campus. If the student is discharged on the weekend, the meetings will take place the following Monday.

Parents. Students are encouraged to include their parents in the process of a hospitalization and return to the College including any subsequent care plan. With the student's permission, the Dean of Student Care and Graduate Student Life or the Director of Student Care will coordinate with the student's parents regarding any care plan.

Meeting specifics. The meeting will cover:

- Wheaton College's desire to support and care for the student
- The care plan to help the student successfully return to the College
- Process for Withdrawal/Re-application (if needed)

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

- A commitment to meeting regularly with a therapist/counselor
- A commitment to remaining compliant with prescribed medications
- A commitment to a meeting with the RD/GRA for support and help with navigating any housing/roommate concerns

- A commitment to meeting with the Dean of Student Care and Graduate Student Life or the Director of Student Care
- Signing of releases for the Counseling Center, Student Health Services, Residence Life, parents/guardians and any external agency involved in follow-up care
- A statement indicating that the student understands that s/he must fulfill the stated commitments in order to remain enrolled at Wheaton College
- A reduction of course load
- Requirement to meet with a nutritionist
- Requirement to attend classes
- Follow-up appointments with Student Health Services.
- Follow-up appointments with a psychiatrist
- Any further requirements specified by the Counseling Center or Dean of Student Care and Graduate Student Life

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

9. Pregnancy Statement

Scripture urges believers to seek wise and godly counsel when faced with significant or difficult life choices (Proverbs 11:14). Therefore, should a Wheaton College student become pregnant while unmarried, she is encouraged to communicate with the Dean of Student Care and Graduate Student Life or Student Health Services. The Dean and Student Health Services staff are prepared to support both the mother's and father's reflection on what it means to be pregnant, to support the challenging decision making processes that follow pregnancy as a natural consequence, and to discuss the forgiveness that comes from repentance.

The College also recognizes that pregnancy can be a result of sexual violence and trauma. In cases of sexual violence, the College is committed to supporting the student in the various areas of need that are outlined in the College's policy that prohibits such violence (see Discrimination, Harassment, and Sexual Misconduct Policy).

Whatever circumstances have resulted in the pregnancy, the College is committed to responding in a healing, supportive, and redemptive manner. Where applicable, the College seeks to balance compassion with accountability. Students can expect to be treated with Christian love as they respond to their new circumstances. Every effort will be made to ensure confidentiality, but the life and health of the mother and child and the spiritual well-being of the parents and the Wheaton College community are primary concerns. Continuity of on-campus residency and/or enrollment as a student at Wheaton College will be considered in light of what is best for all those involved.

10. Service and Assistance Animal Policy

Wheaton College is committed to providing reasonable accommodations and to making reasonable modifications to its policies, practices, or procedures as required by law to afford people with disabilities

an equal opportunity to access programs, services and activities. The Academic and Disability Services (ADS) Office is responsible for the approval of Service and Assistance Animals.

I. Definitions

Service Animals

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

Assistance Animals

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

Pets

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

Approved Animal

An Approved Animal is a Service or Assistance Animal that has been approved by ADS as a reasonable accommodation under this Policy.

Owner

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

II. Access to Campus for Service and Assistance Animals

In order for an individual to qualify for having a Service Animal on campus: 1) s/he must have a disability as defined by the ADA, and 2) the accompanying animal must be trained to do work or specific tasks for the qualified individual. Service Animals are permitted to accompany people with disabilities to public areas of campus and owners are not required to provide certification that the animal has been trained or licensed or make a formal request for an accommodation. Faculty or staff members with questions may contact ADS at academic.disability.services@wheaton.edu or 630-752-5022.

Service Animals are permitted to accompany individuals with disabilities in all public areas of campus, but may be prohibited in certain locations due to health and safety restrictions (e.g., where the animal may be in danger, or where its use may compromise research). Restricted areas may include, but are not limited to, custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, rooms with heavy machinery, and areas outlined in state law as being inaccessible to animals.

Service Animals may be granted access to restricted areas on a case-by-case basis by gaining approval from ADS and the appropriate department representative.

In contrast, Assistance Animals are only permitted in and around the Owner's campus housing as set forth below. Owners may request approval from the ADS Office to have the Assistance Animal accompany them to other campus areas. Such requests will be considered on a case-by-case basis consistent with applicable laws.

III. Service and Assistance Animals in Campus Housing

Before a Service or Assistance Animal can move into campus housing with a person with a disability, a request must be submitted to Wheaton's ADS Office and approval must be granted (Requests should be made at least 30 days prior to move-in whenever possible as late requests may impact the timeliness of the approval process). As provided in the *Animals/Pets in Campus Housing Policy*, the fine for an unauthorized animal in campus housing is \$50 per day.

If the disability is not obvious, the ADS Office may require documentation from a licensed physician or mental health provider (must be a non-family member) including but not limited to a qualified psychiatrist, social worker or other mental health professional, to provide sufficient information for Wheaton to determine:

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

Special Rules for Assistance Animals

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

IV. Service and Assistance Animal Approval Process

Student requests for Service and Assistance Animals must be made to the Director of ADS by sending an e-mail to academic.disability.services@wheaton.edu or calling 630-752-5022. Documentation may be requested as outlined in this Policy.

A staff member in the ADS Office has discretion to speak directly with the roommates or students in neighboring rooms prior to the approval of a Service or Assistance Animal to determine if allergies, phobias, or other health concerns are present. No information regarding the diagnosis or nature of the disability will be shared. If approval is granted to have a Service or Assistance Animal, the ADS Office has discretion to speak directly with the roommates or students in neighboring rooms after approval to ensure the arrangement is effective and not disruptive to the living and learning experiences of others.

If a student wishes to seek review of a determination made under this Policy, please see our ADS Grievance Policy.

V. Care and Control

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

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

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

Guidelines for Service and Assistance Animals on campus:

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

- The Owner is responsible for cleaning up all animal waste and disposing of that waste immediately in outdoor dumpsters. Animal waste is not to be disposed of indoors.

VI. Conflicting or Competing Accommodations

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

VII. Responsibilities of the Campus Community

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

VIII. Appeal Process

If an individual believes that a request for a reasonable accommodation related to the use of a Service or Assistance Animal on campus has been wrongfully denied, the individual can refer to the ADS Grievance Policy for procedures to appeal the decision.

11. Student Grievance Procedure

The procedure outlined in this policy shall be used to resolve student grievances with individual faculty or staff members. Grievances covered by this policy shall include issues relating to classroom procedures, grade complaints, interpersonal conflict, and/or department decisions. This policy does not cover issues of academic dishonesty, faculty grievances concerning students, academic petitions regarding college-wide academic policies/procedures found in the College Catalog, or sexual harassment. Please refer to the handbook for specific policies. If you have additional questions after review of a specific policy or need additional clarification, please contact the Dean of Student Care and Graduate Student Life, or his/her designee, at 630-752-5941.

Procedural steps:

Step 1. Any student who has a grievance or complaint concerning a faculty/staff member and desires to explore the options to address it should meet with the Dean of Student Care and Graduate Student Life (Student Services Building, office 218) to review the Student Grievance Procedures and other available options. A meeting with the Dean can be set up by calling 630-752-5941.

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

Should a student choose to address a grievance through the steps outlined in the Student Grievance Procedures, the Dean of Student Care and Graduate Student Life will notify the faculty Ombudsperson about the student's desire to address the concern (if the student chooses to use an Ombudsperson). Either the Ombudsperson or the Dean of Student Care and Graduate Student life will notify the faculty/staff member, provide the faculty/staff member a copy of the procedures, and provide support to set up the meetings described in Steps 2-5.

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

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

Step 3. If the conflict is not resolved after Step 2, and the student wishes to pursue the grievance, the student may present a written account to the faculty or staff person's direct supervisor. (e.g. faculty department chair, director of a department or area). The supervisor shall review the student's written account, meet with the student pursuing the grievance, and then consult with the faculty or staff person in question prior to communicating an outcome. If the faculty or staff member in question is also the chair, director or head of the department, then the student should instead proceed to Step 4.

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

Step 5. If the student is dissatisfied with the outcome communicated by an Academic Dean (in the case of a grievance against a faculty department chair) the grievance may be presented to the Provost. The Provost shall review the student's written account, meet with the student pursuing the grievance, and then consult with the department chair and the Academic Dean of the faculty member in question before communicating an outcome. *The decision of the Provost* (in the case of a grievance against a faculty department chair) *will be final.*

12. Withdrawal Procedure

Any student finding it necessary to withdraw from the College while currently enrolled in class must complete the withdrawal process and meet with the Director of Student Care. The Withdrawal/Non-Returning form is available at the Student Development Office (SSB 218). Students will also be provided a Withdrawal Checklist and must obtain signatures from the identified offices and then leave the completed checklist with the Registrar's Office.

Students withdrawing from courses between the third and twelfth week of classes, will have "W" (withdrawal) recorded on their transcripts for those courses. Students who leave the College while currently enrolled in class without completing the withdrawal process as described above will receive grades of "F" for incomplete courses and may forfeit all fees or deposits paid to the College. If a student is asked to withdraw or is dismissed for disciplinary reasons, a "W" will be recorded on the transcript for courses in which the student is enrolled. The regular refund policy (referenced in the College Catalogue) applies for a student who is dismissed for disciplinary reasons.

Any student who decides not to return after completing a term must complete the Withdrawal / Non-Returning form and return it to the Student Development Office (SSB 218).

*See the Registrar's calendar for withdrawal deadline details.

Student Development

1. Academic Honesty Policy (Grad)

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

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

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

2. Academic Honesty (UG)

The Wheaton College Community Covenant, which all members of our academic community affirm, states that, "According to the Scriptures, followers of Jesus Christ will...be people of integrity whose word can be fully trusted (Psalm 15:4; Matt. 5:33-37)." It is expected that Wheaton College students, faculty and staff understand and subscribe to the ideal of academic integrity and take full personal

responsibility and accountability for their work. Wheaton College considers academic dishonesty a serious offense against the basic meaning of an academic community and against the standards of excellence, integrity, and behavior expected of members of our academic community. Plagiarism is a form of dishonesty. Acts of academic dishonesty violate the trust that exists among members of the learning community at Wheaton and degrade the College's educational and research mission.

Definitions

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

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

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

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

Responsibility for Disciplinary Action

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

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

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

Disciplinary Process

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

The decision of whether or not a student has committed an academic violation will be communicated to the student in writing by the faculty member within five (5) working days of the initial meeting. If the faculty member determines that an infraction has occurred, a copy of the letter will be forwarded to the Academic Department Chair and the Dean of the division to which the faculty member is assigned. The letter must include a complete description of the events including the date of the meeting with the student and the conclusions and sanctions reached as a result of the meeting. The faculty member should keep originals of tests, papers etc. that give evidence of the violation. The faculty member must also consult with the Dean of Residence Life prior to determining any disciplinary action to ascertain whether the student has been cited for previous violations of the academic policy.

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

Academic Dishonesty Outcomes

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

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

In consultation with the Academic Department Chair, the faculty member may also assign the grade of F (Failed) for the course.

The disciplinary actions listed in this section are not exhaustive. Sanctions may be imposed in any combination. Prior to imposing a sanction, a faculty member should seek input from the student's academic advisor and department chair or Dean of the School in which the student is a major. The faculty member must also consult with the Dean of Residence Life prior to determining any disciplinary action to ascertain whether the student has been cited for previous violations of the academic policy. Prior determinations of misconduct under this or other student conduct policies should be considered in determining disciplinary action for a present violation.

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

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

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

Multiple Violations

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

Academic Appeals

If the student believes that the decision made about an outcome in response to the incident of dishonesty is not just or fair, the student may submit a letter of appeal stating objections and providing any supporting materials within five (5) working days of receiving the decision. If the student appeals a suspension or expulsion decision, he/she may be permitted to remain in school until the appeal has been heard and a decision rendered.

- In the case of an outcome determined by the professor alone the appropriate and final appeal is to the Academic Department Chairperson.
- In the case of an outcome determined by the professor together with the Academic Department Chairperson (i.e., failure of a course), the appropriate and final appeal is to the divisional Academic Dean.
 - In the case of a recommendation of suspension or expulsion being rendered by the divisional Academic Dean, the appropriate and final appeal is to a Hearing Panel composed of five faculty outside the academic department and one student representative.

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

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

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

A copy of the full Academic Honesty Policy is available in each academic department office, the office of each divisional Academic Dean, the Student Development office, the Graduate Student Care office and the Provost's office.

For further information on the Graduate School Academic Honesty Policy, please contact the Dean of the Graduate School, 630 -752 -5949.

3. Alcohol and Drug Free Community

The College has established behavioral guidelines in the Student Handbook based on guidance in the Community Covenant that we believe will help foster a Christ-honoring academic community. Wheaton does not believe consuming alcohol in moderation is a sin, but understands that within the evangelical community there are differing perspectives about the role of alcohol in a Christian's life. Additionally, alcohol consumption can be destructive to the living/learning environment. Therefore, it is essential that every member of the College community has clarity concerning the College's expectations, outlined in the Student Handbook and Community Covenant, to give up our individual freedom to consume alcohol for the greater good of the community. Namely, Wheaton College and all Wheaton College-related functions will be alcohol-free. This means the possession or consumption of alcohol in any form will be prohibited in, on, or around all campus properties, owned or leased. The same prohibition applies to all Wheaton College vehicles, whether on or off campus, and to all Wheaton College events or programs, wherever they may be held. While enrolled in Wheaton College, undergraduate members of the community will refrain from the consumption of alcohol in all settings. Graduate students, faculty members and staff members will use careful and loving discretion in any use of alcohol. They will avoid the serving or consumption of alcohol in any situation in which undergraduate members of the Wheaton College family are or are likely to be present.

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

The Student Handbook and Community Covenant prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances or any illegal drug while one is a student at Wheaton College. The College also prohibits the recreational use of marijuana in states where it has become legalized.

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

Moreover, an individual student convicted of any offense under Federal or State law involving the possession or sale of a controlled substance will lose eligibility to receive any grant, loan, or work assistance beginning on the date of conviction and ending on a date specified by whether it was a first or second conviction.

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

Furthermore, alcohol and drugs affect each person differently. The health risks of drug and alcohol use consist of physiological and psychological dependence, acute and chronic medical complications, and erratic behavior (alcohol is a depressant, not a stimulant). Being under the influence of alcohol or drugs can result in tragedy such as automobile fatalities or sexual assault. Further health risks associated with chemical use include (but not limited to): heart disease; cancer; obstructive lung diseases; impaired judgment, coordination, and memory; organ damage; insomnia; paranoia; delusions and hallucinations; seizure; elevated blood pressure; stroke; anxiety and mood disturbances; respiratory depression; brain damage; coma; and death. For more information, consult your physician.

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

Students struggling with alcohol and/or drug use may contact the Wheaton College Counseling Center to request help and to learn about drug and alcohol treatment options. The Wheaton College Counseling Center is a free, confidential resource and is not connected to the Wheaton College conduct process. The Counseling Center is located on the first floor of North Harrison Hall, #170 and may be reached at 630-752-5321.

4. Discrimination, Harassment and Sexual Misconduct Policy

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

You may access the College’s Discrimination, Harassment and Sexual Misconduct Policy and the Complaint Resolution Procedure [here](#).

5. Dress Statement

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

6. Family Education Rights and Privacy Act (FERPA)

The mission of Wheaton College focuses on educating the whole person. Educating the whole person involves students’ curricular, co-curricular and living experience, physical and emotional health, and financial management, as well as the College’s engagement with students regarding these areas. The term “education records” is defined by the Family Educational Rights and Privacy Act (1974) as those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution, or by a party acting for the agency or institution. Students’ educational records at Wheaton College are managed in accordance with the Family Educational Rights and Privacy Act (“FERPA”), which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

FERPA protected student records fall into two categories: public, “directory information,” or private, “non-directory” information. Directory information may be released at the discretion of the College without written permission from students. The College defines directory information to include the following: name; local and home address and telephone; e-mail address; photograph taken for College purposes; date and place of birth; class year; major field of study; enrollment status; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards (including merit scholarships); and the most recent

educational institution attended. The College provides students with an annual notice of this policy. Students may request, at any time, that the Registrar's Office treat their directory information as confidential. Disclosure of non-directory information (e.g., admissions application, academic records from past schools, recommendation letters, financial aid application, need-based financial aid awards, student financial services statements, academic transcript, student teaching application material, medical records, athletic physical records, car registration, ticket information, conduct records, etc.) requires either the consent of a student or a relevant exception as described below. Both directory and non-directory information may be shared between Wheaton College employees who have a legitimate educational reason to know the information.

FERPA does not guarantee any rights to parents or guardians of students who are attending post-secondary education institutions. FERPA does, however, allow such institutions to provide parents or guardians with access to private student records if the student is a tax dependent as defined by the Internal Revenue Code. In keeping with its holistic educational mission, Wheaton College seeks to treat students as young adults who are learning to manage their public and private educational records. Students are encouraged to discuss with their parent(s) or guardian(s) which private student record(s) they are comfortable sharing with their parents or guardians. The College must receive proper documentation before it will share student records with a requesting parent or guardian. Such documentation may include student consent forms, verification of tax dependent status, or other acceptable documentation indicating the College's authority to release the requested record(s). In an effort to treat students as young adults, the College defers, in most cases, to students' decisions regarding contacting parents with private information, such as when the students are not attending class, not eating, and/or not sleeping.

FERPA also allows the College to share students' private information with those who may provide assistance in a health or safety emergency and/or after students have been found in violation of the alcohol (under 21) or drug policy. If a student is unable or unwilling to give authorization to release private information to a parent or guardian during a health or safety emergency, the College may initiate sharing and/or requesting pertinent private information with parents or guardians if it is believed they can provide information in order to effectively assist a student in a health or safety emergency.

Banner Web Proxy is a feature that allows students to grant their parents/legal guardians online access to certain academic, financial aid, and student account information. Only the student can designate someone as a proxy and he/she determines what information the proxy can see. Therefore, a student must authorize a parent and/or guardian for whom they are a tax dependent, as the proxy. If such a parent or guardian has more than one student enrolled at Wheaton, each student must authorize the parent or guardian as a proxy to his/her own record(s). If a parent or guardian of a student seeks private information from the College that the student has not authorized for release, the College will direct the parent or guardian to speak to the student regarding authorization. In non-emergency health and safety situations that involve a physical injury and/or hospitalization, or if a student's enrollment status is at risk as a result of academic difficulty or disciplinary conduct, the College will strongly encourage the student to communicate this important information to her/his parents or guardians in order to seek their encouragement and support. If the student refuses to share important private information in a

non-emergency with her/his parents or guardians, the College may offer to contact the parents or guardians on the student's behalf.

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

The College's full policy, which explains the procedures used for compliance with provisions of FERPA, is available in the Registrar's Office.

7. Gambling

Gambling is defined as playing a game of chance or skill for money or other things of value or making a wager on any kind of sporting event or other contest. The exchange of money or goods by betting or wagering, in sports pools, most raffles, playing cards for money, and on-line activity is an unwise use of God-given resources and a morally corrosive feature of modern society. Wheaton College does not wish to further it in any form. Thus, the College prohibits all types of gambling on its campus.

8. Grade Complaints

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

9. Guidelines for Review of Files of Graduating Students

The College maintains certain student records pertaining to student conduct (as specified below) for the primary purpose of responding to requests for information or reference forms or from other sources (bar associations, government agencies, etc.). Student conduct and student care records are maintained to preserve institutional knowledge about how prior conduct and care matters were handled.

Procedure:

The Dean of Student Care and Graduate Student Life or Dean of Residence Life will review the file of any graduating student to determine if documents containing care and/or conduct information should be retained in a confidential file after the student graduates.

If information is retained in a confidential file of a graduate in the Student Development Office, an identifying card will be placed in that student's file.

Care and conduct records will be held by Student Development in a confidential file. Confidential files of individual students will be maintained based upon year of graduation.

Records will be permanently retained in a confidential file after a student graduates for the following reasons:

- Documentation referencing conduct that resulted in an outcome of probation, suspension, or expulsion.
- Conduct records related to serious or repeated violations of academic honesty (two or more incidents).
- Any conduct record related to violations of state or federal laws. Violations of the College's Discrimination, Harassment, Sexual Misconduct, and Relationship Violence policy. Files involving Title IX violations will be retained by the College's Lead Title IX Coordinator.
- Any care records that described situations that impacted, or had the potential to impact, a student's enrollment.

All other records contained in a confidential file will be removed after a student's date of graduation unless the records are relevant to an anticipated or pending legal proceeding.

Care and/or conduct records for any student who withdraws or who is suspended and does not graduate will be held indefinitely in the student's file in College records.

10. Hazing Policy

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

Hazing Definition

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

¹ 720 ILCS 5/12c-50 states:

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

- Subtle hazing: Behaviors that emphasize a power imbalance between prospective or new members and current members of the group or team. Such behaviors are referred to as “subtle hazing” because they are often viewed as inconsequential or harmless acts that members tolerate or participate in in order to be part of the group or team. These activities can cause embarrassment or humiliation. Examples include, but are not limited to:
 - Requiring prospective or new members to perform undesirable activities or duties not assigned to other members
 - Personal servitude of others
 - Deprivation of privileges granted to other members
 - Assigning degrading, humiliating, or crass names or name calling
 - Socially isolating prospective or new members or setting rules for members’ social interactions
 - Expecting certain items to always be in the prospective or new members’ possession
 - Coercive blindfolding
- Harassment hazing: Behaviors or activities, in which members tolerate or participate in order to be part of the group or team, that cause or are likely to cause emotional distress and/or physical discomfort. Examples include, but are not limited to, expecting or pressuring members to participate in or be subjected to:
 - Wearing embarrassing or humiliating attire
 - Stunts or skits with humiliating or degrading acts
 - Verbal abuse, embarrassment, humiliation, or ridicule
 - Being expected to harass others
 - Sleep deprivation or disruption
 - Deception or fear of the unknown
 - Threats or implied threats
 - Altering body appearance (e.g. shaving of the head or any other part of the body)
 - Degrading, embarrassing, or humiliating games or activities
 - Unwanted restraint
 - Mob activity that intimidates others
- Dangerous or severe hazing: Behaviors or activities, in which members tolerate or participate in order to be part of the group or team, that cause or are likely to cause physical, emotional, and/or psychological harm. Examples include, but are not limited to:
 - Branding, tattooing, or piercing
 - Forced, coerced, or pressured consumption of alcohol or drugs
 - Forcible kidnapping
 - Expecting participation in illegal activity
 - Public nudity
 - Forced exposure to the elements
 - Beating, paddling, or other forms of physical assault
 - Forced, coerced, or pressured ingestion of vile substances or concoctions or other food or drink

Any student-initiated activity that has not been reviewed through the consultation process described below, which falls into one of the three categories of hazing that prospective, new, or current members of a group or team are required or encouraged to participate in by virtue of their status as a prospective, new, or current member presumptively constitutes hazing. Given the pressure to participate in an activity

that may be explicitly or implicitly present, an individual's consent does not constitute permission to engage in hazing activities or behaviors. Perceived, implied, or expressed consent of any person toward whom an act of hazing is directed will not be an excuse to an allegation of hazing.

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

- What purpose does the activity serve?
- How does the activity contribute to Wheaton's mission to educate whole people to serve Christ, church, and society as well as benefit the participating students?
- Is there a risk of physical harm or emotional distress?
- Has anyone ever been injured by this activity or a similar activity?
- Will the activity affect anyone outside of the group or team, including on social media?
- How could the activity be interpreted by individuals outside the group?
- If rituals and/or symbols are used in the activity, how could they be interpreted by individuals outside the group?

Consultation Process for Activities to Ensure They Are Not Hazing

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

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

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

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

Requests may be submitted to reslife@wheaton.edu.

A three-member Consulting Panel (the "Panel") including the Dean of Residence Life and two additional employees who are faculty and/or staff members (one from outside and one from within the department making the request) will serve as the consulting resources. Panel members will come from the standing Hearing Panel for student conduct (See Appendix B section D in the Student Conduct

Policy for more information) but will not include any staff or faculty members who directly supervise or advise the student groups or teams requesting consultation.

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

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

Reporting Hazing Incidents

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

A known or suspected incident of hazing may be reported to the Dean of Residence Life in person at the Residence Life Office (Student Services Building, 501 College Avenue), by phone at 630-752-5427, in writing to reslife@wheaton.edu, or anonymously online at www.wheaton.edu/ethicscomplaints (click "Risk and Safety Matters" on the bottom right).

Limited Amnesty for Self-Reporting Hazing

Individual Self-Reporting:

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

Group or Team Self-Reporting:

Members of a group or team who are concerned that some of their activities and/or behaviors, including pranks, may violate Wheaton's hazing policy should consult the Dean of Residence Life. A group or team that fully discloses past or recent behavior in violation of the Hazing Policy will receive assistance as the group or team develops a new plan to replace the activities in question. With this disclosure, the group or team will be granted amnesty for the activities disclosed, unless the conduct engaged in violated the dangerous hazing category or the College's policy on sexual misconduct. A decision to grant amnesty for a self-report of a violation of the hazing policy means that Wheaton will not independently pursue disciplinary action against the self-reporting group or team. Wheaton may, however, choose to require the group or team to engage in educational or restorative action. But if

any individual who is harmed by the hazing makes a complaint or the College previously learned of the incident from another source, the College will follow the process set forth in section III. of the Student Conduct Policy.

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

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

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

Investigation and Conduct Resolution Process

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

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

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

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

Disciplinary Action

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

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

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

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

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

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11. Noncompliance Policy

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

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

Students found to have lied, deceived, or obstructed the truth in an investigation or conduct meeting will be subject to disciplinary action.

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

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

12. Public Indecency

As a Christian Community whose desire it is to promote behavior that is consistent with the mission to develop whole and effective Christians for Christ and His Kingdom, Wheaton College adheres to the Criminal Law of Illinois prohibiting public indecency and public nudity which would fall under the category Disorderly Conduct (Code: 720 ILCS 5/26-1 (a) (1)). Therefore, it is college policy that nudity outside of the student's room or restroom is considered public nudity and will not be tolerated. Any students participating in these acts can expect a \$100 fine and a disciplinary response.

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

13. Sexual Behavior Policy

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

14. Student Conduct Policy

Vision

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

with which He loves them, which includes exercising freedom responsibly and with sensitivity to one another's needs; this kind of love is possible with the help of the Holy Spirit.

The Student Handbook outlines the College's expectations related to student conduct. Enrolling as a student at Wheaton College means agreeing to follow the student conduct expectations. Failure to follow the student conduct expectations outlined in the Student Handbook will constitute student misconduct.

As Christians, each person will fail at times to exercise freedom responsibly. These failures may be as a result of an offense against God, an offense against members of the Wheaton College community (i.e. Community Covenant), an offense against state and/or federal law, and/or an offense against Wheaton College (i.e. Student Handbook). Romans 12:5 says, "we belong to one another." Therefore, members of the Wheaton College community should expect fellow members to lovingly speak the truth about their mistakes in a spirit of encouraging each other to return to love and good deeds. The good news of the Gospel is that restoration follows acknowledgement of wrongdoing.

Honoring one's word to pursue the vision for holy life together described in the Community Covenant and to hold each other accountable to the Student Handbook's expectations is everyone's responsibility. However, disciplinary authority and responsibility for student misconduct against Wheaton College expectations outlined in the Student Handbook has been delegated by the President to the Vice President for Student Development and, in turn, to the Dean of Residence Life. Student Development divisional employees in Athletics, Residence Life, and Student Engagement share some of the disciplinary responsibility. The College's procedures for addressing academic misconduct by students are set forth in the *Policy on Academic Honesty*.

The College reserves the right to amend, withdraw, or replace the following procedures at its sole discretion and without notice. The Vice President and the Dean of Residence Life also have the discretion to modify the following procedures at any time during a specific investigation or adjudication, as circumstances warrant. Nothing contained in these procedures is intended to create, or be interpreted as creating, any contractual rights on the part of any student.

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

I. Reporting Misconduct

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

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

c. If serious misconduct comes to the attention of Student Development employees in Athletics, Residence Life, or Student Engagement, the information about the misconduct is expected to be shared with the appropriate Student Development leader, either the Athletics Director, the Dean of Residence Life, or the Dean for Student Engagement in an effort to foster communication and consistency in the response by the Dean of Residence Life.

d. Wheaton College views student leadership as a privilege and honor. If student leader misconduct results in disciplinary probation, the student leader will forfeit her/his position.

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

f. Misconduct related to discrimination, harassment, and/or assault based on a protected status, or related to child abuse, must be reported as provided in the College's Discrimination, Harassment, and Sexual Misconduct Policy.

II. Response to Misconduct

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

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

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

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

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

As described more fully in section V. below, the sanction(s) in response to misconduct will depend upon the circumstances of each situation, including but not limited to:

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

Although not outcome determinative, the College will also consider the impact of alleged misconduct on individuals as well as on the larger community. The College will seek to explore opportunities to contribute to the student's personal growth and success, while seeking to maintain a healthy living and learning environment.

III. Investigative Process

A. Conduct Review

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

The investigation will typically begin with an initial meeting with the student to address the student within the context of his or her immediate relationships and community. The goal of this initial meeting is to gather information regarding the situation, and to allow the student(s) to share his/her own information and feelings about how the situation occurred (or whether the situation occurred as reported). The College's initial investigation may include an interview with the complainant or other witnesses and may include a request for a written statement from the student. Student(s) will be given the opportunity to share any information or evidence that may support their position. The College will approach these initial conversations with a genuine interest in the student's well-being and development within the context of community and relationships.

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

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

In situations that rise to the Dean of Residence Life, s/he may involve other College personnel (e.g., the student's RD/GRA/RA, coach, faculty advisor, or supervisor) as he/she deems appropriate to assist in restoring the student to community. The presence of a faculty or staff member is designed to provide the student with a support person during the meeting and after the conclusion of the conduct review.

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

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

In complex and complicated situations the Dean also has the freedom, at any time, to refer a matter to the Hearing Panel for Student Conduct, even if the student wishes to have the matter resolved during the conduct review. For a description of the Hearing Panel Procedures for a Dean's Referral, see Appendix B.

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

B. Interim Action

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

C. Students Charged with Felonies

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

IV. Appeal Procedures

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

1. A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential

impact must be included.

3. The sanctions imposed are substantially outside the parameters or guidelines set by the college for this type of offense or the cumulative conduct record of the responding student.

A student who wishes to appeal shall submit a letter of appeal stating objections and providing any supporting materials within five (5) business days of receiving the decision of the Dean of Residence Life overseeing the Conduct Review. The purpose of the Hearing Panel will be to uphold the Conduct Review decision or to determine how the decision should be modified, but in no event shall an appeal result in a more severe sanction than any sanction imposed at the Conduct Review level.

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

A. Student Development will communicate the student's decision to appeal and all materials deemed relevant by Student Development to the Hearing Panel. Relevant materials may include, but are not necessarily limited to: the student's appeal letter, the Conduct Review decision and rationale for disciplinary action, any relevant information, and the student's disciplinary file.

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

C. The Dean will contact the student(s) with the final decision of the Hearing Panel. A copy of the Hearing Panel's written decision will be included in the written communication from the Dean to the student.

D. A decision by Hearing Panel may then be appealed to the Vice President for Student Development by the accused student within five (5) business days of the student's receipt of the Hearing Panel's decision. Appeal requests are limited to the three reasons mentioned at the beginning of this section. The student(s) shall submit to the Vice President for Student Development, in writing, specific objections to the previous decision and any material the student deems relevant to the appeal. The Dean shall also provide the Vice President for Student Development the record of the case previously forwarded by the Hearing Panel, any records maintained by Student Development relating to the matter being appealed, and any other materials the Dean deems relevant to the appeal.

E. The Vice President for Student Development shall render a written decision on the appeal, based upon the materials provided by the student making the appeal as well as any other information the Vice President deems relevant. The Vice President for Student Development shall notify the student of his or her final decision in writing. The decision of the Vice President for Student Development is not subject to further appeal.

V. Hearing Panel for Sensitive Matter

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

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

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

The procedures used for sensitive matters shall conform as closely to the procedures set forth in Appendix B, Hearing Panel Procedures for a Dean’s Referral, as the Hearing Panel deems appropriate, except that the parties may not agree to open a hearing regarding a sensitive matter to the campus community under any circumstances. With respect to sensitive matters, the Chair of the Hearing Panel and the Hearing Panel are encouraged to exercise their discretion to modify the procedures used, for the purpose of balancing the need for full and fair adjudication of serious offenses against the need to protect the privacy rights of participants and the dignity of complainants and accused students alike.

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

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

The Vice President for Student Development shall meet with the individuals involved and render a written decision on the appeal, based upon the materials provided by the student making the appeal as well as any other information the Vice President deems relevant. The Vice President for Student Development shall notify the respondent of his or her decision regarding the appeal. In addition, the complainant shall also be informed of the Vice President for Student Development’s decision regarding the appeal when deemed appropriate. The decision of the Vice President for Student Development is final and not subject to further appeal.

VI. Sanctions in Response to Student Misconduct

The Dean of Residence Life and/or the Vice President for Student Development have authority to impose sanctions in response to student misconduct, as prescribed by the Hearing Panel or otherwise determined in the College’s discretion, which they deem are in the best interests of the student(s) and

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

In cases involving serious policy violations, a Hearing Panel for a “sensitive matter” (See Section V) including the Dean of Residence Life (or his or her designee), will be appointed to determine the appropriate sanction in response to the misconduct.

The Vice President for Student Development will appoint the other Hearing Panel members for a “sensitive matter,” including faculty and staff members. The Hearing Panel for a “sensitive matter” will not include any staff or faculty members who directly oversee student groups or teams.

If a complainant or the individual subject to discipline has a concern that any member of the Hearing Panel for a “sensitive matter” has a conflict of interest or bias, such concern should be reported in writing to the Dean of Residence Life. Any concern regarding a conflict of interest or bias must be submitted within two (2) business days after receiving notice of the person's involvement on the Hearing Panel for a “sensitive matter.” The Dean of Residence Life (or his or her designee) will review the concerns and take appropriate steps to ensure that no conflicts of interest exist on the part of any member of the Hearing Panel for a “sensitive matter.” If a conflict of interest or bias concern is raised with respect to the Dean of Residence Life, the Vice President of Student Development or another Dean in Student Development will review the concerns and take appropriate steps to ensure that no conflicts of interest exist.

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

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

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

Before determining the appropriate response, the decision maker, whether that is a member of Student Development or a Hearing Panel for a “sensitive matter,” will seek to understand the student from the perspective of those employees who oversee the student's living environment, coursework, and/or co-curricular involvement, respectively.

College sanctions are independent of other responses that may be imposed as a result of any civil action or criminal prosecution. The sanctions listed in this section are not exhaustive but are merely designed to serve as guidelines. Responses may be imposed in any combination. Prior determinations of misconduct under this or other student conduct policies may be considered in determining sanctions for a present violation. The following are examples of possible sanctions in response to misconduct:

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

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

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

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

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

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

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

Restrictions/Reassignment. The college may impose visitation and/or no contact restrictions on individuals who are in violation of specific policies. The college also reserves the right to reassign student housing.

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

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

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

- Special housing approvals, participation in varsity sports, and other co-curricular privileges are likely to be affected at the discretion of a Student Development Dean, Vice President, or a Hearing Panel
- Students on probation cannot hold or be appointed to a leadership position
- Probation can impact one's ability to represent the college, including participating in student abroad programs, attending conferences, or representing the college at an official function, etc.
- Students may be asked to notify their parents
- A permanent record is kept

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

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

Expulsion. The student is permanently separated from the College with appropriate documentation of the reasons for such termination in the student's permanent record.

Appendix A: Hearing Panel Procedures for a Student Appeal

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

A. Sequence and Procedures

- a. The Chairperson shall convene the Hearing Panel and preside over the hearing.
- b. The Chairperson shall be responsible for keeping a record of the hearing.
- c. The Chairperson shall inform all parties of their responsibilities regarding attendance, testimony, honesty, rights, and the maintenance of order. Furthermore, the Chairperson shall stress the need for confidentiality and explain that there shall be no direct communication between the parties and the Hearing Panel members about the case outside of the Hearing Panel meeting.
- d. At the hearing, the Chairperson shall read the allegation(s) and the results of the Administrative Review and ask the respondent(s) to reply. If any respondent is absent or refuses to reply, it shall be assumed that the student disagrees with the allegation(s) made and the outcome of the Administrative Review.
- e. Throughout the session, members of the Hearing Panel may ask the respondent clarifying questions regarding the situation.
- f. The Chairperson shall make the final decision with respect to any disputes regarding the relevance and admissibility of information presented.
- g. The Chairperson may also call for a recess during a hearing or after a hearing if the complexity of the situation and the amount of details are too numerous to make an appropriate decision during the allotted time. In this situation the student will be informed of when the continued session will take place and the approximate timeline of when a decision will be made.
- h. The Hearing Panel shall close the hearing and meet in executive session to make a decision by majority vote to uphold or overturn the Conduct Review decision. Should the outcome be to change or overturn the Conduct Review decision, the Hearing Panel will formulate an appropriate disciplinary response (but in no event shall the disciplinary response be more severe than that imposed during the Conduct Review). The Hearing Panel's written findings of facts and decision shall be forwarded to the Dean of Residence Life within Student Development within a reasonable amount of time after the conclusion of the hearing. The Dean will contact the respondent with the Hearing Panel's decision, subject to any modifications that the Dean deems necessary or appropriate in his or her discretion.

B. Hearing Procedure Considerations for a Student Appeal

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

- a. A timely hearing will be organized for the student to appeal the outcome of the Conduct Review.

- b. Any member of the Hearing Panel may be removed prior to the hearing upon request of either the complainant(s) or the respondent(s), provided that the party making the request can demonstrate that the member is biased, prejudiced, or otherwise inappropriate to serve on the Hearing Panel in the particular case. The Chairperson of the Hearing Panel shall make the final decision with respect to any such request. (If such a removal request is made with respect to the Chairperson, the remaining members of the Hearing Panel shall delegate to another faculty member on the Hearing Panel the authority to rule upon that request.)
- c. A member of the Hearing Panel may also decline on his or her own initiative to serve during a particular hearing if, in the member's opinion, he or she is biased, prejudiced, or otherwise inappropriate to serve as a member of the Hearing Panel in that particular case. Where a faculty member on the Hearing Panel is removed or withdraws from service in a particular matter, a designated alternate faculty member will be appointed by the Academic Affairs Office to serve in that faculty member's place. Where a student member is removed or withdraws from service with respect to a particular matter, a designated alternate student will be appointed by the President of Student Government to serve in that student member's place.
- d. Student appeal hearings are intended to be informal hearings and, as such, strict judicial, evidentiary, and procedural rules need not be followed. The College's standard of proof is preponderance of the evidence. Preponderance of evidence is understood by the Hearing Panel in making its decision based on the facts being more probable or likely than not. Irrelevant or immaterial information may be excluded by the Chairperson.
- e. Hearings shall be closed to the campus and greater community other than the parties, advisors, coaches, Hearing Panel members, and anyone the Chairperson deems appropriate for the hearing. Hearings may be open if all parties agree in writing unless the matter has been designated as a "sensitive matter."
- f. The respondent(s) may be accompanied to the hearing by one non-attorney advisor, who may participate for the sole purpose of giving advice or assistance to the student; the advisor shall not participate directly in the hearing or speak to the Hearing Panel on behalf of the student. In the case where an appeal requires the complainant to be present, the complainant is entitled to be accompanied to the hearing by one non-attorney advisor, who may participate for the same purposes and to the same extent as available to the respondent's advisor. Consultation with advisors during the hearing will be subject to the consent of and limitations imposed by the Hearing Panel Chairperson.
- g. The respondent and complainant shall inform the Hearing Panel in writing within five (5) days before the beginning of the hearing whether they intend to be accompanied by a non-attorney advisor and identify their respective advisors.
- h. Any persons exhibiting disruptive, disrespectful, or other inappropriate behavior may be excluded from the hearing by the Chairperson.
- i. The Hearing Panel will have access to previous disciplinary records of the respondent student(s) and any other records of student witness involved in the hearing.
- j. The Hearing Panel may provide for separate hearings if a single incident gives rise to allegations against more than one person. The Hearing Panel may also hear all such allegations in a single proceeding with the express written consent of all parties or as otherwise permitted by law.
- k. The precise format of any hearing remains within the Chairperson's discretion and may vary depending upon the circumstances of the particular case.

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

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

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

A. Sequence and Procedures

- a. The Chairperson shall convene the Hearing Panel and preside over the hearing.
- b. The Chairperson shall be responsible for keeping a record of the hearing.
- c. The Chairperson shall inform all parties of their responsibilities regarding attendance, testimony, honesty, rights, and the maintenance of order. Furthermore, the Chairperson shall stress the need for confidentiality and explain that there shall be no direct communication between the parties and the Hearing Panel members about the case outside of the Hearing Panel for Student Conduct meeting.
- d. At the hearing, the Chairperson shall read the allegation(s) and ask the respondent student(s) to reply to the allegation(s). If any respondent student is absent or refuses to reply, it shall be assumed that the student disagrees with the allegation(s) made.
- e. A faculty, staff, or student who is bringing the matter forward (hereafter referred to as the complainant), and the respondent student(s) may make opening statements, which shall inform the Hearing Panel of the information to be presented and provide a general overview of each party's positions with respect to the issues in the case.
- f. The complainant may present witnesses and other information in support of the allegation(s), with the respondent student(s) then being able to question the complainant and any other witnesses presented by the College. The complainant may question each witness again after the student(s) has/have finished questioning. The Chairperson shall also have the discretion to allow additional questioning of the witness at a party's request.
- g. Members of the Hearing Panel may question any witness presented by the complainant at any time during the witness's appearance before the Hearing Panel.
- h. The Chairperson shall make the final decision with respect to any disputes regarding the relevance and admissibility of information.
- i. The respondent(s) may then present witnesses and information in an effort to defend against the allegations and the information presented by the complainant. The complainant may question any witnesses presented by the respondent(s). The respondent(s) may question each witness again after the complainant has finished questioning the witness. The Chairperson shall also have the discretion to allow additional questioning of the witness at a party's request.
- j. Members of the Hearing Panel may question any witness presented by the respondent(s) at any time during the witness's appearance before the Hearing Panel.
- k. Following the conclusion of the appearances by all witnesses on behalf of the respondent(s), the Chairperson shall offer the complainant and accused student(s) a final opportunity to present any further information pertaining to the case and to deliver brief closing statements, in which they summarize the information submitted and make arguments, based upon the information submitted during the Hearing.
- l. The Hearing Panel shall close the hearing and meet in executive session to make findings of facts based upon a preponderance of the evidence. The Hearing Panel shall also make a decision by majority vote regarding the appropriate sanction and College response for any misconduct determined to have taken place. The Hearing Panel's written findings of facts and decision shall

be forwarded to the Dean of Residence Life within a reasonable amount of time after the conclusion of the hearing. The Dean will contact the student with the Hearing Panel's decision.

B. Hearing Procedure Considerations for a Dean's Referral

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

- a. Written notice of allegations and a reasonable time for response to the allegations shall be granted to the respondent and, where appropriate, to the complainant as well.
- b. A timely hearing shall be conducted consistent with the circumstances of the particular case; however, any Dean within Student Development has the power to postpone a hearing procedure in the Dean's sole discretion.
- c. Any member of the Hearing Panel may be removed prior to the hearing upon request of either the complainant or the respondent, provided that the party making the request can demonstrate that the member is biased, prejudiced, or otherwise inappropriate to serve on the Hearing Panel in the particular case. The Chairperson of the Hearing Panel shall make the final decision with respect to any such request. (If such a removal request is made with respect to the Chairperson, the remaining members of the Hearing Panel shall delegate to another faculty member on the Hearing Panel the authority to rule upon that request.)
- d. A member of the Hearing Panel may also decline on his or her own initiative to serve during a particular hearing if, in the member's opinion, he or she is biased, prejudiced, or otherwise inappropriate to serve as a member of the Hearing Panel in that particular case. Where a faculty member on the Hearing Panel is removed or withdraws from service in a particular matter, a designated alternate faculty member will be appointed by the Academic Affairs Office to serve in that faculty member's place. Where a student member is removed or withdraws from service with respect to a particular matter, a designated alternate student will be appointed by the President of Student Government to serve in that student member's place.
- e. As a general rule, all available witnesses should appear before the parties and Hearing Panel and be heard and questioned during the course of a hearing. The Chairperson of the Hearing Panel has full discretion with regard to the number of witnesses or the subject matters of witness testimony, and the Chairperson may also limit questioning to prevent irrelevant questioning or harassment, intimidation, or embarrassment of witnesses.
- f. In addition, where a witness is unwilling to appear, where privacy rights or litigation interests may be compromised, or where modification of this procedure is found by the Chairperson to be in the best interests of the College community, the Chairperson may modify the procedures set forth in section A above and design an alternative method of questioning that will elicit the most useful information for the Hearing Panel under the circumstances. Where the Chairperson deems such modifications appropriate, witnesses may, for example, be questioned only by the Hearing Panel and not by the parties directly, be examined using closed circuit TV rather than requiring a witness's personal appearance before the panel and/or the parties, give information by telephone, or be questioned using any other procedure deemed appropriate by the Chairperson, after consultation with the Hearing Panel and parties, in the Chairperson's sole discretion.
- g. Student hearings are intended to be informal hearings and, as such, strict judicial, evidentiary, and procedural rules need not be followed. The College's standard of proof is preponderance of the evidence. Preponderance of evidence is understood by the Hearing Panel in making its decision based on the facts being more probable or likely than not. Irrelevant or immaterial information may be excluded by the Chairperson.

- h. Hearings shall be closed to the campus and greater community other than the parties, advisors, Hearing Panel members, and any witness giving testimony at the particular time. Hearings may be open if all parties agree in writing unless the matter has been designated as a “sensitive matter.”
- i. A respondent(s) may be accompanied to the hearing by one advisor, who may participate for the sole purpose of giving advice or assistance to the student; the advisor shall not participate directly in the hearing or speak to the Hearing Panel on behalf of the student. The complainant is also entitled to be accompanied to the hearing by one advisor, who may participate for the same purposes and to the same extent as available to the respondent’s advisor. In a sexual assault case, the complainant or alleged victim is also entitled to be present and use an advisor to the same extent available to the respondent. Consultation with advisors during the hearing will be subject to the consent of and limitations imposed by the Hearing Panel Chairperson.
- j. The respondent and complainant shall inform the Hearing Panel in writing within five (5) days before the beginning of the hearing whether they intend to be accompanied by an advisor and identify their respective advisors.
- k. Any persons exhibiting disruptive, disrespectful, or other inappropriate behavior may be excluded from the hearing by the Chairperson.
- l. The Hearing Panel will have access to previous conduct records of the respondent student(s) and any other student witness involved in the hearing.
- m. The Hearing Panel may provide for separate hearings if a single incident gives rise to allegations against more than one person. The Hearing Panel may also hear all such allegations in a single proceeding with the express written consent of all parties or as otherwise permitted by law.
- n. The precise format of any hearing remains within the Chairperson's discretion and may vary depending upon the circumstances of the particular case.

C. Appeal to the Vice President for Student Development. Any decision by the Hearing Panel under Article IV above or under this Appendix B may be appealed to the Vice President for Student Development as provided in Article IV sections D & E above.

D. Membership of the Hearing Panel

- a. The Hearing Panel for Student Conduct shall be composed of seven (7) members (to be drawn from faculty, staff, and enrolled students). Graduate students will be on panels involving graduate student situations. Five (5) members shall constitute a quorum.
- b. The term of appointment for faculty Hearing Panel members shall be made by the Academic Affairs Office for two years with staggered terms. The Vice President for Student Development will appoint staff for staggering two-year terms. The Student Government shall appoint student Hearing Panel members and alternates for one-year terms, with discretion to renew such appointments for one additional year. Terms of appointment shall begin on July 1. Should any faculty, staff, or student serving on the Hearing Panel withdraw or be removed from the Hearing Panel during his or her term, the appropriate office mentioned above will appoint a new member to serve out the conclusion of that member's term.
- c. Full-time faculty members with tenure track appointments and full-time staff members are eligible to serve on the Hearing Panel.
- d. Full-time students are eligible to serve on the Hearing Panel if, at the time of appointment and at all times during their service they, (i) maintain "good standing" as defined by College policy, (ii) have a minimum grade point average of 2.30, (iii) are not on chapel probation, and (iv) are under no sanctions under any College policy. A student member who becomes ineligible shall be removed from the Hearing Panel by the Chairperson and replaced with another student chosen

by the Student Government; however, an ineligible student member need not be removed from the Hearing Panel during an ongoing proceeding and may continue to serve on the Hearing Panel until the Hearing Panel renders its written decision to the Dean in that proceeding, if the Hearing Panel Chairperson so decides in his or her discretion.

- e. The Hearing Panel shall elect its Chairperson, who shall be a faculty member and who shall serve as Chairperson. The Chairperson shall be a voting member.
- f. The Chairperson shall have the responsibility of facilitating the work of the Hearing Panel by working cooperatively with the Dean of Residence Life.

15. Technology Acceptable Use Policy

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

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

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

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

16. Tobacco and Nicotine Policy

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

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

Connection with our Institutional Religious Identity

The Wheaton College policy regarding sex, sexuality and gender identity addressing transsexualism, transgenderism, and broader related gender identity issues is grounded in our long-standing institutional religious identity as expressed in our *Statement of Faith* and *Community Covenant*. These

documents, in turn, are grounded in the teachings of the Bible as understood in the Protestant Evangelical theological tradition derived therefrom. We see our institutional understandings and policies as congruent with that broader Evangelical tradition; in this specific case, our reflections on transsexualism are aligned with and informed by those of the Evangelical Alliance, a trans-denominational group representing Protestant Evangelical churches in the United Kingdom, as published in *Transsexuality: A Report by the Evangelical Alliance Policy Commission* (London: Evangelical Alliance Policy Commission/Paternoster; 2000).

The following statements from our own *Statement of Faith* and *Community Covenant* are particularly relevant to these matters. From the *Statement of Faith*: "We believe that God directly created Adam and Eve, the historical parents of the entire human race; and that they were created in His own image, distinct from all other living creatures, and in a state of original righteousness." From the *Community Covenant*:

- We affirm "The call to love God with our whole being, including our minds, and to love our neighbor as ourselves. Christ-like love should be the motive in all decisions, actions, and relationships."
- We affirm "The call to pursue holiness in every aspect of our thought and behavior."
- We affirm "The call to exercise our Christian freedom responsibly within the framework of God's Word, humbly submitting ourselves to one another with loving regard for the needs of others."
- We affirm "The call to treat our own bodies, and those of others, with the honor due the very temple of the Holy Spirit."
- We believe that followers of Jesus Christ should and will "uphold the God-given worth of human beings, from conception to death, as the unique image-bearers of God."
- We seek to "uphold chastity among the unmarried and the sanctity of marriage between a man and woman."
- We affirm that Scripture condemns "sexual immorality."

Biblical and Theological Implications

As an institution, we recognize there are persons whose experience of their gender (gender identity, gender expression, or gender behavior) is at variance with the physical reality of their biological birth sex. Some experience distress at this reality, while others do not or instead embrace this experience. Our calling as Christians is to respond to such persons, as to all persons, with respect for their moral responsibility, and with love. We affirm God's love and concern for all of humanity, including individuals who experience discordance between certain sexual aspects of their personhood. We regret the hurt caused by the behavior of any aspect of the Christian community toward such individuals, and recognize our obligation and calling to extend love, care and respect. We further recognize our calling in our institutional life and the life of the Church to cultivate a loving Christian environment of gentleness and patience within which to build genuine and caring relationships. Our call to love, nonetheless, is informed by the following biblical and theological understandings:

- God's original and ongoing intent and action was the creation of humanity manifest as two distinct sexes, male and female. Jesus Christ himself affirmed this in his teaching correcting abuses of divorce, stating "at the beginning the Creator 'made them male and female'" (Matt. 19:4; Mark 10:6). Each person was intended to experience congruence between the physical and experiential dimensions of their sexuality. Except in very unusual cases, our sex as male or female is a consistent biological given of the individual human person from conception made manifest at birth and before, and is not changeable but rather is a stable, enduring characteristic of the person determined by God's creational intent.

- As the result of the choices of our first human parents, Adam and Eve, sin and death have entered and permeated the human condition. The Apostle Paul graphically depicts the profound confusion that characterizes human experience as a result of our replacing God's will with our own fallen, finite human will (Rom. 1:18-32). The totality of our experience is distorted by fallenness and brokenness in various forms, including biological, psychological, and spiritual dimensions and their mutual interactions. Our experience of sex and gender is not always sex and gender as God the Creator originally designed.
- Gender, as the experiential and psychological counterpart of an individual's sex, is considerably more fluid and variable than one's fixed, dichotomous biological sex. While released from legalistic obligation to the few ceremonial guidelines in the Old Testament governing gender roles and expressions, we nevertheless draw from the biblical narrative a) the equal dignity and worth of humanity as male and female (Gal. 3:28), and b) the importance of not fostering confusion between male and female (Rom. 1:26-27). We further recognize that rigid, stereotyped and unreasonable standards for gender distinctiveness have at times had a restrictive and negative impact. Today, in contrast, we see the negative impact of the absence of and confusion about gender distinctions and standards, and of a cultural trajectory that denies any God-given boundaries to our created sexual and gender realities, together generating widespread confusion surrounding sexuality and gender.
- Christians believe in a God of redemption, sanctification, and healing, and thus we do not support the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity that seeks to change one's given biological birth sex in favor of the identity of the opposite sex or of an indeterminate identity. We further cannot support the utilization of surgical or other medical procedures that seek to change facets of one's biological sex as established at conception and during gestation and subsequently manifest at birth; we cannot support such procedures because they inherently flow from the individual's rejection of the gift of his or her biological sex.
- While respecting considerable variance in gender identity, expression, and behavior, we must nevertheless regard persistent or exaggerated manifestations of gender atypical behavior that are grounded in an enduring rejection of the divine gift of one's biological sex at birth as incongruent with Christian maturity and the proper embrace of the gift of one's biological sex. Tension and conflict between one's biological sex and one's experience of gender should be treated with tender pastoral concern and care based on the shared understanding that one's biological sex is a given of one's gendered embodiment.

Resulting Institutional Policy

The following are the major implications of this theological foundation:

1. It is our goal to have this community be a respectful, loving and accepting community that engages with loving and confident respect those who embrace views of sexual identity discordant with ours, and in which those who experience gender identity struggles can grow and flourish. This is not, however, a directionless support; rather, we view growth in godliness to be directed toward alignment or reconciliation with their biological birth sex as God's creational intent for those individuals. Wheaton College will not support persistent or exaggerated examples of cross-dressing that are grounded in the fundamental rejection of biological birth sex, or other expressions or actions that are deliberately discordant with birth sex, and will deal with such matters within the appropriate pastoral and conduct processes of the College.
2. We affirm God's love and concern for all of humanity, including brothers and sisters who experience discord between their biological sex and psychological gender, and who seek to resolve that discord in ways that are in conflict with the principles outlined here; it is our

obligation to extend Christ's love and meaningful relationship to everyone. We commit ourselves to support individuals struggling with various sexual identity disorders toward the resolution of these disorders in alignment with their birth sex, and to engage with respect those who pursue alternate paths. We deeply regret hurt caused by Christian persons or institutions to men and women whose experience of their sexuality is atypical, and seek to be agents of healing and care for such individuals even as we uphold the standards articulated here.

3. In employment and in student life, we regard sex at birth as the identification of the given biological sex of each member of our constituency. We will not affirm attempted alterations by medical intervention of one's sex at birth. If persons who have experienced such treatments have chosen a new direction embracing the Christian convictions shared by this community and seek to restore their identification with their birth sex, we would seek to fully accept such persons in this community. On the other hand, we must view the actions or intentions of those seeking fundamental changes of any kind from one's sex at birth as a rejection of the biblical and theological understandings to which the institution is committed, and hence as grounds for removal from consideration for employment for an employment applicant and/or from consideration for enrollment for a student applicant, and as grounds for termination of employment for a current employee (faculty or staff) and/or termination of enrollment of a current student.
4. As a largely residential student community that values modesty and holiness, and that seeks to foster the holistic development of our students, we will make housing decisions and other related decisions of practical life in light of the sex at birth of all individuals who are members of this community. Thus we will not, for example, make housing decisions in accord with the psychological identity choices of the student, but rather in light of their sex at birth.
5. We reserve the latitude to make reasonable judgments about issues outside the explicit bounds of these specified policies based on our *Statement of Faith, Community Covenant*, and the biblical and theological commitments articulated above. The Wheaton College Board of Trustees reserves the final responsibility for the interpretation of our *Statement of Faith*, our *Community Covenant* and of the biblical principles that underlie such documents.

(Approved 12/5/2012 by the Wheaton College Board of Trustees Executive Committee)

Student Engagement

1. Artistic Practice and Exhibitions Policy

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

- The human body and our sexuality is, in itself, a good and glorious creation of a loving God.
- The clear trajectory of scriptural teaching emphasizes the cultivation of personal holiness and purity, fostered in part by an emphasis on modesty and the avoidance of sensualism as a Christian community.
- Together, these emphases suggest the wisdom of reticence in viewing the nude human body in most circumstances outside of the intimacy of a marital couple or in circumstances where practical necessity demands such (e.g., bathing a child, the athletic locker room, or during a medical examination), especially where sexual temptation could result. Such reticence or

restraint in displaying or viewing the nude or undraped human body, nevertheless, is not a moral absolute but rather a means to the end of the cultivation of purity and holiness.

The text above is a summary of a Biblical foundation statement, which is available in the Student Development Office, 281 Student Services Building

Administrative Guidelines and Policies

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

1. Given the fundamental goodness of our physical bodies and our sexuality, we affirm artistic interest in and godly representation of the human form.
2. As a Christian community, we affirm the opportunity to assist our student artists and indeed all of our students to develop biblically-grounded, wise and wholesome understandings of the human body and of human sexuality. In addition to celebration of the human body, this will also include necessarily the scriptural teaching on modesty and the avoidance of sensualism.
3. The trajectory of scriptural teaching on modesty and the avoidance of sensualism, combined with the widely acknowledged struggles of many on our campus with pornography and sexual temptation as well as our responsibility to act deferentially in support of their well-being, together call for careful prudential judgments in the exhibition of artistic works from all sources around our campus. We thus will incline our judgments in the direction of restraint and modesty in exhibition of explicit or graphic portrayals of the nude human body.
4. We acknowledge that art is not only about celebrating created goodness or beauty but can be legitimately directed toward other purposes. Thus, the individual Christian artist as a matter of conscience or calling may be called to depict the nude human form to accomplish particular redemptive or prophetic purposes (such as striving to “expose what is evil” [Ephesians 5:11] or depicting our shame or human brokenness).
5. Practically, there are serious risks posed to our students through their personal portrayal as the subjects/models for works of art in recognizable images that are nude, sexually suggestive, salacious, or deliberately offensive. The new information climate makes these images difficult to control and puts students at current and future risk.
6. On the basis of the preceding, we draw the following **operational policies** related to these matters:
 - a. In public spaces around campus we will not exhibit artwork that displays explicit human frontal nudity; exceptions may be approved by the President’s Art Commission acting on behalf of the Wheaton College President.
 - b. The Adams Hall 3rd floor galleries have been identified as a discretionary space where art students and others may apply to display more explicit images of the human body and other challenging images *when* 1) the student artist has submitted for approval both the art itself (for artistic merit) and a rationale justifying the exhibition and the corpus of art and the rationale have been approved by an art faculty member and the department chair; and 2) the art is exhibited accompanied by a posted version of the statement of rationale (the artist’s statement).
 - c. We will not exhibit anywhere on campus nude, sexually suggestive, salacious, or deliberately offensive images of recognizable Wheaton students.
 - d. In deference to prevailing campus priorities, we prohibit the use of nude (un-draped) human models in our Wheaton College educational preparation of visual arts students.

- e. No restrictions will be imposed on faculty in the use of textbooks and teaching materials that display the undraped human body. Faculty are free within the confines of a specific classroom during a teaching period to discuss and exhibit student art showing the undraped human body in ways that are consistent with our Community Covenant.

2. Campus Announcements

Official announcements to students and employees are communicated through bi-weekly campus announcement emails. All announcements must be kept to 2-3 sentences and submitted through Academic and Institutional Technology (AIT). Instructions for making a submission can be found [here](#).

3. Chalk-Writing

In order to maintain the beauty of our campus and to ensure the safety of students, no chalk messages are to be written on College property (walls, sidewalks, signs, and buildings). The only exceptions are chalk messages on the pavement south of Memorial Student Center, on the Smith Traber sidewalk located on the corner of Howard and University, and the sidewalk outside the entrance to Fischer, which have been approved in advance by the Student Activities Office only for the promotion of College approved events.

4. Chapel Attendance Policy (UG)

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

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

At each level of the attendance policy a personal meeting is conducted to encourage students and to understand concerns influencing a failure to meet the chapel attendance requirements. Eleven (11) absences are permitted each semester for students who fulfill this requirement. Absences may be used for sleep, study, recovery from illness, non-school related trips, irregular work schedules, interviews, car repairs, doctor appointments, and trips to the airport, etc. Unused absences do not carry over to future semesters.

Arriving Late to Chapel

When students arrive after the bells chime, they are considered late and the doors to the main level of chapel close. If a student is late to chapel three (3) times, that equals one (1) absence. Late students are

not allowed to go in to the main level of the chapel if this is where their seat is located. They must go up to the balcony and sign in on the Late Sign-In sheet and then sit in the empty seats in section 7 of the balcony. If they leave the balcony area, their names will be removed from the Late Sign In sheet by a chapel monitor.

Chapel Warning

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

Chapel Probation

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

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

Achieving Good Standing Following Chapel Warning or Probation

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

Chapel Pre-Suspension Support

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

Chapel-Related Suspension Appeals

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

Returning from Suspension Related to Chapel Absences

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

Chapel Excuses

Individual chapel excuses are not accepted. Students in good standing are permitted 11 absences per semester to cover all individual absences including doctor appointments, interviews, unexpected employment opportunities, sleep, homework, etc. Watching Chapel on campus cable TV, listening on FM 88, or watching an archived Chapel message does not constitute as a Chapel excuse.

Two Chapel Excuse options:

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

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

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

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

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

5. Citizenship / Voter Registration / Jury Duty

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

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

6. Club Advisors

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

7. Club Finances

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

8. Dance Guidelines

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

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

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

SOCIAL DANCING and DANCE EVENT PHILOSOPHY:

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

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

Campus residence halls, apartments, and houses include students with a variety of perspectives on music and dance. These guidelines acknowledge and seek to honor these distinctions that enrich the campus community while at the same time clarifying communal expectations that are intended to

encourage honoring and life-giving engagement in dancing on campus while avoiding the glorification as well as the objectification of the human body.

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

SOCIAL DANCING GUIDELINES:

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

- Enjoy campus dance events that are purposely and carefully approved by the Dean for Student Engagement.
- Engage in dance styles in off-campus locations that are God-honoring.
- Spontaneously dance with campus members of the same gender in campus housing units.
- Allow for spontaneous movement at concerts and in times of worship where the focus is not on social dancing.
- Rehearse choreography for other campus-sanctioned events (e.g. Talent Show, Confessions).

SOCIAL DANCE EVENT OVERSIGHT:

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

SOCIAL DANCE EVENT GUIDELINES:

1. Dance events are expected to be intentionally planned. Therefore, all dance events must have programmatic themes that reflect clear planning and careful consideration of outcomes and expectations.
2. Campus-wide dance events are open to the Wheaton College community. This includes students, faculty, staff, administrators, and alumni, and their guests.
3. Non-college or off-campus groups are not to be invited.
4. All music, lyrics and dance style should be consistent with the Community Covenant and pre-approved by the appropriate Student Engagement Director.

5. The following considerations should be taken into account when planning campus social dance events: venue capacity, attire expectations for attendees, sound ordinances, beginning and ending times, structural security of the venue, and other events on the campus calendar.
6. The social dance event and its location must be approved by a Student Engagement Director and the Dean for Student Engagement prior to submitting a request for space for official event approval (see above).
7. The student leaders planning the dance event will be responsible for compliance with all social dance event guidelines, the care of the facility that is being used, and the conduct of all attendees. College staff members attending/supervising the dance event will intervene if necessary. Privileges to sponsor campus-wide dance events may be suspended in response to a lack of compliance with guidelines for dance events, failure to care for the facility, and/or in response to the inappropriate conduct of attendees.

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

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

Introduction

The mission of Wheaton College includes a commitment to “educate the whole person to build the church and benefit society worldwide.” Holistic education includes preparing students “to understand and negotiate the global realities of a racially and ethnically diverse church, as well as to heal the division and strife in relations between people of different races and cultures” (Administrative Vision for Racial and Ethnic Diversity at Wheaton College).

The Wheaton College Community Covenant calls all of its members to “pursue unity and embrace ethnic diversity as part of God’s design for humanity and practice racial reconciliation as one of his redemptive purposes in Christ.” The Covenant also calls its members to integrity and responsible freedom, to display Christ-like love, to honor the name of Jesus Christ and uphold the God-given worth of all human beings as the unique image-bearers of God. These calls are facilitated, in part, “by the very structure and functioning of the community” (Administrative Vision for Racial and Ethnic Diversity at Wheaton College).

Planning student programming/activities is one of the structures and functions of the Wheaton College community. When such planning is done to pursue unity, embrace ethnic diversity, and practice racial reconciliation, it will contribute to the mission of the College to educate whole persons. When student programming/activities includes stereotypes of historically marginalized groups and other groups, the College’s mission is compromised.

Historically Marginalized Groups

A stereotype is “a preconceived and oversimplified idea of the characteristics which typify a person, race, or community which may lead to treating them in a particular way” (Oxford Dictionary of Sociology). The members of Wheaton College belong to a variety of subgroups, including some who

have been historically marginalized (e.g., African Americans, Asian Americans, Latinos, Native Americans and Internationals). Portraying a tall African American male student in a skit as a basketball player may be an example of a stereotype if it operates under the assumption that all tall African American men play basketball.

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

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

Other Groups

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

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

Questions to Consider

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

1. What are the purposes of the activity and are they congruent with the Community Covenant’s call to all its members?
2. Are any historically marginalized people groups or other campus groups being stereotyped?
3. Are the rituals, symbols, behaviors, and/or dress of a historically marginalized people group portrayed for the primary purpose of humor?
4. What are the anticipated effects upon the individuals watching the program/activity?
5. What steps will be taken to ensure that students will not be pressured to participate in and/or watch the activity?
6. Who will be responsible for supervising and providing feedback to the planners about the program/activity in light of the Community Covenant’s call to its members?

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

Training

In order for this document to be understood and implemented effectively, training will need to occur.

Potential contexts for such training may include:

- Resident Assistant fall semester course
- Office of Christian Outreach fall semester cabinet training
- Office of Multicultural Development fall semester cabinet training
- Student Activities fall semester cabinet training
- Special interest club fall semester training through the Student Activities Office
- Compliance training meeting with student athletes
- Chaplain's Office cabinet and student chaplain fall semester training
- International Student Program office fall semester cabinet training
- Music ensemble fall semester cabinet training

10. Free Speech and Public Assembly

Wheaton College exists to educate the whole person to build the church and benefit society worldwide for Christ and His Kingdom. Whole person education at Wheaton is built on the biblical foundation of Christian community expressed in Jesus' two Great Commandments: "Love the Lord your God with all your heart and with all your soul and with all your mind," and, "Love your neighbor as yourself" (Matt. 22:37-40).

To fulfill this commitment, the Community Covenant helps the College live out its mission and calls its members "to cultivate a campus atmosphere that encourages spiritual, moral and intellectual growth." Such pursuit comes with a responsibility to welcome and promote the freedom of expression for all, including in disagreement and/or opposition. Such freedom of expression is not unlimited, but is constrained by the two Great Commandments of love for God and love for neighbor. For Christians, free speech needs to be brought under the Lordship of Jesus Christ.

The freedom of expression at the College may include Wheaton College students organizing and participating in peaceful and orderly public assemblies on Wheaton College property to raise awareness and/or call the community to pray. The following guidelines articulate how to organize an assembly:

1. A public assembly is expected to respect daily classroom instruction, spiritual preparation for chapel worship outside and inside Edman before chapel begins, the day to day business of campus staff, student residences and the general life of the College; it does not include the right to engage in conduct that disrupts the College's operations and/or private living space, violates local, state and/or Federal law or endangers the safety of others.
2. Any public assembly should expect a counter public assembly to be organized as a dissenting voice to engage the campus from a different perspective at the same time and in the same general location.

3. Organizers should appoint a spokesperson to collaborate with any Student Government board member and a Student Development Divisional Director, Dean or Vice President to enhance cooperation and communication in light of these guidelines before the assembly occurs.
4. The designated time and place for any student organized public assembly must be predetermined in collaboration with any full-time Student Development Divisional Director, Dean or Vice President.

Public assembly organizers and/or participants who disregard the guidelines outlined in this document may subject themselves to legal action by the Wheaton Police Department (if local, state, and/or Federal law is violated).

11. Fundraising Guidelines

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

Procedures

- If the group/organization wants to fundraise for activities such as car washes, sales of baked goods (see food safety guidelines), trinkets, apparel items, community workdays, or auctions, they must take the following steps:
 1. Complete the fundraising request form. Forms are available in the Student Activities Office and are due two weeks prior to the event.
 2. Obtain approval first from the organization's advisor and then submit to the Assistant Director of Student Involvement.
 3. Included in the request form must be the promotional/advertising plan and schedule for the fundraising activity.
 4. Upon receipt, the Associate Director of Student Activities will review the request and if approved note the fundraising activity and promotional dates in 25Live online via the College's intranet.
- If the group/organization wants to solicit any off-campus sources (i.e. direct appeal to parents, friends, alumni, businesses and foundations), they must take the following steps:
 1. Complete the fundraising application for approval by the Advancement and Alumni Relations Division and submit to the Alumni Relations Office.
 2. Included with the application must be the appeal letter and sample reply mechanism to accompany the letter.
 3. Upon receipt, the Alumni Relations Office will send the request to the Director of Current Gifts with a courtesy copy to the Vice President for Advancement and Alumni Relations, and the Directors of Advancement Services, Alumni Relations, Annual Giving, Development, Gift Planning, as well as to the Associate Director of Alumni Relations.
 4. After the request is reviewed, approval is transmitted to the Alumni Office who communicates to the point of origin.
 5. List of donor names is provided by Advancement Services.
- All money raised and/or collected must be deposited into the appropriate student organizations on campus account within 48 hours of completing the event. All subsequent payments and/or

donations must also be deposited in a timely manner.

Policies

- Fundraisers may not be conducted for private gain of individuals or for-profit businesses.
- Pleas for direct solicitation of funds from faculty and staff are not permitted.
- The Office of Christian Outreach has scheduling and fundraising activity priority.
- No door-to-door soliciting of funds is permissible on campus.
- No student organizations are qualified to conduct raffles. Raffles involve paying money for the chance to win a prize of greater value, which is considered gambling. Instead of raffles, it is suggested that student organizations hold “free drawings” or “door prizes” in which no money is exchanged for the prize.
- Groups/organizations interested in raising funds for off-campus organizations are not permitted to do so. Students can be made aware of opportunities to give directly to an off-campus organization or cause, but cannot be collecting funds on behalf of an off-campus organization. Exceptions to this policy for charitable organizations that hold a 501.c3 status may be considered by a committee chaired by the Vice President for Student Development.

12. Lost and Found

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

13. Observation of Communion

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

14. Posters, Promotions, Publicity and Announcements

All campus-wide posters must include the sponsoring campus department in order to be approved and stamped by the Student Activities Office prior to posting. Posters should not be placed on door windows, fire doors, or near emergency equipment (fire extinguishers or alarms, emergency instruction signs, etc.). Unauthorized materials will be removed.

All interaction with off-campus media must be coordinated through the Media Relations Office. All off-campus display advertising must be approved and processed through the Ticketing Office in the Student Services Building and may not be in opposition to the Wheaton College Community Covenant and/or Statement of Faith. Marketing Communications must approve any use of the College logos. Email - media.relations@wheaton.edu or call 630-752-5714 for more information.

Off campus organizations that desire to distribute promotional material to Wheaton College students may do so on public sidewalks around the perimeter of the campus. If the material does not oppose the Wheaton College Statement of Faith and/or Community Covenant, off campus organizations may pay the College Post Office, located in the lower Beamer Center, to place the material in student mailboxes.

15. Public Display of Art

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

16. Publications

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

17. Sales Policy

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

1. Register with the Student Activities Office concerning intent to sell.
2. Storage of products must not infringe upon the reasonable living rights and comfort of roommate(s), nor interfere with designated storage areas.
3. Door-to-door selling and phone solicitation are prohibited.
4. No food products are to be sold in the residence halls.
5. All contacts for purchasing must be initiated by the consumer.
6. Beamer Student Center display tables are not permissible for student sales and business.

7. Personal gain on the good name of the College or use of Wheaton College facilities for personal gain is not permissible.
8. Advertisements may be placed on the Beamer Student Center Bargain Board and in the residence halls.

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

18. Scheduling Events on the College Calendar

19. Senior Bench Activity Guidelines

(A student initiated tradition – governed by students)

ORIGINS:

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

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

PURPOSE:

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

INVOLVEMENT:

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

INTENTIONALITY:

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

PLANNING:

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

CRITERIA:

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

NUMBER OF SHOWINGS:

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

REPRESENTATION:

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

20. Sunday Activities

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

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

21. Tower Bell Ringing

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

22. Visiting Speaker Guidelines for Students and Student Organizations

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

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

The following guidelines are directive:

1. Speakers should be selected for their potential to enhance the intellectual and spiritual growth of the Wheaton College community. The speaker should be able to provide information, stimulate constructive thought, deepen understanding, sharpen critical judgment, and encourage creative productivity.
2. Speakers addressing highly controversial topics and/or who are likely to advocate positions contrary to the College's theological and moral identity can be welcome additions to campus programming as the development and evaluation of a thoroughly Christian perspective can be strengthened by critical interaction with differing points of view. However, events or speakers which are likely to have the result of weakening a commitment to the Community Covenant or Wheaton's evangelical Statement of Faith are not in the best interests of our students. Thus, speakers should be chosen with particular care and intentionality, in conversation with the student group's advisor, and with careful attention paid to the structure of the interaction to ensure constructive outcomes congruent with the College's mission.
3. Opportunity for student and faculty interaction with the speaker through a question and answer format following the speaker's presentation is strongly encouraged, with the goal being to critically engage the ideas in order to help to clarify Christian conviction.
4. The visiting speaker and his/her views should be treated with a respectful and gracious spirit. During discussion times following the lecture, the individual moderating the meeting may wish to direct conversation to appropriate topics or to exercise the liberty of screening questions that are trivial, ambiguous, or indiscreetly worded.

The sponsoring group's advisor holds the responsibility of implementing these guidelines and must sign any request to reserve space in campus meeting locations. If the advisor has questions, s/he should

consult the appropriate administrative officer. The Director of Student Activities and the Vice President for Student Development reserve the right to interpret and enforce these guidelines.