THE SCOT'S KEY

OFFICIAL STUDENT HANDBOOK

THE COLLEGE OF WOOSTER

www.wooster.edu

2012-2013

a community catalogue

Publication sponsored by the Dean of Students Office
The College of Wooster, Wooster, Ohio

Copies of this handbook will be supplied electronically,
free of charge, to each student and faculty member.
This handbook may be found at
www.wooster.edu/en/student-life/dean-of-students.aspx
Any individual wishing may obtain a printed copy
by contacting the Dean of Students Office.

Published August 15, 2012

Edited by

Carolyn L. Buxton
Senior Associate Dean of Students

The College of Wooster does not discriminate on the basis of age, sex, color, race, creed, religion, national origin, disability, veteran status, sexual orientation, or political affiliation in the admission of students, or their participation in College educational programs, activities, financial aid, or employment.

PREFACE

The Scot's Key is a comprehensive guide to the services available to the student, a summary of pertinent academic information, a directory of channels and contacts in the event that a question or problem does arise, and an explanation of the Codes that govern behavior in the College community. You are encouraged to use *The Scot's Key* as a reference tool throughout the academic year.

For day-by-day, up-to-the-minute information about what's happening on campus, we recommend:

Potpourri — a twice weekly student publication about campus events distributed in dining areas.

Posters in the Lowry Center stairwells.

Wooster Headline News — the daily electronic campus newsletter.

The College's Home Page on the World Wide Web under "Events."

Calendar of Campus Events
(www.wooster.edu/en/news-and-events/campus-events.aspx)

Other: Information about campus events may also be found in *The Voice*, a weekly student-run newspaper available each Friday. The views expressed in *The Voice* are those of its editors and staff, and not necessarily those of The College of Wooster.

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ACADEMIC INFORMATION

The College *Catalogue* is the official document on academic requirements and regulations. For your convenience, a portion of the basic information is summarized here.

ACADEMIC ADVISING

At Wooster, academic advising is coordinated with the program of *First-Year Seminars in Critical Inquiry*. Each first-year student is advised by his or her instructor in First-Year Seminar. Students meet with their advisers regularly during the first and second years to plan courses, assess academic progress, and review options for the major. Once a major is declared, the student is assigned to a new academic adviser in the chosen department.

APEX integrates, coordinates, and expands the resources and activities that help students develop a thoughtful educational plan and career path and combines the offices of Academic Advising, the Learning Center, the Registrar, Experiential Learning, Entrepreneurship, and Career Planning. APEX complements our one-on-one faculty advising system by providing a centralized location for programs and resources. The faculty and staff in APEX work with other campus resources (e.g., the Writing Center, Math Center and Longbrake Student Wellness Center) to coordinate efforts and provide additional guidance to enhance student learning and well-being for ensuring student success.

ACADEMIC STANDING

To meet the number of courses necessary for graduation, the normal expectation is that a student will complete courses at the rate of four per semester for eight semesters.

In order to maintain good academic standing at The College of Wooster, any student regularly enrolled as a degree candidate must meet the following criteria:

1. must earn at least three full course credits in any semester;
2. must earn at least seven full course credits in two consecutive semesters;
3. must maintain a semester and cumulative grade point average of 2.000 each semester until graduation.

A student who does not meet these criteria will be judged to be making less than satisfactory progress toward graduation. Whether a student is asked to withdraw or is placed on academic probation at the end of any semester will depend on the extent of the deficiency. A student who is placed on academic probation for two consecutive semesters, and who is deemed not to be making satisfactory progress toward a degree, is very likely to be withdrawn. Students on academic probation remain eligible for need-based financial aid; merit aid may be withdrawn.

ACADEMIC HONORS

LATIN HONORS are awarded at graduation based on overall grade point average in Wooster-graded courses: *summa cum laude* for 3.900 to 4.000; *magna cum laude* for 3.750 to 3.899; and *cum laude* for 3.500 to 3.749. To graduate *summa cum laude*, a student must also receive a grade of “H” (Honors) on the Senior I.S. Thesis.

THE DEAN'S LIST includes students meeting the following criteria during a semester: enrollment for at least 4.000 full credits in letter-graded courses, a semester grade point average of 3.650 or higher, and no final grade of I (Incomplete) or NC (No Credit). Students who demonstrate satisfactory progress in I.S. 451 or completion of I.S. 452 are eligible for the Dean's List with three courses that are letter-graded.

Students enrolled in a course other than an internship that is required to be graded by policy solely on an S/NC basis are eligible for the Dean's List with 3.00 credits that are letter-graded, or two letter-graded credits and satisfactory progress in I.S. 451 or completion of I.S. 452.

DEPARTMENTAL HONORS are awarded to graduating seniors who meet the following criteria: cumulative grade point average of 3.200 during four years at Wooster, average of 3.500 in major courses, and "H" (Honors) on Senior Independent Study or the unanimous vote of the department that the student's overall performance in the major is of the quality to merit departmental honors.

CLASS STANDING

The requisites for first year standing are given in the section on Requirements for Admission (See *Catalogue*).

Sophomore standing — satisfactory completion of seven credits.

Junior standing — satisfactory completion of 15 credits.

Senior standing — satisfactory completion of 24 credits.

COLLEGE RECORDS AND CONFIDENTIALITY

The files and records maintained by all offices of The College of Wooster, whether on paper or stored electronically, contain information that is the property of the College. Because this material is not only crucial to the effectiveness of the offices, but is also sensitive or confidential as well, all those who work with it are expected to observe the highest standard of discretion and confidentiality, protecting both the College's interest in its records and the privacy of those to whom the information relates.

The following guidelines are intended to illustrate the expected level of care and confidentiality. They should be interpreted not as a detailed code of conduct, but as a minimum statement of expectations for dealing with these materials. Rules and regulations are no substitute for attentiveness, common sense, and high ethical standards.

Departments are encouraged to create specific guidelines for their information that is regulated by law or College policy and distribute the protocols to the staff members working in the department.

Guidelines

The following guidelines apply to all faculty, staff, and student employees with working access to records and files of the College:

Each set of College files and records will be the responsibility of the department head or head of the office principally maintaining the records.

Access to the College's files and records for inspection or daily work is restricted to current staff members of the College who have a demonstrated "need

to know" and who have the permission of the head of the department whose records are to be used.

Excerpted information from the College's records, other than that already identified to appear in the public domain, is to be disclosed only to current staff members of the College, or to volunteers, and only in cases where the individual's duties as an employee or volunteer require disclosure of the information. In all cases, disclosure must be approved by the department head. Questions regarding public information should be referred to the Associate Vice President for College Relations and Marketing.

No disclosure of security details related to the computer systems, including but not limited to username/password combinations, application programs, and data files is to be made to anyone other than an employee of the College. Such knowledge is to be used by those staff members only for the performance of their duties. Alteration of existing computer records or creation of new ones is to be done only after the verification of the accuracy and appropriateness of the changes. Information in records should never knowingly be falsified. The College's "Acceptable Use Policy" for computing resources is available online at www3.wooster.edu/technology/.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), affords students certain rights with respect to their education records. Education records are records that are maintained by or for the College, and which contain information directly related to the student, with the exception of certain described generally as follows: records, records that are in the sole possession of an individual, such as a faculty member; law enforcement records; student employment records; health records; and alumni records. Student rights under FERPA include:

A. **The right to inspect and review the student's education records.** Students requesting access to records should submit to the Registrar, Dean of Students, or other appropriate College official a written request that identifies the records they wish to inspect. Within 45 days of the receipt of such written request, the College will make arrangements for access to the requested records and notify the student of the time and the place where the records may be inspected. A fee may be charged for copies.

B. **The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** Such requests should be submitted in writing to the College official responsible for the record, clearly identifying the part of the record for which the change is requested, and specifying why the record should be changed. If the College official responsible for the record decides not to amend the record as requested by the student, the official will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

C. **The right to provide written consent before the College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

Such exceptions include, but are not limited to: ex parte orders requiring the release of information to the Attorney General of the United States or his designee in connection with the investigation or prosecution of terrorism crimes; other lawfully issued court orders or subpoenas; disclosure in connection with health or safety emergencies in situations that present imminent danger to a student, other students, or other member of the campus community; the release of directory information as described below; disclosures to the U. S. Citizenship and Immigration Services as required by law; disclosures of the final results of disciplinary proceedings involving violations of College policies concerning crimes of violence and nonforcible sex offenses; disclosures concerning registered sex offenders; upon request, disclosures to officials of another school in which a student seeks or intends to enroll; disclosure in connection with financial aid for which the student has applied; disclosure to the parent(s) of a "dependent" student as defined by the Internal Revenue Code; and disclosures to school officials with legitimate educational interests.

In the context of these regulations, a school official with legitimate educational interests is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracts (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

D. Students have a right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Southwest, Washington, D.C. 20202-5920.

E. Education records maintained by The College of Wooster include, but not are necessarily limited to, student personnel files, as defined below; transcripts; grade reports; credentials on file in the Career Services Offices; financial aid and treasurer's records; health records; and disciplinary records. Pertinent information relevant to each of these categories is outlined as follows:

I. Social Security Numbers

The College treats social security numbers as confidential information to be used only for its internal purposes. Student social security numbers are only released to external agencies when required by law or with a student's written permission.

II. Student Directory Information

The College designates the following categories of student information as public or directory information. Such information may be disclosed at the College's discretion for appropriate purposes:

- Campus telephone
- Campus box number
- Leadership positions
- Participation in officially recognized

- Campus email address
- Place of birth
- Birthday (but not the year of birth)
- Dates of attendance at Wooster
- Major field of study/I.S. title
- Degree awarded
- Awards received
- activities or sports
- Photographs
- Weight and height of members of athletic teams
- Most recent previous educational agency or institution attended

Any student who desires that any or all such information not be designated as directory information must notify the Dean of Students within five working days of the start of each academic year. The Dean of Students will inform the appropriate administrative offices.

III. Student Personnel Files

Education records maintained by the College include student personnel files. Student personnel files are maintained in, and by, the Office of the Dean of Students as a record of a student's progress toward acquiring an academic degree and as a record of personal growth and development while at The College of Wooster. Personnel files assist the College in advising students and, upon the student's request, in the writing of references and recommendations. They also assist the College in its attempt to know its students and to respond appropriately to their needs. Student personnel files are governed by the following guidelines:

The student's right of privacy will be fundamental to the practices employed in acquisition and dissemination of information contained in the student's personnel file:

A. Records will not be made or retained unless there is demonstrated need for them.

B. Evaluation of students will be made only by persons who are qualified through professional training and experience. Personal evaluations contained in a student's file will state when the evaluation was made and the name and position of the person who made the evaluation.

C. Personnel files include transcripts, copies of academic actions, and correspondence; also references or other recommendations written after January 1, 1975. Personnel files do not include financial records of parents, medical records, professional counseling records, or any notes or materials kept in the possession of the writer and not accessible to others.

IV. Records Other Than Personnel Files

A. Registrar

1. **Transcript –** A student may see his/her own transcript in the Registrar's Office at any time. The Registrar will not release a copy of a transcript to anyone other than the student without a specific written request from that student except for those College officials who have valid need for access such as Deans, faculty advisers, and the Committee on Academic Standards, or as otherwise required by law.

2. **Grade Reports –** Grade reports are released online at the end of each term to students and to academic advisers. The Family Educational Rights and

Privacy Act (FERPA) provides for student control over release of confidential academic information, including grades. Requests for grade information from sources other than the student must comply with FERPA guidelines for disclosure and release of academic record information. In the event that a parent requests academic information, it must first be established that the student is a dependent as defined by IRS standards.

Student waiver of FERPA rights and parental verification of dependency is documented by completing the FERPA Release Form posted on the Web page of the Office of the Dean of Students. Prior to processing requests for grades by outside sources, including parents, the Registrar will verify authorized consent to receive confidential information and student consent to waive FERPA rights of protection.

B. Financial Aid and Business Office Records

A student may request a meeting with the Director of Financial Aid and/or the Accounts Receivable Manager to discuss his/her own records in these areas at any time.

C. Health Records

Health records are maintained in the Longbrake Student Wellness Center for all students enrolled at the College. Such records include the individual's medical history and record of visits to the Center. These medical records are confidential and governed by the ethics of doctor-patient relationship. The same principles apply to any records kept by the professional counselors. By law, however, such records may be personally reviewed by a physician or other appropriate professional person of the student's choice.

D. Disciplinary Records

Disciplinary records from the Hearing Officer, Campus Judicial Board, or Dean's Hearing Board are maintained in a central file in the Dean of Students Office. Those records are confidential and are released only under the following circumstances:

1. A student has the right of access to the records (except as to information relating to other students) of any case in which he/she has been involved as a defendant. This review may be arranged by contacting a member of the Dean of Students' staff or the Chairperson of the Judicial Board.
2. The Chairperson of the College Judicial Board or Dean's Hearing Board has the right of access for the purpose of determining if the student has been involved in previous offenses. In the case of multiple offenses by the same student, his/her name, the previous offense, and the penalty may be shared with the members of the hearing body by the Chairperson. This information is presented if a guilty verdict has been rendered in the case and prior to determining the penalty.
3. Faculty members, staff members, and administrators who have legitimate educational interests in the behavior of a student have the right of access. The members of the Deans' staff and duly-constituted faculty committees who have an educational need to know also may access the information. In the case of faculty committees, all student names will be deleted from

the material by a member of the Deans' staff or the Chairperson of the Judicial Board prior to providing the information to the committee.

4. The final results of a campus disciplinary proceeding against a student who is an alleged perpetrator of any crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a nonforcible sex offense, may be released if it is determined, as a result of the disciplinary proceeding, that the student committed a violation of the College's rules or policies with respect to such crime or offense. The information released will be limited to: (a) the perpetrator's name, (b) the violation committed, and (c) any sanction imposed by the College. The names of any other students, such as a victim or witness, will not be released without the written consent of that other student.
5. Information regarding disciplinary violations of any College rules or policies governing the use or possession of alcohol or controlled substance may be disclosed to a student's parent or legal guardian if the student is under the age of 21.
6. Information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other member of the College community may be disclosed to teachers and school officials, including teachers and school officials in other schools who have legitimate educational interests in the behavior of the student.

V. Retention of Records

A. Student personnel files are retained by the Office of the Dean of Students for a minimum of three years after the student's graduation or five years after a withdrawal for any reason prior to graduation.

B. Transcripts are retained in the Office of the Registrar for the life of the institution.

C. Financial aid records are retained by the Office of Financial Aid for at least three years after the last transaction. Student financial records are retained in the Business Office in accordance with the Record Retention policy.

D. Health records are retained in the Longbrake Student Wellness Center for seven years following graduation or withdrawal for any reason prior to graduation.

E. Disciplinary files are retained in the Office of the Dean of Students for seven years following graduation or withdrawal for any reason prior to graduation.

COMMITTEE ON ACADEMIC STANDARDS

The Committee on Academic Standards (CAS) is the body empowered by the Faculty to review, at the end of each semester, a student's progress toward acquiring a degree from the College. The CAS consists of the Dean for Curriculum and Academic Engagement, the Dean of Students, the Senior Associate Dean of Students, the Registrar, and four faculty members. The Committee is chaired by the Dean for Curriculum and Academic Engagement.

The CAS, following the rules established by the faculty **(see Academic Standing)**, is empowered to issue academic warning letters, place students on academic probation, continue students on academic probation, and remove from academic probation students who have achieved their grade point targets. The Committee may also require students to withdraw from the College for failure to meet minimum academic requirements. The CAS considers for readmission those students who were withdrawn for academic failure. When circumstances seem to warrant it, the Committee is empowered to exercise discretion for exceptions.

Students who are on Academic Probation may not miss a regularly scheduled class or other academic responsibilities related to the class to participate in a co-curricular/extra-curricular activity.

Students placed on Academic Probation may not take Incomplete grades at the end of the semester, serve as a Teaching Apprentice in any course, nor participate in off-campus study programs during the term of the probation.

Students who have been withdrawn from the College for academic or disciplinary reasons during or at the end of a semester may not participate in NCAC or NCAA postseason or championship play during or following the semester in which they are withdrawn.

Any student who is dismissed from the College for academic or disciplinary reasons, voluntarily withdraws or takes a leave of absence, may not work at the College in a student position or continue in residence at the College.

COMMITTEE TO READMIT STUDENTS SUSPENDED FOR VIOLATING THE CODE OF SOCIAL RESPONSIBILITY AND/OR THE CODE OF ACADEMIC INTEGRITY

The Committee advises the Dean of Students on the readmission of students who were withdrawn from the College for violation(s) of the Code of Social Responsibility and/or the Code of Academic Integrity. The Committee is responsible for reviewing each student's application for readmission to the College and for advising the Dean of Students as to whether the terms of readmission have been met appropriately and completely. The Committee does not have the authority to re-hear a case that has been adjudicated and sanctioned.

Membership of the committee includes the Dean of Students, the Dean for Curriculum and Academic Engagement, the Adviser to the Judicial System, a faculty representative from the Judicial System, two faculty appointed by the Committee on Academic Standards, the chairperson of the Judicial Board, and one student appointed by Campus Council. The committee is chaired by the Dean of Students.

EVALUATION OF COURSES

All full-time faculty members are required to collect and submit student evaluations for two different courses each calendar year. The faculty member may distribute evaluations but should not be present while they are completed or collected. Evaluations should be collected by a department administrative coordinator, student assistant, teaching apprentice, or faculty colleague. They will be forwarded to the faculty member only after grades have been submitted.

The faculty member should then summarize and analyze the evaluations and send them to the department chairperson, who may add his/her comments and for-

ward the evaluations and comments to the Provost to share with the Committee on Teaching Staff and Tenure.

THE GRADING SYSTEM

THE STUDENT RECEIVING A NO CREDIT (NC) GRADE for the Independent Study Thesis will have that grade recorded and must register for the Independent Study Thesis again. For additional details, the student should consult the I.S. Handbook.

The NOTATION "W" is used when a late withdrawal from a course is granted on written petition to the Dean for Curriculum and Academic Engagement. Such withdrawals are approved only in exceptional circumstances, primarily for health and medical reasons. Normally, requests for medical withdrawal from a course must be submitted in writing to the Dean for Curriculum and Academic Engagement no later than the last day of classes of the semester in which the course was taken. In unusual circumstances, such requests may be submitted by the last day of classes of the semester following that for which the medical withdrawal is requested. Withdrawal for medical reasons is granted by the Dean for Curriculum and Academic Engagement after consultation with counseling and medical staff and with the instructor(s) of the course.

THE MARK INCOMPLETE (I) indicates that a **small portion** of the work of a course is unavoidably unfinished. This work must be completed by the last day of classes of the first week of the next semester (including the Summer Session), or the grade becomes an F in courses which are letter graded and an NC in courses which are graded S/NC. **Students on academic probation may not take Incompletes at the end of the semester.**

Each faculty member has the obligation to inform students at the beginning of each course of the means of evaluation for the course and the factors to be considered in the evaluation process. Such factors as mastery of course material, use of evidence, ability to generalize, writing ability, verbal ability, mathematical ability, logical ability, ability to meet deadlines, and class presence would be listed if they are to play a role in the process. Likewise, each faculty member has the obligation to inform students throughout the term as to how they are performing with regard to the specified factors. No more than one-half of the final grade may come from a single assignment, including the final examination. Grades are not to be distributed on the basis of a curve or a percentage. Each student must receive a grade for one major course assignment in each course prior to the end of the sixth week of classes.

MAKE-UP TESTS should be arranged with the instructor of the course. If a final examination is missed, a make-up examination must have the written permission of the Dean for Curriculum and Academic Engagement. The time and location of final examinations are scheduled by the Registrar's Office. Final examinations are to be given only at those times scheduled for each particular class, and no examinations are to be given on reading days. Students who wish to reschedule a final exam must petition the Dean for Curriculum and Academic Engagement in writing in advance of the examination. Normally, such petitions are granted only for health reasons. If other reasons necessitate a request for a change in a final exam, **the request must be submitted three weeks in advance of the examination.** The student must confer with the instructor before submitting a petition, and the instructor should indicate to the Dean if he or she supports the petition.

READMISSION

Any person who has voluntarily withdrawn from The College of Wooster or has been required to withdraw from The College of Wooster and is eligible to seek readmission may apply to the Dean of Students Office. A formal application may be secured from the Office of the Dean of Students or from www.wooster.edu/en/student-life/dean-of-students.aspx .The completed application, including any necessary transcripts, references, and/or medical/counseling statements, must be received in the Dean of Students Office prior to the term in which the person wishes or is eligible to re-enter the College: by April 15 for the fall semester or November 15 for the spring semester.

STUDENT MEMBERSHIP ON FACULTY/TRUSTEE COMMITTEES

Students have the opportunity to serve on faculty committees. Appointments to these positions are made by the Student Government Association Academic Affairs Committee Chair. All representatives have full voting privileges on the faculty committee to which they are assigned. The following is a list of the present standing faculty committees and the number of student members on each committee.

Academic Standards	2	Educational Policy	2
Computing Information and Technologies	2	Publications	2

Students, if members of the Student Government Association, may also be appointed by the Student Government Association President, Hannah Haas, to serve as observers on the following trustee committees:

Admissions Policy	2	Finance	2
Buildings and Grounds	2	Religious Dimension	1
Development	2		

Students interested in membership on any of these committees should contact the President of the SGA.

VOLUNTARY WITHDRAWALS AND LEAVES OF ABSENCE

Students who are not returning to the College for the subsequent semester are required to contact the Dean of Students Office and make an appointment to meet with a Dean. A student wishing to contemplate future plans or deal with a medical or family situation has the option of requesting a leave of absence for one semester. If a student wishes to take a leave of absence for a semester already in progress, he or she may do so up to the sixth week of the semester without academic penalty. No reduction or remission of fees is allowed by the College for absence, withdrawal, or dismissal unless an official notice of withdrawal is received by the end of the seventh week of a semester, in which case charges will be prorated based on the date of departure.

A student wishing to withdraw from the College, for personal or medical reasons, or to transfer to another academic institution, must meet with a Dean of Students staff member to begin the withdrawal process. In either case, stipulations may be attached to the student's return to campus if deemed appropriate by the Dean. The withdrawal process contains several steps that must be completed by the student prior to his or her departure from campus. This process will be clearly explained during the aforementioned appointment.

CAMPUS FACILITIES AND SERVICES

ACADEMIC ADMINISTRATION

Office of Academic Affairs **Galpin Hall, 1st Floor**

Mon-Fri, 8:00 a.m. - 5:00 p.m.

Carolyn Newton, Provost . . . . . Ext. 2004
Heather Fitz Gibbon, Dean for Faculty Development . . . . . Ext. 2576
Henry Kreuzman, Dean for Curriculum and Academic Engagement . . . . . Ext. 2008

Students having questions concerning their academic program, academic regulations, or scheduling problems should see Dean Kreuzman.

AIRPORT TRANSPORTATION

During the school year, the Student Government Association (SGA) provides transportation to and from Cleveland Hopkins International Airport and the Akron-Canton Airport before and after breaks. Students/parents may purchase tickets online up to 24 hours prior to departure. Tickets purchased after the 24 hour deadline will be assessed a $10 late fee. To find the shuttle schedule and to purchase tickets, please visit the web page at www.wooster.edu/Student-Life/Dean-of-Students/Transportation. Any questions regarding this service should be directed to the Transportation Team Leader, lhans@wooster.edu.

Shuttles leave Wooster from Babcock Circle. Students returning to Wooster from the Cleveland Hopkins Airport should meet on the lower level, near exit door 6. From Akron-Canton Airport, the shuttle will board at the main exit/entrance door. Each of these airports are approximately one hour away, so flight plans should be scheduled accordingly.

APEX (ADVISING, PLANNING, AND EXPERIENTIAL LEARNING)

Mon-Fri, 8:00 a.m. - 5:00 p.m. **Gault Library lower-level**

Alison Schmidt, Associate Dean for Advising . . . . . Ext. 2638
Pamela Rose, Director of the Learning Center . . . . . Ext. 2595
John Ramsay, Associate Dean for Experiential Learning . . . . . Ext. 2496
Lisa Kastor, Director of Career Services . . . . . Ext. 2496
TBA, Director of Entrepreneurship . . . . . Ext. 2496

APEX integrates, coordinates, and expands the resources and activities that help students develop a thoughtful educational plan and career path. APEX complements our one-on-one faculty advising system by providing a centralized location for programs and resources. It encourages students to become passionately engaged in their education and empowers them to make informed, intentional choices about academic, personal, and professional opportunities.

By combining the offices of Academic Advising, the Learning Center, the Registrar, Experiential Learning, and Career Planning, APEX fosters the cultivation of self-reflective and intentional learning throughout students four years at Wooster

and prepares them to be lifelong learners and responsible global citizens. APEX provides academic support, advice about course selection, guidance in selecting academic, corporate, and social justice internships, opportunities for exploring and developing entrepreneurship, and long term career planning. The faculty and staff in APEX sponsor workshops on topics such as developing time management and good study skills, and enhancing their educational experience through a variety of on and off-campus programs. In addition, the staff are available for one-on-one consulting meetings.

THE FLORENCE O. WILSON BOOKSTORE **Lowry Center, Main Floor**
Mon-Thurs, 8:30 a.m. - 6:00 p.m.; **Ext. 2421**
Fri & Sat, 8:30 a.m. - 4:00 p.m.
(Hours may vary when class is not in session.)

The Bookstore publishes an official listing of course materials each semester and also sells these materials in a variety of formats (new, used, digital, etc.); related services include online purchasing, an online comparison shopping tool, and two rental programs. The campus store is also a great place to find current general books, magazines and newspapers, as well as school supplies, residence hall items, health and personal items, emblematic apparel, gifts and souvenirs. In addition, the store offers these valuable services: FedEx and UPS shipping, dry cleaning, report/thesis binding, and FAX communication. Methods of payment include debit (C.O.W.) card, cash, check, Visa, MasterCard, Discover, or American Express. The Financial Services Counter is conveniently located inside the store to accept deposits on the debit (C.O.W.) card, cash checks or for purchasing campus event tickets. Visit www.wilsonbookstore.com for more information.

BUSINESS OFFICE **Galpin Hall, Lower Level**
Mon-Fri, 9:00 a.m. - 4:30 p.m. **Ext. 2321**
Peggy DeBartolo . . . . . Controller

The Business Office handles the financial functions of the institution and is centralized under the Vice President for Finance and Business. The Business Office is responsible for services such as: billings and collections of individual student accounts; writing checks for properly approved expenditure or reimbursement requests; cashiering; distributing information about the Student Health and Counseling Program; and, processing waivers for the optional Student Accident and Sickness Medical Plan.

The Business Office also provides check cashing to students. Personal and third-party checks, up to $50 may be cashed by a student for a nominal fee of $0.50 for each check cashed. Individuals will be charged $25 for each check returned to the College unpaid by the bank. If two or more checks are returned during the academic year, an individual's check-cashing privilege will be denied for the remainder of that year.

CAMPUS ACCESS OFFICE **Culbertson/Slater Complex**
Office Hours: Mon-Fri, 9:00 a.m. - 5:00 p.m. **602 East Wayne Ave.**
Auxiliary Services available 24 hrs/day **Ext. 2564**
Becky Frybarger . . . . . Officer

The Campus Access Office (formerly Keys & IDs) provides the official College photo identification card (C.O.W. Card) to all members of the student body, faculty, and hourly and administrative staff members. Replacement of a lost I.D. card can be obtained for a $10 charge that will be billed to the student's account. A card that is damaged due to wear can be replaced at no cost, provided that the entire card is returned and that it is evident that the card is simply worn out. The Campus Access Office also replaces lost hard keys for those student rooms that have traditional locks. In this situation, the entire lockset is replaced and the student will incur a $100 charge that will be billed to their student account. Students with special needs requiring use of the elevators in academic and residential buildings may obtain elevator keys from the Service Center, 580 E. Wayne Avenue. The Campus Access Office does not handle problems related to access to dining halls, issuance of passport photos, or deposit of funds on C.O.W. Cards.

CAMPUS DINING AND **Lowry Center, Lower Level**
CONFERENCES SERVICES **Ext. 2108**
Office Hours: Mon-Fri, 8:00 a.m. - 4:00 p.m.
Chuck Wagers . . . . . Director

Food is provided to College of Wooster students on a meal plan by the College-owned-and-operated Campus Dining Services department. Students may select the plan that best suits their lifestyle and their dining habits. The Meal Plan choices incorporate a mix of traditional, all-you-care-to-eat meals in Lowry Dining Hall and Flex Dollars that can be spent like cash to purchase food and drinks at campus food locations.

Meals are expressed in number of meals per semester, and are not limited to number of times per day or week they can be used. Neither the unused dining hall meals nor the unused Flex Dollars will roll over from semester to semester or year to year.

Students must present their College I.D. card in order to utilize their meal plan. Students approved to live off campus are welcome to subscribe separately to the meal plan contract. Students may also utilize any balances they may have in their C.O.W. Card debit account for food purchases at any campus dining location and in vending machines.

Lowry Center Dining Hall is located on the top floor of Lowry Center and features an all-you-care-to-eat food-court style meal contract service for breakfast, lunch, and dinner daily. Lowry accepts meal swipes, cash, C.O.W. Card debit, and meal plan Flex Dollars. Dining hours and menus can be viewed online at www.wooster.edu/Student-Life/Dining/Locations-and-Menus.

Kittredge Dining Hall features an all-you-care-to-eat style meal contract service offering the "No-Fry Zone with L-O-V-E" (Local-Organic-Vegetarian-Environmentally Friendly menu) during lunch and dinner, Monday – Thursday, and

Soup & Bread at Friday lunch. Kittredge accepts meal swipes, cash, C.O.W. Card debit, and meal plan Flex Dollars. Dining hours and menus can be viewed online at www.wooster.edu/Student-Life/Dining/Locations-and-Menus.

Mom's is located on the ground floor of Lowry Center and features ala carte grill foods, cold salads, Caruso's Coffee, certified organic and fair trade coffee, locally roasted in Brecksville, Ohio, fruit smoothies, sandwiches, soups, fountain drinks, and ice cream milkshakes. Mom's accepts cash, C.O.W. Card debit, and meal plan Flex Dollars. Hours of operation can be viewed online.

Old Main Café, located on the "Garden Level" of Kauke Hall, provides students, faculty and staff with a relaxing oasis, whether they are seeking a break between classes or a comfortable coffee-house atmosphere in the evening. The Old Main Café offers an extensive menu of coffee, featuring made-to-order espresso drinks, Starbucks espresso-based drinks as well as Starbucks drip coffee, teas, hot chocolate and bottled beverages, as well as muffins, dessert bars and cheesecakes. Freshly-prepared salads and sandwiches are available daily and include vegan and vegetarian specialties. Cash, C.O.W. Card debit, personal/department charges and meal plan Flex Dollars are accepted as forms of payment. Credit cards or meal plan swipes are not accepted.

Pop's Sub-Stop is located on the ground floor of Lowry Center and offers quick, grab-n-go convenience for lunch, Monday through Friday. Cash, C.O.W. Card debit, personal/department charges and meal plan Flex Dollars and meal plan swipes are accepted as forms of payment. Credit cards are not accepted. Hours of operation can be viewed online.

MacLeod's Coffee Bar and Convenience Store is located in the Lowry Center main lounge and offers freshly brewed Starbucks drip coffee, Starbucks espresso-based favorite drinks, and a host of convenience store products. Hours of operation can be viewed online.

Campus Dining and Conferences Services can provide catering in any campus building or on the campus grounds at a reasonable cost. The Campus Dining and Conferences Services Customer Service Office processes all catering requests, orders for student birthday cakes and Exam Care Packages, and administers all meal plans. All catering requests should be placed with the Customer Service Office at least seven days prior to the requested service date. The Customer Service Office can answer questions and resolve problems with regards to the meal plan. The Campus Dining Services Customer Service is located on the lower level of Lowry and may be reached by calling 330-263-2358. More information about catering can be viewed online at www.wooster.edu/student-life/dining/catering-and-special-packages.

CAREER SERVICES **Gault Library for Independent Study, Lower Level, I**
Mon-Fri, 8:30 a.m. - 5:00 p.m. **Ext. 2496**

Lisa Kastor . . . . . Director
Marylou LaLonde . . . . . Assistant Director
Carol M. Sedgwick . . . . . Pre-Health Advisor

Career Services engages motivated students and supports graduates by providing the guidance and the resources needed to integrate their unique backgrounds,

liberal arts education, and experiences into meaningful career paths. The staff offers a comprehensive range of services including individual career advising and group programs. Staff members assist students in understanding their skills, interests, and values while linking this knowledge with various career options. Additionally, staff members help students plan their future whether that means learning about internships, seeking summer or full-time employment, or applying to graduate school. To schedule an appointment with a career advisor, please call 330-263-2496.

CENTER FOR DIVERSITY AND GLOBAL ENGAGEMENT **Babcock Hall, First Floor**
Mon-Fri, 8:00 a.m. - 5:00 p.m. **Ext. 2434**

Nancy Grace . . . . . Director
Susan Lee . . . . . Associate Dean of Students for Multicultural Affairs
Yorgun Marcel . . . . . Assistant Dean of Students / Director of International Student Affairs
Linda Morgan-Clement . . Chaplain/Director, Office of Interfaith Campus Ministries
Jessica DuPlaga . . . . . Director of Off-Campus Studies
Jill Munro . . . . . Director of International Student and Scholar Services
Nicola Kille . . . . . Assistant Director, Global Engagement
TBA . . . . . Program Coordinator

The Center for Diversity and Global Engagement serves as a point of coordination for campus and community initiatives addressing diversity in all its forms, on both the local and global levels. By bringing together student life and curricular development through programming and outreach, the Center seeks to foster understanding of the local within a broader global context, encourage social justice advocacy, and develop intercultural competency.

COLLEGE UNDERGROUND **Kittredge Dining Hall**
Wednesday, 8:30 - 11:00 p.m. **Lower Level, East Entrance**
Friday, Happy Hour: 6:00 - 9:00 p.m. **Ext. 2650**
Friday, Dance Party: 11:00 p.m. - 2:00 a.m.

Julia Zimmer . . . . . Assistant Director of Student Activities
Kevin Carpenter. . . . . Programs Coordinator

The College Underground, also known as the UG, is located beneath Kittredge Dining Hall. A variety of programs are sponsored by the UG and by student organizations on both weekdays and weekends. They range from bands, comedians, movies, Karaoke, bingo night, sporting events, and game nights to Happy Hours and Dance Parties. The Underground may be reserved by chartered student organizations and by College departments. Students must present their C.O.W. Card and valid state ID to enter the College Underground. In addition, a student may bring one guest who is at least 18 years old.

COPY CENTER **Lowry Center, Main Floor**
Mon-Fri, 7:30 a.m. - 4:30 p.m. **Ext. 2588**
Joyce Heitger . . . . . Supervisor

The Copy Center handles most of the "in-house" printing needs of The College of Wooster. Faculty, staff, and students can have printing, folding, collating, color copies, and binding done in this office. The office also handles the major mailings of College publications.

COUNSELING SERVICES

The College provides a number of professional and paraprofessional on-campus counseling services. Students are encouraged to utilize any of the services listed below as they might be needed. Confidentiality is strictly observed and no fee is required for the initial ten visits per academic year.

Professional Counselors **Longbrake Student Wellness Center**
Jan Hamill, M.A., Licensed Clinical Social Worker . . . . . Ext. 2319
Anne Ober, Ph.D., Licensed Professional Counselor . . . . . Ext. 2319
Ray Tucker, M.A., Licensed Professional Clinical Counselor, ... Ext. 2319
Coordinating Counselor

Interfaith Campus Ministries Staff **Overholt House, 1473 Beall Avenue**
The Rev. Dr. Linda Morgan-Clement, Campus Chaplain . . . . . Ext. 2602
Rabbi, Dr. Joan Friedman, Campus Rabbi . . . . . Ext. 2448
Emily Howard, Interfaith Campus Ministries . . . . . Ext. 2448

Student Affairs Staff

Any member of the Student Affairs Staff is available for assistance or counseling on academic, social, and personal matters.

Residence Hall Directors and Area Directors

Residence Hall Directors and Area Directors are either upper-class students or members of the administration who are trained to assist students with a variety of academic and social issues and make referrals to appropriate support services. Area Directors may be contacted through the Residence Life Office.

Resident Assistants

Assistance for students is available from Resident Assistants (RAs), selected upper-class students who are assigned to residence halls and program house communities. The RAs receive extensive training in areas of personal growth, community development, decision-making, and conflict resolution. They are available to discuss personal problems with students and make referrals to appropriate campus support services.

DEAN OF STUDENTS OFFICE
Dean of Students Office **Galpin Hall, 1st Floor**
Mon-Fri, 8:00 a.m. - 5:00 p.m. **Ext. 2545**
Kurt C. Holmes . . . . . Dean of Students
Carolyn L. Buxton . . . . . Senior Associate Dean of Students
Robyn M. Laditka . . . . . Associate Dean of Students

Ben Hancock . . . . . Assistant Dean of Students
MarTeze Hammonds . . . . . Assistant Dean of Students

The Deans can provide assistance with questions about co-curricular policy or programs, individual academic standing, leave status, withdrawal, readmission, or any concern which might arise or which affects the quality of student life.

FINANCIAL AID OFFICE **Pearl House**
Mon-Fri, 8:00 a.m. - 4:30 p.m. **Ext. 2317**
David Miller . . . . . Director
Nancy Porter . . . . . Associate Director
Joseph Winge . . . . . Associate Director
Katie Wilson. . . . . Assistant Director

The office welcomes calls or visits from students with financial aid questions. Students wishing to obtain or renew financial aid for the coming year should file the following as soon as possible after January 1:

The Free Application for Federal Student Aid (FAFSA),
The College of Wooster Financial Aid Application, and
Parent and student tax returns and wage statement forms (W-2).

Necessary forms are available from the Financial Aid Office and on-line at www.wooster.edu/admissions-and-financial-aid/financial-aid.aspx.

FINANCIAL SERVICES COUNTER **Lowry Center, Wilson Bookstore**
Mon-Thurs, 8:30 a.m. - 6:00 p.m.; Fri & Sat, 8:30 a.m. - 4:00 p.m.
(Days of operation are consistent with the Bookstore)

The Financial Services Counter provides check cashing to students. Personal and third-party checks, up to $50, may be cashed by a student for a nominal fee of $0.50 for each check cashed. Individuals will be charged $25 for each check returned to the College unpaid by the bank. If two or more checks are returned during the academic year, an individual's check-cashing privilege will be denied for the remainder of that year.

Students may also make payments for charges made to their College accounts and make deposits to their C.O.W. Card debit account at this location.

INFORMATION TECHNOLOGY
Campus Locations:

digitalMEDIAbar Andrews Library (CoRE)
Sun-Thu, 2:00 p.m. – 12:00 a.m. Fri, 2:00 p.m. – 5:00 p.m.

digitalMEDIAlab Taylor Hall, 205
Mon-Fri, 7:30 a.m. - 2:00 a.m. Sat & Sun, 12:00 p.m. - 2:00 a.m.

Help Desk, STA Program, Cable TV, Telecommunications
Burton D. Morgan Hall, 4th Floor
Mon.-Fri. 8:00 a.m. – 6:00 p.m. 330-287-4357 (HELP)
Cable TV Service 330-263-2393
Telecommunications Service (phones) 330-263-2393

IT assists students and faculty, individually and together, with exploring, evaluating, and incorporating appropriate technologies in their learning, teaching, and research.

Please visit our website (http://technology.spaces.wooster.edu/) to learn more about technology at Wooster, our services, resources, policies, and our Student Technology Assistant program.

INTERFAITH CAMPUS MINISTRIES **Overholt House, 1473 Beall Ave.**
Mon-Fri, 9:00 a.m. - 4:00 p.m. **Ext. 2602**

The Rev. Dr. Linda Morgan-Clement, Campus Chaplain and Director of Interfaith Campus Ministry . . . . . Babcock Hall 114, Ext. 2558
Emily Howard, Interfaith Campus Ministries . . . . . Ext. 2364
Rabbi, Dr. Joan Friedman, Campus Rabbi (Kauke Hall) . . . . . Ext. 2448
Karen Hahn, Catholic Campus Minister . . . . . Ext. 3718
Mike Greer, Intervarsity Staff . . . . . Ext. 3717

Interfaith Campus Ministries fosters religious, spiritual, ethical, and moral growth for students, staff, and faculty at The College. As a community of communities and as seekers after meaning, we wrestle individually and communally with questions of ultimacy. Interfaith Campus Ministries supports and encourages the development of character and commitment required to be agents of just and peaceful transformation in the world.

INTERNATIONAL STUDENT AFFAIRS **Babcock Hall, 1st Floor**
Mon-Fri, 8:00 a.m - 5:00 p.m. **Ext. 2434**

Yorgun Marcel, Assistant Dean of Students / Director of International Student Affairs . . . . . Ext. 2262
Jill Munro, Director of International Student and Scholar Services . . . . . Ext. 2132
Nicola Kille, Assistant Director for Global Engagement. . . . . Ext. 2074
TBA, Program Coordinator . . . . . Ext. 3511

The **Office of International Student Affairs (OISA)** supports international and exchange students, global nomads, and language assistants as they adjust to a new culture. OISA also encourages and celebrates their unique contribution to the campus community and beyond. OISA's goals include supporting the academic and social success of international students; advocating on behalf of their unique needs and interests; educating international students about their legal rights and obligations; and, encouraging intellectual growth campus-wide, with a particular focus on global perspectives and competence.

The Ambassadors Program, in conjunction with the OISA, manages a cultural outreach program through which trained student ambassadors share their cultural insights with local schools, businesses, and community groups.

For more information visit www.wooster.edu/Offices-Directories/Center-for-Diversity-and-Global-Engagement/Office-of-International-Student-Affairs.

LAUNDRY

The College provides washers and dryers for student use in the basement of each residence hall, program house, and apartment complex. The College provides unlimited laundry services for the students. Our laundry rooms feature high efficiency front-loading washers and dryers. Students are asked to use high efficiency (HE) laundry detergent in the machines. Students should keep personal belongings such as laundry detergent and clothing in their rooms when not in the laundry room. All service calls on inoperative washers and dryers should be made to the 800 number posted on each machine. The College is not responsible for any lost, stolen, or damaged personal items.

LEARNING CENTER **Gault Library for Independent Study, Lower Level, I**
Mon-Fri, 8:00 a.m. - 4:00 p.m. **Ext. 2595**

Pamela Rose . . . . . Director

The Learning Center offers academic assistance for any student on campus. The Center is staffed by adult consultants who work with individual students in scheduled sessions. In addition to time management and organizational skills, the sessions focus on effective study strategies tailored to meet the student's academic needs in specific courses. Students attending the Center may also take advantage of space for quiet study and computer use. The Learning Center is also the office of support for students with disabilities. The College recognizes that students with physical or learning disabilities have specific needs, and accommodations to assist with those needs are arranged through the Learning Center after review of documentation. There is no fee for this service and students are encouraged to schedule a meeting with the director early in the semester.

LIBRARIES **Flo K. Gault Library, Andrews Library, and**
Mon-Thurs, 8:00 a.m. - 2:00 a.m. **Timken Science Library**
Fri, 8:00 a.m. - 10:00 p.m.; Sat, 10:00 a.m. - 10:00 p.m. **Ext. 2493**
Sun, 10:00 a.m. - 2:00 a.m.

Mark A. Christel . . . . . Director of Libraries
Stephen X. Flynn . . . . . Emerging Technologies Librarian
Mark Gooch . . . . . Research and Access Services Librarian
Julia Gustafson . . . . . Research and Outreach Librarian
Jacob Koehler. . . . . Collection Services Librarian
Elys Kettling Law . . . . . Research and Information Services Librarian
Denise Monbarren. . . . . Special Collections Librarian
Rebecca Pappert . . . . . Science Librarian

The College Libraries comprise the Flo K. Gault Library for Independent Study, the Andrews Library, and the Timken Science Library. Gault and Andrews libraries include the Research Help Desk, Circulation & Media Services, Reserves, Interlibrary Loan, and Special Collections and they are also home to CoRE, the Writing Center, the Digital Media Bar, the Registrar, and APEX. The Libraries include two computer classrooms: the McCoy Lab in Andrews and the GIS-equipped lab in Timken.

Most of the Libraries' holdings are openly accessible. The Digital Media Bar provides assistance with technology. Members of the faculty place at the Reserves, Science, and Circulation & Media desks materials that are closely related to their current courses, to be available for restricted circulation.

The College of Wooster Libraries participate in CONSORT, a four-college electronic library catalog. CONSORT, in turn, belongs to OhioLINK, a statewide electronic catalog of college and university libraries. A College of Wooster student may place an electronic request for any of the millions of books listed in CONSORT and OhioLINK and pick them up at the Circulation Desk within a few days. The CONSORT and OhioLINK catalogs, as well as hundreds of disciplinary databases are available from the Libraries' home page to students both in the Libraries and worldwide via the College's VPN service. Most of the Libraries' scholarly journals are now available electronically. Library Independent Study carrels for seniors are wired for electricity and contain Internet connections. The Libraries also participate in ScotZone, the College's wireless network.

LOWRY CENTER AND STUDENT ACTIVITIES

Office Hours: Mon-Fri, 8:30 a.m. - 5:00 p.m. Ext. 2062

Building Hours: Daily, 7:00 a.m. - 12:00 midnight Ext. 2566

Christie B. Kräcker . . . . . Associate Dean of Students
Rachel Messenger . . . . . Assistant Director of Campus Life
Julia Zimmer . . . . . Assistant Director of Student Activities
Santha Schuch. . . . . Facilities Scheduling Coordinator
Michael Gorrell . . . . . Information Desk and Post Office Operations Manager
Kevin Carpenter. . . . . Programs Coordinator
Helen Dougherty . . . . . Programs Coordinator
Angela Sponsler. . . . . Administrative Coordinator

Lowry Center is the hub of campus activity, serving hundreds of students, faculty, staff, and campus visitors each day. As the community center of the College, Lowry Center features the campus information desk, facilities scheduling office, a full-service post office, a recreation center with bowling lanes, billiard tables and video games, the main dining room, snack bar and private dining rooms, meeting rooms, public lounges, a ballroom, copy center, coffee shop and convenience store, offices for several student organizations, and an art exhibit area.

Lowry Center is more than just a combination of offices and services. It is a total program which fosters the development of individuals and the campus community. Lowry Center is the home of Student Activities. Student Activities supports the holistic growth and development of students through meaningful experiences. The staff is committed to enhancing the Wooster experience through educational and co-curricular opportunities, student organization support, welcoming facilities, and quality service. The cornerstone of this program is the Wooster Activities Crew (W.A.C.), which plans activities for the campus and also serves as a means of formal leadership training for the many students involved.

MAIL SERVICE **Lowry Center, Main Floor**
Mon-Fri, 8:00 a.m. - 4:00 p.m. **Ext. 2394**
Michael Gorrell. . . . . Manager

The campus mail service is centralized through a postal contract station. Correspondence to other students on campus or faculty and administrative departments is processed via the INNER CAMPUS mail slot in the post office wall. All mail addressed to students must have the full name and box number of the addressee. Campus mailings of 25 or more pieces must be in numerical order. There is a minimum size requirement of 3 inches by 5 inches for all mail, and no food or flowers can be put in student mailboxes. Services include stamps, money orders, registering first class mail, insuring, and mailing of parcels.

United Parcel Service will deliver packages for students to the mailroom or the service building rather than to residence hall rooms. When picking up packages, a student must have a valid I.D. along with a package slip that is placed in his/her mailbox to present to the post office. Before mailing packages overseas a student should check with the post office regarding cost effective packaging and mailing regulations of foreign countries.

MATH CENTER **Taylor Hall, Room 301**
Mon, Weds, 1:00 - 5:00 p.m., 7:00 - 10:00 p.m. **Ext. 2490**
Tues, Thurs, 1:00 - 5:00 p.m. & 7:00 - 11:00 p.m.; Sun, 6:00 - 11:00 p.m.
Ronda Kirsch. . . . . Coordinator

The Math Center is available to all students who have questions on some mathematical topic. Students who are taking a math course, below level 200, may wish to use the Center when they have trouble with a homework assignment or when they need to review difficult topics.

MULTICULTURAL STUDENT AFFAIRS OFFICE **Babcock Hall, 1st Floor**
Mon-Fri, 9:00 a.m. - 5:00 p.m. **Ext. 2434**
Susan E. Lee . . . . . Associate Dean of Students for MulticulturalAffairs
TBA . . . . . Program Coordinator

The Office of Multicultural Student Affairs (OMSA) provides ongoing individual counseling and referral as students encounter academic, financial, personal, and social concerns. OMSA also assists identity-based mulicultural student organizations in an advisory role.

OMSA seeks to promote meaningful interactions for all members of the College community through its programmatic efforts. Campus-wide programs include prominent guest speakers, scholars/leaders-in-residence, artists, cultural celebrations, and diversity education workshops.

NOTARY PUBLIC
Paula Akins, Galpin Hall, 1st Floor. . . . . Ext. 2011
Thomas Harland, Culbertson/Slater Complex . . . . . Ext. 2590
Mary Spencer, Morgan Hall, 2nd Floor . . . . . Ext. 2302

The Notary Publics listed above are available in certain offices on campus to assist students. Please contact them for further information.

OFF-CAMPUS STUDIES OFFICE **Babcock Hall, 1st Floor**
Mon-Fri, 9:00 a.m. - 5:00 p.m. **Ext. 2221**

Jessica DuPlaga . . . . . Director of Off-Campus Studies

Off-Campus Studies advises students on domestic and international off-campus study, encourages integration of off-campus study into the curriculum, and promotes global events on campus. Students interested in taking advantage of off-campus study should talk with their academic adviser, attend an OCS 101 session, and schedule an appointment with the Director of OCS, to discuss the range of options available, the application process, course selection, and transfer of credits and financial aid. In addition to meeting the requirements of the particular programs to which they apply, students must maintain a minimum cumulative GPA of 2.75 (some programs require a higher GPA) and remain in good standing under the Codes of Academic Integrity and Social Responsibility at the College.

The off-campus study deadlines must be met the academic year prior to off-campus study; they are **December 1** — Declaration of Intent to Study Off-Campus (strongly suggested but not required) and **February 1** — College of Wooster application to study off campus. Both the Declaration of Intent and the Off-Campus Study Application are available via an online application system accessible on the OCS website: www.wooster.edu/academics/off-campus-study.aspx.* The student must also apply to the program itself by the program's published deadlines.

PHYSICAL EDUCATION AND RECREATIONAL FACILITIES
Physical Education Center **Armington Physical Education Center**
Mon-Fri, 6:00 a.m. - 12:00 a.m.; Sat, 8:00 a.m. - 10:00 p.m. **Ext. 2500**
Sun, 12:00 noon - 10:00 p.m.

Keith Beckett . . . . . Director of Physical Education, Athletics & Recreation
Brenda Meese . . . . . Assistant Director of Athletics
David Brown . . . . . Assistant Director of Athletics
Meghan Horn . . . . . Assistant to the Athletic Director
Nate Whitfield . . . . . Assistant Director of Physical Education, Athletics and Recreational Facilities and Operations

The Armington Physical Education Center is used predominantly for physical education classes, intramural sports and intercollegiate varsity athletic practices and competition. Whenever the schedule of these permits, selected facilities are available for individual recreation. The privilege of individual recreation includes all members of the College community, but does not extend to people outside that group, except for special scheduled activities. Students, staff and faculty may not invite guests to use the facilities.

Physical education equipment may be borrowed on an immediate loan basis from the equipment room. The student's I.D. card (C.O.W. Card) will serve as authorization and will be left in the possession of the supervisor to guarantee the return of the equipment upon completion of its use. Supervisors are not authorized to make such equipment available at any other time.

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* If a student enrolled in an off-campus program is asked to withdraw from that program by the program itself, application for readmission to The College of Wooster is required.

Recreational swimming periods staffed by student lifeguards will be scheduled as frequently as demand permits. These periods will be announced in the weekly schedule posted in the Physical Education Center and in Lowry Center. Student groups who desire to use the College's intercollegiate varsity practice or varsity game fields must gain permission at least one week prior to the event from the Assistant Director of Physical Education, Athletics and Recreational Facilities and Operations.

Tennis Courts

The General Dudley J. Hard Memorial Tennis Courts are available for use free of charge. Intercollegiate team competition and practice, intramural competition and service class instruction take priority over recreational play. Members of the College community have priority in the use of all tennis courts.

Golf Course **330/263-2316**

Chuck Wagers . . . . . Supervisor

The L.C. Boles Memorial Golf Course is available for use free of charge during the regular academic year. Before using the course, all students must show their student identification, and register at the Golf House. Intercollegiate team competition and practice, intramural competition and service class instruction take priority over recreational play.

Women's Athletic and Recreation Association (WARA)

Brenda Meese . . . . . Adviser

The Women's Athletic and Recreation Association promotes women's athletics and recreation on campus. Through a Governing Board and faculty adviser, WARA provides support for women's varsity sports, sponsors women's recreational and aerobic dance activities, and informs the campus of current issues related to women's participation in sports. The officers may be reached through the Physical Education Center, Main Office.

Intramurals for Men and Women

Steve Moore . . . . . Director

The intramural sports program for men and women is under the supervision of the Physical Education Department and director, Steve Moore.

PUBLIC INFORMATION OFFICE **Olderman House, 807 College Ave.**
Mon-Fri, 8:30 a.m. - 5:00 p.m. **Ext. 2373**

John Finn . . . . . Director of Public Information
Sarah Stanley . . . . . Administrative Coordinator
Matt Dilyard . . . . . Campus Photographer
Hugh Howard . . . . . Director of Sports Information
Nick Stroud . . . . . Assistant Director of Sports Information

The Office of Public Information is responsible for the development and implementation of a comprehensive media relations program designed to support and enhance The College of Wooster's standing as America's premier college for mentored undergraduate research. In pursuit of this objective, the office communicates

with the media in a variety of ways to call attention to newsworthy programs and individuals. In addition, the office is responsible for creating content for the website and producing releases about student and faculty achievements. Members of the campus community can assist in this effort by making the office aware of items that have news value.

The Office of Public Information can also assist in publicizing on-campus events, including lectures, plays, concerts and other special programs, provided that the events are open to the public and at least two weeks notice is given. To take advantage of this service, please contact the Administrative Coordinator.

In addition, the Office of Public Information also oversees the sports information operation, which promotes Wooster's athletic program, and the campus photographer, who provides primary photographic support to all areas of Wooster's public information and publications operations as well as its website.

REGISTRAR'S OFFICE **Flo K. Gault Library**
Ground Floor, West Entrance
Mon-Fri, 8:00 a.m. - 4:30 p.m. **Ext. 2366**

Suzanne Bates. . . . . Registrar

The Registrar's Office is in charge of scheduling classes and classrooms as well as student course registration. Students must come to this office in order to drop or add courses, to receive clearance for off-campus study or summer school course work, and to have transcripts prepared for graduate or professional schools. The Registrar's Office also evaluates transfer credits, cumulative averages, enrollment certifications for third parties (including Veteran's Affairs), and confirms credits/course requirements for graduation.

RESIDENCE LIFE OFFICE **Culbertson/Slater Complex**
Mon-Fri, 8:30 a.m. - 5:00 p.m. **602 East Wayne Ave.**
Ext. 2498

Christie B. Kräcker. . . . . Associate Dean of Students
Krista Kronstein . . . . . Director of Residence Life
Toby Uecker. . . . . Assistant Director of Residence Life
Rachel Messenger . . . . . Assistant Director of Campus Life
Brendan Braaten . . . . . Area Director
Jillian Yoder . . . . . Area Director
Angela Sponsler. . . . . Administrative Coordinator

The Director, Assistant Directors, and Area Directors can be seen about any policy or general procedure involving housing, residence hall staffing, and residential programming. Residence Life staff submit work requests for maintenance issues in residential facilities and provide assistance regarding community matters. Questions regarding room assignments and roommate concerns should be addressed with the appropriate Assistant Director or Area Director. Please contact the Residence Life Office at Ext. 2498 for questions.

SCOT LANES **Lowry Center, Lower Level**
Mon-Fri, 4:00 p.m. - 10:00 p.m. **Ext. 2550**
Sat, 12:00 noon - 12:00 midnight; Sun, 1:00 p.m. - 10:00 p.m.
Steve Plant . . . . . Manager
Josh Stover . . . . . Student Manager
Jubilate Lema . . . . . Assistant Student Manager

Scot Lanes is the College recreation center for bowling, billiards, ping-pong, board and video games as well as a wide variety of tournament and special events. It is also available for rental by student organizations.

SECURITY AND PROTECTIVE SERVICES OFFICE **Culbertson/Slater Complex**
Office Hours: Mon-Fri, 9:00 a.m. - 5:00 p.m. **602 East Wayne Ave., Ext. 2590**
Security services available 24 hrs/day **Emergency Ext. 3333**
Christie B. Kräcker . . . . . Associate Dean of Students
Steven D. Glick, CLEE. . . . . Director of S.P.S.
Joe L. Kirk . . . . . Associate Director of S.P.S.

The College of Wooster Security & Protective Services (S.P.S.) Office promotes a safe and welcoming community. Security & Protective Services Officers patrol the College campus and buildings 24 hours a day. Their duties include, but are not limited to enforcement of College policies, physical plant security, emergency medical assistance, safety escorts, parking control, presentation of prevention programs, and general community support and assistance. The S.P.S. Office conducts walk-through inspections of campus facilities in order to detect existing or potential accident and health hazards and recommends corrective or preventative action. In addition, the Office in collaboration with the Dean of Students Office maintains the campus-wide Emergency Response Plan and Safety Contingency Plans.

The S.P.S. Office is also responsible for campus-wide fire preparedness. Accordingly, the Office will plan and implement educational programs on fire safety for the benefit of the campus community. Fire Drills will be conducted in all residential facilities during the first month of each semester.

Student Officers supplement the work of the full-time staff, and provide an additional security presence on the campus.

The S.P.S Office operates its own frequency VHF radio communications system and has direct radio communications with the Wooster Police Department and the Wooster Fire Department. The Office has a cooperative relationship with the police and fire departments of the City of Wooster which sets forth operational procedures in the event of reported crimes and other emergencies. The Safety Escort Program, for the personal safety of students, also is administered by the S.P.S. Office.

SPIRITUAL AND SERVICE LIFE ON CAMPUS

The College of Wooster supports a multifaith spiritual, religious and service/reflection community offering a variety of opportunities for religious expression, dialogue, volunteer service, justice-making and fellowship. Westminster

Presbyterian Church is the "Congregation-in-Residence" at The College of Wooster. Weekly services are held on Sunday mornings in the Westminster Church House on the corner of College Avenue and Pine Street. A number of other local congregations are within walking distance and welcome students. For students who need to travel to find a faith community, transportation support is available. Information on these may be obtained through The Office of Interfaith Campus Ministries (OICM).

Members of the staff are available for individual or small group conversations with students, for programs dealing with religious and spiritual issues and questions, and as a resource for other religious activities. An electronic newsletter is published every other week and there is a web page, www.wooster.edu/Student-Life/The-Office-of-Interfaith-Campus-Ministry/. Service and Social Justice groups and services, including off-campus service trips, volunteer program houses for living, serving, and reflection communities, and Soup and Bread meals are all a part of our program and services.

Overholt House, on the north end of campus, serves as the College's Interfaith Center. Students and campus personnel are welcome to use the kitchen, beanbag room, or living room between the hours of 9:00 a.m. and 10:00 p.m. Space may be reserved by calling Ext. 2602 or contacting the Facilities Scheduling Office one month into each semester.

Regular activities include: weekly meetings of various student groups; a book group; Interfaith conversations; Worthy Questions; Buddhist Meditation; Shabbat dinner; and, Muslim Friday prayers. Occasional activities include retreats, speakers, and ecumenical or multifaith programs.

OICM supports a variety of student groups that meet regularly to support the spiritual and religious, and service and justice life of students.

Catholic Student Association (CSA) is open to any student who is interested in sharing in a Catholic community. Together the students and campus minister seek to offer opportunities for individual and communal spiritual development on campus. NCSA believes that the Catholic faith can be fun and relevant to the college student.

Campus Impact seeks to offer support and encouragement for athletes at The College of Wooster.

Hillel is open to Jewish and non-Jewish students. Its purpose is to increase members' appreciation and observance of Judaism and to increase understanding of Judaism among all members of the campus community.

Noor, is open to Muslim and non-Muslim students. Its goal is to enhance the understanding of Islam and offer a community for Muslim students on campus. Noor makes arrangements for students who want to fast during Ramadan and offers educational programs and off-campus trips.

Peace by Peace educates College of Wooster students about local and global social issues, empowering them to take action for justice in our community and beyond.

Secular Student Alliance seeks to support secular (atheists, agnostics, humanists, freethought, skeptics, and other non-theists) students on the College of Wooster campus through providing a community that focuses on sharing ideas, holding student discussions, and hosting educational events focused on secularism.

Soup and Bread is a weekly dining option where a simple meal of soup and bread is served so that the money saved on the meal can go toward local, national, and international food charities. The soups change weekly, and each week there will be three soups available. Students going will use a swipe or a $5 donation for non-students.

Wooster Christian Fellowship (WCF) is a chapter of InterVarsity whose main theme is to know Christ and make Him known. Its programs include Christian teachings, small group Bible studies, and praise worship.

Wooster Volunteer Network (WVN) is the campus umbrella group for volunteer service. The WVN coordinates the service program houses, offers regular volunteer opportunities in the community, and provides several alternative break trips during breaks in the academic session.

Word up! seeks to build spirituality for African American within the college community while reaching out to the surrounding communities. While Word Up! welcomes everyone, it is especially oriented toward multi-cultural groups.

For current information about the groups and programs available, contact The Office of Interfaith Campus Ministries at Ext. 2602, or ministries@wooster.edu.

STORAGE OF STUDENT BELONGINGS

Student Government Association **Ext. 2773**

Summer storage is available to students as a Student Government Association (SGA) service. Dates and costs for storing items are announced two weeks before the end of the semester. If you have questions regarding storage please contact the Student Services Committee Chair, Steven Hardy (shardy14@wooster.edu).

The College and/or SGA is not responsible for anything that is stored and there is NO insurance for damage or loss. Students are encouraged to carry their own insurance. Once an item is placed in storage it may not be removed during the period of the contract.

STUDENT EMPLOYMENT

Human Resources
536 East Wayne Ave.
Mon-Fri, 8:00 a.m. - 4:30 p.m. **Ext. 2234 or 2626**

Brenda Feikert . . . . . Student Employment
Kim Parr . . . . . Student Payroll

All students have the opportunity to work during the academic year in approximately 90 different academic, administrative, and support service departments. Students with allotted work-study funds will have priority in the application and referral process during the first three weeks of school. If a student takes a leave of absence, withdraws, or is dismissed for academic or disciplinary reasons, the student will no longer be eligible for a student job. A student employee must complete the Employment Eligibility Form I-9 as well as state and federal tax forms on or before

the first day of work. A student seeking on or off campus employment is encouraged to visit the Student Employment Office. Additional information regarding Student Employment is located at www.wooster.edu/offices-directories/student-employment-office.aspx .

STUDENT WELLNESS FACILITIES Longbrake Student Wellness Center
Physician Appointments: Monday - Friday Ext. 2319
Registered Nurse on duty 24-hours a day, 7 days 1st and 2nd semester
Adam Keating, M.D. . . . . Medical Director
Esther Horst, RN, BSN, BC . . . . . Acting Director

Individual health records are maintained for students who utilize the Wellness Center. The Wellness Center staff recognizes that these records are confidential, and unless necessary or part of an educationally necessary exception they are not released to anyone without the student's authorization.

The Longbrake Student Wellness Center (LSWC) provides comprehensive health services for College of Wooster students enrolled on a full-time basis. The staff consists of physicians from the Cleveland Clinic Wooster, professional psychological counselors, certified athletic trainers, an office administrator, and registered nursing staff to maintain 24-hour service during the academic year. Services include physician appointments, GYN appointments, nurse evaluations, blood draws, medications, EKGs, allergy injections, hydration IVs, counseling appointments, cold care and first aid centers, and overnight student beds. Programs offered comprise of Students Helping Students (student peer education), First Responder training and service, Depression Support Group, Paws to Pet (dog therapy), and massage therapy.

The Medical Director for the LSWC is a Cleveland Clinic physician. All services are administered under his/her supervision. Physicians are available to students by appointment Monday through Friday. Confidential counseling services are available at the Wellness Center (no fee for the first ten counseling sessions). The athletic trainer evaluates non-varsity student athletes at the Wellness Center by appointment. The Cold Care Center is an educational, self-treatment module for evaluation and treatment of respiratory infections. A First Aid Center is available for treatment of minor injuries. Both the Cold Care Center and the First Aid Center are accessible 24/7 on a walk in basis.

The student is required to purchase the Student Accident and Sickness Medical Plan or furnish a waiver indicating they have health insurance coverage through a parent or individual plan. Details of the plan are provided in the brochure mailed to all students by the Business Office.

VENDING MACHINES

Vending is available in all residence halls and some small houses. Students may use cash or the C.O.W. Card debit account for purchases. Problems with vending may be communicated to the Catering Office by calling 330/263-2318.

WRITING CENTER **Andrews Library, Main Floor**
Mon-Thur, **Ext. 2205**
9:00 a.m. - 9:00 p.m.
Fri, 9:00 a.m. - 4:00 p.m.
Sun, 6:00 - 9:00 p.m.

Alicia Brazeau. . . . . Director

Two ideals figure prominently in a Wooster education: successful writing and independent students. The Writing Center is essential to both. From First-Year Seminar to Senior Independent Study, from receiving a writing assignment to final editing of a paper, from constructing an argument to documenting sources, from process to product, the Writing Center provides one-on-one guidance, resources, and support for student writers as they work through their academic careers. The staff includes experienced student writers, knowledgeable professional staff, and professionals in the field of writing. Regular appointments can be made. There is no charge for services provided in the Writing Center.

LIFE AT THE COLLEGE: POLICIES AND PROCEDURES

ALCOHOL AND ILLICIT DRUG VIOLATION RESPONSE POLICIES

Alcohol Violation Response Policy

It is expected that all students will comply with the alcohol policy of the College. For individuals found to be in violation of this policy, as outlined in Section IV.A. 1 and 2 of the Code of Social Responsibility, the following disciplinary actions may be taken:

1st Infraction: Mandatory individual computer assessment as determined by the facilitating College educators, focusing on decision-making as it pertains to alcohol use and abuse.

2nd Infraction: Mandatory assessment by a licensed chemical dependency counselor, who is available on campus, to determine the extent of the student's alcohol use and to develop a plan of action addressing how the student will modify their use of alcohol. The cost of this assessment will be paid by the student. Additionally, the student's parents will be contacted to inform them of the incidents and any related issues if the student is under 21 years of age.

3rd Infraction: Mandatory comprehensive assessment regarding alcohol use by a licensed chemical dependency counselor, who will be available on campus, and participation in any intervention recommended by the assessment. The cost of this assessment will be paid by the student. Assessment recommendations will be reviewed and acted on by the judicial hearing officer.

Serious and/or repeated violations of this policy, as well as incidents which violate other sections of the Code, will result in further disciplinary action. The College of Wooster reserves the right to inform parents of any violation of the College's alcohol policies if the student is under 21 years of age or if there is a health or safety emergency situation. Health or emergency situations which may warrant parental notification include, but are not limited to, excessive intoxication, alcohol poisoning, and other life or health threatening situations such as multiple or frequent alcohol-related incidents.

Alcohol that is in the possession of underage students or intoxicated individuals, or that is being consumed in unapproved locations, will be confiscated or disposed of immediately by Residence Life Staff, Security Staff, or other appropriate campus officials.

Illicit Drug Violation Response Policy

It is expected that all students will comply with the illicit drug policy of the College. For individuals found to be in violation of this policy, as outlined in Section IV.B. 1 and 2 of the Code of Social Responsibility, the following disciplinary actions may be taken:

1st Infraction: Mandatory individual computer assessment as determined by the facilitating College educators, focusing on decision-making as it pertains to drug use and abuse. Also, a mandatory assessment will be facilitated by a licensed chemical dependency counselor, who is available on campus. The cost of this assessment will be paid by the student. The student's parents may be notified of the incident if the student is under 21 years of age.

2nd Infraction: Mandatory comprehensive assessment by a licensed chemical dependency counselor, who is available on campus, to determine the extent of the student's illicit drug use and to develop a plan of action addressing how the student will modify the use of illicit drugs. The cost of this assessment will be paid by the student. Additionally, the student's parents will normally be contacted to inform them of the incident and any related issues if the student is under 21 years of age.

Repeated infractions and/or serious violations of this policy, as well as incidents which violate other sections of the Code, will result in mandatory referral to the third level of the College's Judicial System and may result in maximum disciplinary action.

The College of Wooster reserves the right to inform parents of any violation of the College's illicit drug policy if the student is under 21 years of age or if there is a health or safety emergency situation. In addition, the College will notify law enforcement authorities of illegal activity as required by Ohio law.

Illicit drugs and/or paraphernalia that are in the possession of students will be confiscated by local or state law enforcement agencies.

BILLING PROCESS AND PAYMENT OPTIONS

A billing statement for each semester will be mailed about 25 days prior to the August 10th and January 10th semester due dates. For international students, a copy of the bill will be e-mailed to the student's College of Wooster account.

Any merit scholarship awarded will automatically appear on the semester bill. Students anticipating need-based financial aid must submit all required financial aid documentation to the Financial Aid Office by June 25 in order to assure the aid will be credited on the fall semester bill. If Financial Aid appears to be missing from your bill, please contact the Financial Aid Office.

Students or their parents can make payment of their College bills to the Business Office by check, money order, credit card, and wire transfer. In addition, a monthly payment plan is available.

To make a payment by check, the check should be made payable to The College of Wooster and may be made in person in the Business Office or by mail to our lockbox:

Business Office
The College of Wooster
PO Box 75589
Cleveland, OH 44101-4755

The College of Wooster accepts credit card, E-Check payments and international wire transfer payments online. There is a 2.5% convenience fee applied to credit card payments. Anyone wishing to make a domestic wire transfer payment should contact the Business Office directly for our wire transfer instructions.

The Monthly Payment Plan (administered by Tuition Management Systems [TMS]) allows families to pay fees for the entire academic year in ten interest-free monthly installments beginning June 1. Total academic year expenses should be estimated (and may be later revised) if uncertain at the time of application. Applications received by TMS after June 1 must include the payment of any missed monthly installments. For applications received by July 31, a $70 non–refundable application fee applies; the fee increases to $125 for applications received by TMS after July. If the above payment requirements are not satisfied by the payment due date, a 5% late payment fee, up to $300 maximum, may be assessed once per semester.

Financial Holds

Accounts that are not paid in full by the due date will be subject to a Business Office financial hold being placed onto the account. An account with a financial hold may be subject to the following actions:

1. Prevent release of transcripts;
2. Withhold diploma upon graduation;
3. Prevent registration for the next semester classes;
4. Suspend college services and privileges (including access to dining halls);
5. Assign account to a collection agency; and/or,
6. Report student as delinquent to a credit bureau.

The College has the option to take any or all of these actions.

In addition, students who have not paid their account in full by the first day of classes may have their course registration cancelled, and a $200 re-registration fee may be assessed.

Other important student account matters which often generate questions include the following:

1. To waive the annual charge for the optional Student Accident and Sickness Medical Plan, the waiver form must be completed (information included with the fall semester bill) by August 10.
2. An optional Comprehensive Fee refund plan (see the Catalogue) is available for insuring the full refund of fees in the event of a student's qualifying medical withdrawal from the College. Enrollment in this plan must be completed prior to the beginning of the semester.
3. An Enrollment and Security Deposit of $350 is required for all students. The deposit will be refunded, following payment of all student account and other fees, upon graduation or withdrawal from the College, with proper exit procedures completed with the Dean of Students Office.

More information about billing and payment options can be viewed online at www.wooster.edu/Offices-Directories/Business-Office/Student-Accounts-Office/Billing-Process.

CAMPUS DINING SERVICES POLICY

By signing the Campus Dining Services Agreement a student accepts responsibility to abide by the policies of the Department of Campus Dining and Conferences Services and to respect the authority of the person in charge of each food operation with regard to: dining hall entrance with valid C.O.W. Card, only; improper conduct including inappropriate language; carry-out food is permitted from Lowry Dining Hall by using 1 meal swipe for carry-out upon entering the dining hall, and by using the approved and provided carry-out containers; and, compliance with all public health ordinances such as dress standards as required by the Wayne County Health Department.

Meals are provided to students on meal contract only when classes are in session. No meals will be provided between semesters or during Thanksgiving, Winter Break, and Spring Break.

The meal plan is valid in:

1. Lowry Center Dining Hall and Kittredge Dining Hall
2. Mom's
3. Pop's Substop
4. McLeod's Coffee Bar and C-Store

5. Old Main Café

Flex Dollars may be used at all of these locations.

Visitors and students not on the meal plan may purchase meal tickets using cash, Flex Dollars, or COW Card Debit money at the entrance to each dining hall. Hours of operation and menu selections are posted at each dining location and on the College's Web page.

CLUB SPORTS ORGANIZATIONS

Among all student organizations, club sports groups are of a special nature because of their need for practice and competition space and often for travel and equipment funding. The special policies below have been established for club sports organizations.

1. **Charter** — All club sports organizations at The College of Wooster wishing to use College facilities or to receive funding for their activities must be chartered in the normal fashion through Campus Council. Having a faculty or staff adviser committed to working with the organization is an essential part of the chartering process. Questions concerning charters should be addressed to the Campus Council Office in the Student Organization area in Lowry Center or to the Dean of Students Office.
2. **Facilities** — If a chartered club sports organization wishes to make use of practice and/or competition facilities in the PEC or the College athletic fields, such usage must be approved and scheduled by the Operations Manager. Intercollegiate teams and instructional activities have precedence over use of facilities by club sports.
3. **Equipment** — Members of club sports organizations normally are expected to acquire their own individual equipment. The acquisition of equipment is sometimes best handled through the Department of Physical Education.
4. **College Funding** — Chartered club sports organizations may apply to Campus Council Club Sports Council for funding for their various activities. Members of the club sports organizations are expected to pay for their own meals when competing away from campus. They may also be expected to contribute to other costs whenever Campus Council Club Sports Council funding is not sufficient to cover them.
5. **College Expectations** — In outside competition, the members of chartered club sports organizations may be referred to as a "Club Sports Team from The College of Wooster." In that capacity, it is the expectation of the College that members of the organizations will conduct themselves in ways which are consistent with the College Code of Social Responsibility (*The Scot's Key*, page 65).

COLLEGE I.D. POLICY

The College of Wooster I.D. Card (C.O.W. Card) is used for identification on campus, admission to College dining facilities, entrance to residence halls/houses and as a debit card at certain locations including laundry and some vending machines. The card is valid for the entire time a student is enrolled at the College. It is not transferable.

Students must show their C.O.W. Card upon the request of College officials, including but not limited to: Dean of Students staff, Residence Life staff (including resident assistants), and Security and Protective Services personnel. It is

also necessary to show the C.O.W. Card when cashing checks at the Financial Services Counter, Lowry Center.

Loss of the C.O.W. Card should be immediately reported to the Campus Access Office (Keys and IDs). A $10 charge will be assessed for the replacement of a lost card. A card that is damaged due to wear can be replaced at no cost, provided that the entire card is returned and that it is evident that the card is simply worn out. Any student misusing a C.O.W. Card will be subject to disciplinary procedures.

COMMUNITY AUDIT PROGRAM

The College of Wooster provides the opportunity for local residents to **audit one course each semester** at no cost. The purpose of this program is to provide the opportunity for the continued growth and development of community members, strengthen the relationship between the community and the College, and enrich the learning environment at the College.

To be eligible to audit classes an individual must:

1. Complete a brief application;
2. Be accepted as an auditor by the Registrar at the College; and
3. The Dean for Curriculum and Academic Engagement and the Dean of Student's continued approval is required.

To enroll as an auditor in a specific course:

1. There must be room in the class after all current students have registered;
2. The professor's continued approval is required; and
3. The Dean for Curriculum and Academic Engagement and the Dean of Student's continued approval is required.

The costs of all materials and textbooks are the responsibility of the auditor. **No college credit will be awarded for audited courses**.

Individuals are responsible for knowing and abiding by all policies and procedures outlined in the College of Wooster *Catalogue*, the *Code of Social Responsibility*, and in *The Scot's Key*.

FACULTY DINING WITH STUDENTS

In order to provide more informal and closer contact between students and faculty, arrangements are provided for students to invite faculty members to eat with them in the dining halls at no cost to the faculty member. Students are encouraged to take advantage of this opportunity. A full-time faculty member is limited to two such meals per week. See Section 6 of the *Faculty Handbook* for additional information.

HANDBOOK OF SELECTED COLLEGE POLICIES

In addition to those College policies outlined in *The Scot's Key*, the following policies are set forth in the *Handbook of Selected College Policies*:

AIDS
Alcohol and Drugs
Campus Security and Crime Prevention
College-Owned Property
College Records and Confidentiality
Fundraising
Hazing
Nondiscrimination

Partisan Political Activity Within The College of Wooster Facilities
Professional Conduct
Sexual Assault
Sexual Harassment
Weapons
Workplace Violence

The *Handbook* is available online at www.wooster.edu/academics/academic-affairs/academic-policies.aspx. Paper copies may be obtained from Andrews Library, Dean of Students Office, Human Resources Office, Lowry Center Information Desk, Secretary's Office, and User Services Help Desk. Questions regarding the policies contained in the *Handbook* may be directed to the Secretary of the College.

MOTOR VEHICLE POLICY

The College assumes no responsibility or liability for any vehicle or its contents while it is operated or parked on the campus. Every member of the campus community driving or parking a motor vehicle on or around the campus is responsible for knowing the State of Ohio and College of Wooster motor vehicle regulations. Please refer to complete vehicle regulations of the College, available at www.wooster.edu/student-life/security-and-protective-services.aspx.

Registration

Any student registered at the College who wishes to drive or park a vehicle on College property must register his or her vehicle with Security and Protective Services and display a valid parking permit. Permits are limited to the number of spaces available on campus. They are sold first-come, first-served based on academic year.

At the time of registration, a student must be prepared to show College of Wooster Identification (C.O.W. Card), vehicle information, and license plate number. It is expected that no vehicle will be parked on College of Wooster property without a valid parking permit. Registration forms and parking permits are available at Security and Protective Services, 602 East Wayne Avenue, 24-hours a day, seven days a week. Registration fees are as follows:

Annual Parking Permit	$175
One Semester Permit	$100
Replacement Permit	$ 10
Summer Permit	$ 20
Visitor Permit (three consecutive days or less)	Free
After three days	$5.00

Registration fees can be paid by C.O.W. Card or charged to your student account.

Parking Permits

1. Parking permits are not transferable from one individual to another.
2. Parking permits must be displayed in lower left hand corner (driver's side) in the rear windshield of the vehicle, whenever parked on College property, with the permit number visible to the rear of the vehicle.
3. Individual permit holders may park in any space available in the lots that their permit provides access.
4. Parking permits should be removed from a vehicle before the vehicle is sold or traded-in.

Replacement Permits may be obtained at Security and Protective Services for a fee of $10. Damaged permits should be returned when applying for a replacement.

Visitor Permits are available in Security and Protective Services on a 24-hour basis. Any visitor who wishes to drive or park a vehicle on campus must register the vehicle with Security and Protective Services. Visitors may register up to three consecutive days free; after that there is a $5 per week charge. A map indicating visitor parking spaces available in designated areas throughout campus will be distributed with each Visitor Permit. No students will be allowed to obtain a Visitor Permit.

Parking

Most street parking in the area of the campus is governed by local community ordinances and strictly enforced by the Wooster Police Department. However, University Street, between Beall Avenue and Bever Street, is controlled and governed by the College and subject to the motor vehicle regulations of the College.

Without exception, all members of the campus community must park in the area designated by their permit type (student, staff, and visitor) and as indicated on the signs for each lot.

Any individual who violates the motor vehicle regulations should expect to be cited. In addition to fines, vehicles may also be immobilized or towed, individuals may have parking privileges denied, may become subject to a Judicial hearing, or may be required to pay remuneration for property damage. Fines for a citation must be paid within five (5) working days of receipt. Fees can be paid by C.O.W. Card or charged to your student account at the S.P.S. Office. Unpaid fines will be automatically billed to the individual's student account.

The College reserves the right to revoke or deny registration and campus parking privileges for reasons including, but not limited to, those listed below. Please refer to the complete vehicle regulations of the College, available at www.wooster.edu/student-life/security-and-protective-services.aspx .

1. Continued failure to abide by the regulations (chronic violator), as shown by five (5) or more parking violations accumulated during an academic year.
2. Falsification of information on registration forms.
3. Actions deemed hazardous to the safety and property of others or The College of Wooster.

Booting a Vehicle

Any vehicle found parked outside of legal parking locations or with excessive Parking Fines may be booted by the Security & Protective Services Staff. Booting a vehicle renders it immobile and owners/ drivers must come to the Security & Protective Services Office to reconcile their account; purchase a Parking Permit, or meet with a member of the Security & Protective Services leadership team to discuss why the vehicle was booted.

Appeals

If an individual wishes to file an appeal for a parking violation, he or she should report to Security and Protective Services, located at 602 East Wayne Avenue, during the normal business hours. The appeal must be filed within five (5) working days of the violation being issued and must be filed in person. The violation notice must accompany the appeal form. Appeals will not be accepted after the five (5) day deadline. Please note that failure to find an open space in one of the designated lots for your permit type is not a valid reason to appeal a parking violation. The Parking

Appeal Review Committee (P.A.R.C.) is a representative group of students, faculty and staff who meet monthly to review written appeals. Appellants will be notified in writing of the committee's decision. Parking Appeal Review Committee decisions are final with no appeal process beyond the committee.

Towing

Any vehicle which inhibits traffic flow (including access for emergency and service vehicles), parks in a no parking zone, blocks a "dumpster," or is parked on campus without a valid permit will be towed immediately. Vehicles may also be towed for various other violations if deemed necessary by the S.P.S. Office.

Bicycles

Bicycles may not be stored or parked in any residence hall public area which has not been explicitly designated for bicycle storage. All bicycles should be adequately secured when not in use. For the purpose of theft protection, individuals bringing bicycles to campus are strongly encouraged to take advantage of the registration service offered by the Security and Protective Services Office or the Wooster City Police Department.

NOISE POLICY

It is expected that students will monitor the level of noise which they are producing and/or which is emitted from their rooms. This includes personal noise as well as noise produced by audio equipment. Excessive noise which interferes with the normal activities of others (sleep, study and conversation) or the normal functioning of the College (classes, conferences and residential programs) will not be permitted. Speakers are not to be played through open windows or on the exterior of residential units. Regardless of whether or not a complaint comes from another resident, the Residence Life Staff and/or Security will determine when noise levels are excessive (see Code of Social Responsibility, page 64). Irresponsible use of audio equipment could result in the denial of the privilege of having audio equipment on campus. Failure to effectively monitor noise could result in appropriate judicial action.

The following are the basic expectations of the all-campus noise policy. These minimums apply to each residential community, although any community's hours may be extended.

All-Campus Hours

1. **Courtesy Hours:** 24-hours-a-day, seven days a week
   For 24-hours-a-day, noise should not interfere with others' need to study, sleep or relax in their private room. During this time, if a person makes a reasonable request for others to lower their noise, it should be met by a reasonable response.
2. **Study Hours:** 9:00 p.m. to 11:00 p.m., Sunday through Thursday
   A person should be able to study in his/her room or a study lounge without the noise of others interfering.
3. **Quiet Hours:** 11:00 p.m. to 8:00 a.m., Sunday through Thursday
   During this time, noise should be kept at a minimum. Group discussions should take place in lounges or in private rooms. A person should be able to sleep without the noise of others interfering.
4. **Weekend Hours:** 1:00 a.m. to 8:00 a.m., Friday and Saturday

During this time, noise should be kept at a minimum. Group discussions should take place in lounges or in private rooms and all parties should be closed down. A person should be able to sleep without the noise of others interfering.

OPEN FIRES

Open fires (bonfires, campfires, etc.) are prohibited by Wooster City ordinance. Grilling and other outdoor cooking are limited to designated picnic areas. Exceptions may be made only by the Wooster Fire Department for a few ceremonial occasions, such as the Homecoming Bonfire. Applications for any exception from the Wooster Fire Department must be submitted through the Safety Office. Failure to comply with the city ordinance may result in prosecution and a heavy fine as well as College judicial action.

PERSONAL EMERGENCY

Students who face personal illness or family emergency should contact their faculty member(s) and the Dean of Students Office. Any arrangements to make up academic work missed during a personal illness or family emergency must be negotiated directly with the individual faculty member(s).

PUBLICITY

Outdoor Publicity

Generally, publicity cannot be posted outdoors. Trees, light posts, benches, buildings, and doors are not approved posting locations.

Chalk

Sidewalk chalking can only occur on concrete sidewalks. No chalking is permitted on brick sidewalks, buildings, light poles, or other objects. All markings must be 50 feet from building entrances to avoid tracking chalk dust into buildings. Messages must be in accord with the behavioral expectations contained in the Code of Social Responsibility. Violations of these conditions could range in response from removal of the message and student responsibility for the repair of damages to judicial action.

Paint on the sidewalks is prohibited.

Lowry Center

1. Posters may be hung inside the building on either of the main stairwells but must be approved and stamped at the Lowry Center Information Desk. They may be hung for a period of eight days prior to the advertised event.
2. Sandwich boards placed outside Lowry Center, on the day of an event, may be reserved through the Facilities Scheduling Office.
3. Posters and banners may be hung on the board in front of Lowry, but the board must be reserved and approved through the Facilities Scheduling Office.
4. Posters may be hung on the bulletin boards by the mail boxes without being stamped.
5. For special events, the windows by the main entrance may be painted. Window painting requires the approval of the Facilities Scheduling Office. A model design must be presented with the request. Approved window painting can be displayed for a maximum of three days.

6. Publicity/posters displayed anywhere in the building beside the above mentioned places are prohibited and will be removed.
7. References to alcoholic beverages (written or pictorial) are not permitted.

Questions related to the policy or publicity should be directed to the Lowry Center and Student Activities Office, Ext. 2062.

Residential Facilities

Publicity for official campus events may be posted in College residential facilities on bulletin boards designated for this purpose. It is asked that publicity in these buildings be restricted to unpainted surfaces and does not cover current posters. Posters on exterior doors are prohibited with the exception of safety announcements.

Academic Buildings

Publicity may be posted in academic buildings, provided that the posters do not interfere with the information that is posted by the faculty. The publicity should be limited to unpainted surfaces or bulletin boards, and should not cover current posters.

RELIGIOUS OBSERVANCE

The College is a diverse community whose members belong to many faiths and religious traditions. While the College doesn't have a formal policy on religious observance, some students may make a personal decision to observe the holidays of their faith. In that instance, it will be the student's responsibility to discuss with faculty members, well in advance, any conflicts which may arise with the student's academic commitments and responsibilities, including class attendance. Faculty members who can make accommodations are encouraged to do so, if the accommodation doesn't result in an unreasonable burden on the faculty member or in unfair treatment of other students. It is the faculty member's prerogative, however, to decide whether or not any special accommodation can be made. Should a conflict with regard to religious observance arise which can't be dealt with by the student and faculty member, it should be referred to the Department Chair and, if a satisfactory resolution cannot be achieved, then to the Dean for Curriculum and Academic Engagement.

In consultation with The Office of Interfaith Campus Ministries, the offices of the Dean of Students and the Dean for Curriculum and Academic Engagement will provide information to the campus community about the major religious holidays of the faiths most frequently represented in the College community.

RESIDENTIAL LIVING POLICY

The College provides housing for its students and offers a wide variety of facilities and living options. Students are required to sign the Residence Life and Hospitality Services/Student Dining Agreement which involves obligations as to payments and adherence to regulations. Exceptions to these contracts are made only with the knowledge and consent of the Dean of Students. New students must live in College housing unless they live at home with a parent/legal guardian or are married. Returning students must also live in College housing unless they are granted an exemption by the Dean of Students or his designee.

When a student's course registration drops to fewer than 3.000 credits or a student's status is changed to Leave of Absence or Withdrawn, then he/she must

immediately vacate the College's residence hall or program house. Written exceptions to this requirement may be granted by the Dean of Students or his designee. Exceptions will be granted only for compelling reasons.

Self-governance/Community Standards

The College Code of Social Responsibility, granting autonomy to living units, provides each unit the flexibility to best fulfill its educational goals within the framework of the College community. This is consistent with the firm belief, shared by all members of the College community, that education takes place in the residence hall or program house, as well as in the classroom and contributes to the total growth of the individual. While the advantages of autonomous housing allow for individual differences, individual growth and increased freedom, there are also increased responsibilities. In the fall the students in each unit shall draft a consensual set of Community Standards. Community Standards are intended to provide residents with the ability to establish day-to-day living agreements about how students will live together and resolve community problems. Community Standards ensure the honoring of the commitment on the part of the individual and the group as a whole. It should be understood, however, that the autonomy granted to each residential unit (floor community or program house group) may not supersede provisions outlined in the Code of Social Responsibility or the policies and responsibilities of the Dean of Students Office.

Residence Life Staff

Residence halls and program houses are staffed by para-professional and professional staff members to assist all students. Student Resident Directors and Resident Assistants are selected upper-class students trained to work with individuals and the community as a whole. In addition to the para-professional staff are professional staff members: Director, Assistant Directors, and Area Directors. The professional staff members are masters-level professionals who work with an area of approximately 300-600 students. This professional supervises the para-professional and professional staff members in the area as well as works closely to administer and facilitate all processes for the area. The Assistant Directors and Area Directors are responsible for building a successful community within his/her area, assisting students in maintaining an atmosphere which is conducive to study, providing peer counseling and referrals to professional staff for continued counseling, and serving as programming and informational resource persons. Considered members of the Student Life Division, all para-professional and professional staff members are a direct link for students to the administration. The para-professional and professional staff members for the residence halls/houses ultimately report to the Associate Dean of Students. The Director of Residence Life is responsible for housing processes including the Room Selection Process. Students should feel free to seek out the Director, the Assistant Directors, or Area Directors if they have questions or concerns about their living environment.

Room Selection

Beginning the second half of the fall semester, the Director begins coordination of the housing selection process for the upcoming academic year. Information is issued to students outlining the special options, application procedures for these options, and details about the General Room Selection. Please refer to Housing

Options information at www.wooster.edu/student-life/residence-life.aspx for policies and procedures regarding the room selection process.

Students participating in off-campus study programs during the Spring Semester should make arrangements regarding their housing preferences for the upcoming year before they leave campus in December. Students can designate a proxy to participate in the room selection process for them and should make these arrangements with the Director. Students returning from off-campus study programs are not guaranteed the same living arrangements which they had before leaving campus.

Room Changes

The Residence Life Staff encourages students with roommate concerns to begin with their Resident Assistant in order to talk about ways to communicate concerns and work toward mutual collaboration and resolution. Should the mediation process which includes constructing a Roommate Agreement Document not be successful in creating a collaborative living arrangement, then the student can meet with either the Resident Director or Area Director to discuss additional strategies. Additionally, a student may meet with the Area Directors or Assistant Directors to discuss room change options. Room changes will be considered based on available space after the first two weeks of the beginning of the semester. The student with a concern is typically the party to move. Students are **not** given the option of maintaining a room as a single when a space becomes available in the room and **should** expect that the vacant space will be reassigned.

Opening and Closing of Residential Facilities

All students are required to complete the Housing and Dining Agreement as part of the housing process. This agreement contains specific references to the terms of occupancy in College residential facilities, including the opening and closing dates at the beginning and the end of each academic year.

Residential units close during College breaks of five or more days and break housing is made available on a case-by-case basis. Students must obtain permission to reside in break housing and should expect that they will have to relocate to a central location during the break. Students are responsible for gaining permission from the current occupants of the room to reside in their room during the break. Students with permission to live in break housing may be charged a fee per night depending on their specific needs for housing. Students who remain in campus housing beyond the announced closing time or return early without permission will be charged the daily rate for the break plus an administrative fee of up to $50.00 for unauthorized stay and may face adjudication.

Students are expected to vacate their rooms within 24 hours of their last scheduled final examination or last class or by the designated closing time, whichever comes first. Students having an exam during the last scheduled exam period will be able to register as a Late Check Out. Seniors are expected to vacate their rooms by the designated closing time on Commencement Day.

Fire Safety Procedures

Fire Safety Procedures are posted on the back of the door of each student's room in a residence hall and program house. A map outlining the fire evacuation route for each residence hall and program house is posted on each floor of a residence hall or program house. Fire Drills will occur in the first month of each semester for each residence hall. It is expected that all students will comply with the Fire

Safety Procedures of the College. Individuals who are found to be in violation of the procedures will receive a Fire Safety Violation Notification and judicial action may result. Battery operated smoke detectors in residential units will be inspected each month. Students will be informed at least 24 hours in advance of inspections and staff members will enter rooms in pairs to conduct the smoke detector inspections.

Room Inspection and Maintenance

Each residence hall/house room is inspected prior to the opening of school and should be reinspected whenever there is a room change during the year. Room inspections may also occur prior to Winter and Spring Break. Safety Inspections will happen on a designated schedule in the Program Houses throughout the academic year. Each time a student moves into a room in a residence hall or house, a detailed Room Condition Report describing the condition of the room and furnishings will be provided to students to sign during the check-in process. To ensure against being charged for pre-existing damage, each occupant of the room should carefully check for and inform their RA before the end of the first week of classes. It is the resident's responsibility to update any changes in the room's condition. At the end of the school year and prior to departure, students should be certain to have their Resident Assistant inspect their room for damages. Damages which are not listed on the inventory at move-in may be billed to the student. Rooms and furnishings should be left clean and in the same condition as they were at move-in. If damage is found, all occupants of a room/house will be billed equally unless individual responsibility is documented in writing on the Room Condition Report before leaving. If an occupant leaves before properly signing out, they will be charged an Improper Checkout Fee, an inspection will be made, and it will be noted that the occupant was not present. In this instance, the occupant's right to protest damage charges is forfeited.

The cost of damage, trash removal or extra cleaning in public areas may be charged to all members of a hall, corridor, section or house. If a student takes responsibility for this damage or cleaning they will be billed individually. If not, all of the residents of that floor/section, house, or building will be charged equal parts of the damage or cleaning and a $25.00 administrative fee.

The College reserves the right to enter student rooms at any time, with or without notice, for the purposes of inspection, maintenance, repair, and investigation of violations of College rules or regulations, and/or suspected violations of the law.

Use and Condition of Rooms

Student room furniture may not be moved out of student rooms to public rooms or out of the residence hall/house. Lounge furniture may not be moved into student rooms or out of the residence hall/house. Indoor furniture is not to be moved to front porches or decks at houses and apartments. No structures may be constructed which are attached to or otherwise damage or permanently alter rooms or furnishings.

Water beds may not be used in College-owned housing.

Electrical appliances, fused surge protection bars, and accessories must be "Underwriters Laboratories Approved" and in good condition. Because of fire danger, multiple appliances should not be attached to a single outlet, and total current draw at any one time should not be more than 750 watts. Air conditioners, space heaters, extension cords, electrical heating and cooking appliances are prohibited. AC units may be approved as a medical accommodation. The College reserves the

right to refuse or limit the use, type and number of any appliances which may be plugged into College circuits.

A student is liable for negligent or willful activity, by him or herself or by guests, which results in damage to College or other students' property by fire, water, chemicals, breakage, defacement or any other cause. Combustible or inflammable materials, chemicals, heaters, and electrical appliances described above are explicitly prohibited. All candles and incense are also prohibited.

The College is not responsible for loss of or damage to students' personal property. It is recommended that students insure their personal property.

Pets, excluding fish and biology specimens with the written approval of the chair of the Biology Department, are not allowed in the residence halls or in program houses at any time because of health regulations, noise, and sanitation concerns. Fish aquariums must be well-maintained to prevent sanitation concerns or cruelty to the fish themselves. Students who are asked to remove a pet from College housing must do so within 48 hours or they may face disciplinary action including a $50.00 fine and/or termination of their housing agreement.

It is expected that rooms and personal property will be maintained in an orderly and sanitary condition which protects health, safety and the rights of roommates.

Loft and Room Alteration Procedures

Most residence hall furniture comes with loft kits to allow for the beds to be lofted. RAs can provide directions on how to loft beds. Lofts can be built and brought into residential units that do not have the newer style furniture. These residential units are Wagner and Compton. The room occupants assume all responsibility for any property damage or personal injury to themselves or others associated with the structure. Lofts may not be nailed, attached or cause damage to any College buildings or furniture and must be removed from the residence hall by the student prior to vacating the room. No furniture may be removed from the room. Please contact the Residence Life Office for more information.

Keys

Access to residence halls is granted via C.O.W. Card and in some instances a traditional hard key. Students need to visit the Campus Access Office (Keys & IDs) upon their arrival on campus to have their C.O.W. Card programmed and/or to check out their hard key. All keys must be returned to the Campus Access Office (Keys & IDs) at the end of the year, upon withdrawal from the College, and whenever a room change occurs. It is a violation of the Code of Social Responsibility to have the key to one's room or building duplicated or to permit its use by another individual. Students who lose their keys should immediately report the incident to the Campus Access Office (Keys & IDs), located in the Culbertson/Slater Complex. Lock changes will be made and $100 will be charged to the student who signed out the key.

Entry of Residential Units

Only those individuals who are assigned to a residential unit or their escorted guests are permitted in College residential facilities. For security reasons, residential units remain locked at all times.*

Guests in Residential Units

Guests of students are welcome in the residential units on a limited basis. With roommate approval, guests may reside in a student room or residential unit on no

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* For further information regarding the locking of residential units, see **Code of Social Responsibility**, page 63.

more than three separate occasions per semester with a maximum of three consecutive days per occasion. **Cohabitation is not permitted in College housing.** Residents are responsible for their guests and their actions and should take reasonable precautions to guarantee the security of other students living in the unit.* Guests should be in the company of their hosts at all times.

SCHEDULING A FACILITY

Requests for reservations of Lowry Center, Scot Lanes, Art Wall, McGaw Chapel, Scheide, and all classroom buildings after 4:00 p.m. on weekdays or on weekends for meetings or special events must be made through the Facilities Scheduling Office in Lowry Center. A reservation is confirmed through a scheduling reservation form which specifies date and time for the event, special set-up requirements and other necessary information. Requests for reservations in the Physical Education Center and in residence halls are made through their respective offices. Requests for classroom buildings prior to 4:00 p.m. on weekdays are made in the Registrar's Office.

SEXUAL ASSAULT POLICY**

Statement of Policy

The College of Wooster does not tolerate sexual assault committed by or against its students, staff, faculty, or campus visitors. Any person can be a victim or a perpetrator of sexual assault; therefore, the College's policy is gender neutral.

The College is also committed to implementing preventative security measures, making available information and programs about sexual assault awareness and prevention, assisting victims of sexual assault, and providing survivor support.

It is the College's policy to comply with all federal and state statutes regarding the reporting of such crimes, the provision of information regarding registered sex offenders, and the publication of sexual assault statistics. In addition, internal charges of sexual assault filed against College students or employees will be investigated and appropriate disciplinary action taken, in accordance with existing disciplinary policies.

SEXUAL HARASSMENT POLICY***

Statement of Policy

Sexual harassment, whether intentional or unintentional, is fundamentally at odds with Wooster's values, and is in violation of College policy. The College of Wooster is committed to maintaining an environment that is free from unlawful harassment. Accordingly, the College does not authorize, and will not tolerate, any form of sexual harassment of or by any College of Wooster employee or student.

Sexual harassment is unwelcome conduct of a sexual nature. It is understood to encompass a wide range of behavior which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, or which is gender based, especially when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement, or ability to par-

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* The complete text of this policy may be found in the *Handbook of Selected College Policies* located at www.wooster.edu/academics/academic-affairs/academic-policies.aspx.

** For further information regarding the locking of residential units, see **Code of Social Responsibility**, page 63.

*** For further information regarding guests in residential units, see **Code of Social Responsibility**, page 63.

ticipate in or benefit from services, activities, or privileges provided by the College; 2) submission to or rejection of such conduct by an individual is used, or threatened to be used, as the basis for employment or educational decisions affecting such individual; 3) such conduct has the purpose or effect of unreasonably interfering with an individual's education or work performance; or 4) such conduct creates an intimidating, hostile, or offensive working or educational environment. Sexual harassment may also include offensive comments, jokes, innuendo, and other sexually-oriented statements; sexually-oriented kidding, teasing, or practical joking; jokes about gender-specific traits; or physical contact, such as patting, pinching, or brushing against another's body.

The College is dedicated to the prompt investigation and elimination of sexual harassment. Anyone who has a complaint of sexual harassment, or who witnesses sexual harassment by anyone, including a student, a faculty member or other College employee, or any third party (e.g., vendor, campus visitor), should promptly report the matter to one of the Advocates who have been designated and trained to handle such complaints.

SOCIAL EVENTS

On Campus Social Events

All social functions are to be managed in accordance with the College Code of Social Responsibility. Students must apply for a Large Event Contract for social events held in residential units. Beer is the only alcoholic beverage which may be served at contracted social events. Food and non-alcoholic beverages must be available when beer is served. A multiple-serving container is defined as anything greater than 16 ounces. Unless it is approved through the Large Event Contract process, no multiple-serving containers of beer may be used at social events in College residential facilities. **No person under 18 years old may attend a social event at which beer is served**. *Federal, state, and local statutes and policy at the College prohibit consumption of alcoholic beverages, including beer, by persons under 21 years of age*. Guidelines concerning procedures for an on-campus social event can be obtained from the Student Activities Office in Lowry Center.

A private social gathering with alcohol present is permitted when the consumption of the alcohol is limited to a private room, when the behavior of those in attendance is not disruptive, when alcohol is consumed in a responsible manner, and when only persons of legal age are consuming the alcohol. The use of drinking games or devices designed for rapid consumption of alcohol is considered irresponsible behavior and is not allowed. Any student found playing drinking games or using devices designed for mass consumption may face disciplinary action.

Any gathering found in violation of this statement will be dissolved and the residents of the room will be found in violation of the College's alcohol policy and subject to disciplinary action.

When the number of people and the amount of beer at a party is below the amount requiring a party contract, it is the responsibility of the host to limit the amount of beer at the event to an amount that is reasonable and responsible.

The Campus Council reserves the right to legislate in these areas should the need arise.

Off-Campus Social Events

The College assumes no responsibility or liability for accident or injury to individuals or damage to property at off-campus activities or social events which are sponsored by student organizations or individual students. Individuals and groups planning such activities or events should consult with the Dean of Students regarding the liability they assume for such events and the precautions they should take to protect themselves and those in attendance.

STUDENT WELLNESS SERVICES POLICIES

All new students must complete The College of Wooster Student Health Information Form which includes valid dates for 2 MMR immunizations.

All full-time students are entitled to physician, registered nurse, and counselor visits, general medications and supplies, and student overnight care at the College Wellness Center.

The Longbrake Student Wellness Center maintains the confidentiality of health service visits and records. Students may choose to share health information with parents, faculty, etc., by giving written permission. Students have the ability to sign for release of information to The College of Wooster Student Affairs Office on their Student Health Information form. The Wellness Center does not issue written excuses from classes. A professor may call the Wellness Center to verify illness.

TECHNOLOGY POLICIES

The College's technology resources (services, applications, computers, media equipment, information resources, printers, and networks) support all members of the College community. Everyone who uses Wooster's technology resources should be mindful of the principles of The Wooster Ethic and understand that these services are essential for us to engage in the College's core mission. Thus, inappropriate use or misuse of the College's technology resources, or uses of these resources for purposes that violate federal, state, or local laws and regulations or other College policies is a serious offense.

Full statements of the College's technology policies are available online on the Information Technology website (http://technology.spaces.wooster.edu/).

TOBACCO POLICY

Because of the College's concern for the health, safety, and well-being of its students, faculty and staff, the College **prohibits the use of all tobacco products, including smokeless tobacco:**

- in all College buildings, including residence hall and program house facilities in their entirety;
- within a 25-foot radius of any College building;
- in all College-owned or College-leased vehicles; and
- at all College-sponsored events and activities, including, but not limited to, athletic contests and practices, regardless of venue, and inclusive of all spectators' grandstands and bleachers.

This prohibition applies to everyone, including, but not limited to:

- all College students;
- all College personnel;
- all campus visitors, vendors, and contract employees; and

- all game personnel (players, coaches, trainers, managers, and game officials), in accordance with NCAA regulations.

The College will provide preventative education, counseling, and other services that address emotional and physical dependency, and will foster an environment that supports students in their efforts to live in a tobacco-free environment. Floor communities and program house residents alike may conduct group discussions within their communities, including issues related to smoking and secondhand smoke. Employee assistance referrals are available through the office of the Director of Human Resources.

Incidents reported to the Offices of Safety and Protective Services or the Office of Residence Life may result in corrective actions by Residence Life staff, which may include: (i) attendance at educational intervention, including meeting with the Health Promotion Coordinator; (ii) assessment regarding tobacco use including any cost associated with the assessment, and participation in any intervention recommended by the assessment; or (iii) adjudication and appropriate action within the College's judicial system.

TORNADO WATCH AND WARNING

A tornado watch occurs when tornadoes are expected to develop. A tornado warning is issued when a tornado has been sighted. When a warning alert is given, seek inside shelter immediately. The best possible shelters would be the basement floor of each building in an area free of windows or doors, with as little light furniture as possible. Stay away from windows. Avoid auditoriums, gymnasiums or other structures with wide, free span roofs.

If a tornado is sighted and you are outside, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest ditch or depression.

WEAPONS POLICY

In accordance with Ohio's Concealed Carry Law, effective April 8, 2004, College policy prohibits handguns on College property, in College-owned or leased vehicles, and while conducting College business. Individuals who have been issued a permit by the State of Ohio to carry a concealed weapon are not exempt from the provisions of this policy. The storage of weapons in College-owned facilities is likewise prohibited. Ohio law allows for concealed weapons in locked non-College vehicles or while a license holder is in the process of placing a handgun in a locked vehicle on a college campus.

Under no circumstances are the following items permitted on College property, including outdoor areas (except by employees as needed to perform bona fide duties of their work): all types of firearms; switchblade knives and knives with a blade longer than four inches; dangerous chemicals, explosives including blasting caps; pellet guns, paintball guns, BB guns, brass knuckles, slingshots, martial arts weapons, chains, and other objects carried for the purpose of injuring or intimidating.

This policy applies to all employees (faculty and staff), students, contract and temporary workers, vendors, consultants, and anyone visiting or conducting business on College property. Violations of this policy will result in disciplinary action that may include separation from the College.

RIGHTS AND RESPONSIBILITIES

CAMPUS COUNCIL MEMORANDUM*

Preamble

Recognizing that The College of Wooster is a community of faculty, staff, students, and trustees working toward common goals at a private church-affiliated liberal arts college dedicated to freedom of academic inquiry, this memorandum is hereby adopted as an instrument designed to: (1) support and forward Wooster's commitment to intellectual growth through liberal education; (2) promote the welfare of all members and organizations of the College; (3) discuss, legislate, and make recommendations on issues affecting and/or related to the campus community, the College's mission, or the College's strategic plan; and (4) establish means through which students, faculty, and staff can express their views and better understand the opinions of others. In order to implement these purposes, there shall be created a Campus Council which shall join in its membership faculty, staff, and students to legislate in the areas of student life and extracurricular affairs and to issue advisory opinions and make recommendations to the President of the College, the Board of Trustees, and other organizations.

I. Name

The name of this organization shall be the Campus Council of The College of Wooster (Council).

II. Membership

In order to ensure the effectiveness of its deliberations, the total membership of Council shall not exceed eighteen voting members and two non-voting members. The current membership of Council is as follows:

A. Voting Members (18)

1. **Students (9)**
   - **a.** The President of the Student Government Association or his/her representative.
   - **b.** A representative of the InterGreek Council.
   - **c.** A representative of the Black Student Association.
   - **d.** A representative of the International Student Association.
   - **e**. A representative of the Wooster Activities Crew.
   - **f**. A representative of the Wooster Volunteer Network.
   - **g**. Three members-at-large elected to Council by the student body in a general election during or before the sixth week of Semester II.
2. **Faculty (3)**
   - **a.** Three members of the faculty appointed by the Faculty's Committee on Committees for a three-year term. Terms should not run concur-

* Approved by Campus Council, February 11, 2010.

rently; they should overlap. One faculty member would be appointed a year. Terms would run on an academic year basis. Faculty members shall not serve more than two consecutive terms.

3. **Administrative Staff (3)**
   - **a.** The Provost, or his/her representative.
   - **b.** The Dean of Students, or his/her representative.
   - **c.** The Vice President for Finance and Business, or his/her representative.
4. **Hourly/Salaried Staff (3)**
   - **a.** The Director of Lowry Center and Student Activities.
   - **b.** An Hourly or Salaried staff member elected during or before the sixth week of Semester II by the Staff.
   - **c.** An Hourly or Salaried staff member appointed by the Staff Committee from its membership during or before the sixth week of Semester II. The appointment should insure that both hourly and salaried staff are represented.

B. Non-voting Members

1. Secretary: A College staff member shall serve as the Council secretary.
2. President of the College.

C. Obligations/Expectations of Council Members

1. All members should attend all meetings of Council and participate in all group matters.
2. In the rare circumstance that a member is unable to attend a meeting, the Chair of the meeting should be notified in advance.
3. Members should always be prepared for meetings. (Reading minutes or reports to be approved, review agenda, etc.).
4. Council members are required to serve on at least one standing committee and other ad-hoc committees as necessary. Committee members should be prepared and actively participate in committee-related matters.
5. All representatives are required to regularly report back to their respective constituency and from their constituency to Council.
6. At-Large members are responsible to report back to the campus community by organizing any campus-wide forum or event, as well as other appropriate means of communication.

D. Procedures

1. If a vacancy shall occur on the Council, such vacancy shall be filled by appointment for the unexpired term — by the President to replace a Dean, Director, Vice President; by the appropriate student organization to replace its representative, by the Council to replace a member-at-large, by the Staff Committee to replace a staff member; and by the Faculty's Committee on Committees to replace a faculty member.
2. The term of office for each member of Council, except faculty members, shall begin with an organizational meeting of Council held on the first

Thursday after Spring Break and continue until Spring Break of the following academic year.

3. The term of faculty members shall rotate so that ordinarily no more than one new member is appointed each year.
4. Regular meetings of Council will be held on Thursdays from 11:00 a.m. to 12:30 p.m. when the College is in regular session.
5. If on rare occasions it is necessary for a member of Council to be absent, he/she should notify the Chairperson of that fact and, where appropriate, identify the individual who will serve as the representative. If there are repeated absences, and the situation is not resolved after discussion between the Chair and the member, the Chair will then seek the assistance of the individual or group originally involved in the selection of the member — the President for an administrative staff member, the appropriate student organization for its representative, Council for a member-at-large, the Faculty Committee on Committees in the case of a faculty member, and the Staff Committee for a staff member. If a substitute appointment is made, it will be for a full Council term unless otherwise approved by Council. The name of the representative and the period for which the appointment is valid should be designated in writing to the Chairperson of the Council.
6. The Chairperson of the Council shall be selected from the student members each year by a majority vote of the Council at its organizational meeting which shall be chaired by the Provost or their representative. At its discretion, Council may select a vice-chair(s).
7. Members may be removed from Council by their respective sponsor for negligence of their duties to their respective sponsor; Council may remove members for negligence of their duties.

III. Powers

A. Legislative

1. The Council shall have unlimited power to initiate, discuss, and formulate recommendations on any matters it deems appropriate and to submit these recommendations to the appropriate campus body including the President and the Board of Trustees.
2. The Council shall have authority to legislate with regard to social regulations, social functions, student conduct, student activities, and chartered organizations.
3. The Council may initiate recommendations on academic matters by forwarding such recommendations to the Provost for his or her action where appropriate or for referral to the appropriate faculty committee. If the faculty committee does not issue a report on the Council's recommendations within fifteen school term days or the committee rejects the Council's recommendations, then the Council may request the Provost to place the recommendation directly on the next faculty agenda for consideration of the Faculty.
4. The Council shall have authority to delegate the execution of its policy to appropriate departments and organizations of the campus community.

B. Advisory

1. The Council may act in an advisory capacity on any matter which has been submitted to the Council for consideration.
2. Any group or individual member of the campus community may petition the Council on matters within the Council's jurisdiction. The Council shall not interfere in decisions reached by Judicial Board, but this limitation shall not preclude the Council from reviewing and legislating changes in the existing judicial systems which come within the Council's jurisdiction.

C. Arbitration

1. Should a student feel that he/she has a grievance outside the jurisdiction of the Committee on Academic Standards and/or the Judicial Board and has failed to receive any satisfaction through the normal administrative channel, he/she may request action to be taken by Council. The Council may pursue any of the following courses of action:
   - **a.** Council may choose to elect a Council person to serve as ombudsperson. The ombudsperson's function will be to attempt to resolve the grievance and to advise the Chairperson of Council of the action taken.
   - **b.** Council may appoint a special Grievance Review Committee.
     - **i.** If Council votes to establish such a committee, each party to the dispute may select one member of the campus community to sit with the Committee to represent each party (but not to vote).
     - **ii.** The Grievance Committee itself shall consist of five members, appointed by Council, with each party to the dispute having the right to peremptory challenge of one member. One of the five members of the Committee shall be a Council member selected to act as Chairperson of the Committee.
     - **iii.** The functions of the Committee will be to hear all sides of the matter in dispute and, if it decides, to produce a written report of their conclusions which shall then be submitted to the President.
     - **iv.** Upon submitting their report, the Grievance Review Committee will meet with the President for a final discussion of the matter.
     - **v.** In those instances where the President may not agree with or accept the Committee's judgment, he/she will submit a written explanation of the decision to all parties involved, including the Chairperson of Council.
     - **vi.** Presidential decision in the matter will be final.

D. Executive

1. The decisions of the Council will become effective 30 school term days after enactment or upon notification of Presidential approval. The President shall have 30 school term days to consider the decision (including proposed amendments to this memorandum) beginning the day on which the President is notified of the decision. The President may pursue any of the following courses of action:

a. Inform Council that he/she has approved the decision.

b. Inform Council that he/she is holding the matter for consideration by the Trustees at the earliest opportunity.

c. Recommend modifications in the decision to the Campus Council for their further deliberation. Upon reconsideration of the modifications, Council may adopt them, modify them further, or reject them. In the last two cases, the President shall have an additional 15 school term days to consider the matter.

d. Inform the Council that he/she is vetoing the decision in which case the Council may, by two-thirds vote of the entire membership, submit the decision to the Board of Trustees or its appropriate committee at the next opportunity.

2. In connection with the foregoing powers, the Council may appoint committees to accomplish its purposes and invite members of the campus community to participate in the proceedings of the committees. When Council appoints nonmembers to participate, Council will specify whether the non-members have voting privileges. The Council may utilize staff, faculty, and students of the campus community to provide information and may use these groups to gather opinions and suggestions from constituent members.

3. The powers herein granted to the Council are not intended and shall not be construed to be in derogation of the inherent powers of the Board of Trustees or the President.

4. A committee, composed of the chairperson and at least one member of each constituency (students, faculty, administrators, and staff), shall meet with the President of the College every three weeks, or as deemed necessary, to discuss matters before the Council.

IV. Operation

A. A quorum shall consist of nine members: one member from each of the four groups must be present for the purpose of establishing a quorum. If there is no quorum, the Council shall be able to discuss matters, but shall not be able to vote. The Chair shall have a right to vote.

B. The agenda of each meeting shall be the responsibility of the Chairperson. Any member of the Council may place a matter on the agenda subject only to removal from the agenda by a majority vote of the Council.

C. All meetings of the Council shall follow modified parliamentary procedure. Executive session may be called by a majority vote of the Council to discuss issues dealing with specific individuals like appointments. With the exception of amendments to the Memorandum (Section IV. E.), all decisions of the Council shall be by a majority vote.

D. The secretary, under the guidance of the Chairperson, shall submit to THE VOICE any decisions deemed relevant to the campus community. This shall be done within one week following the decision by Council. Any member of Council may request that this be done with any decision made by Council.

E. The Memorandum of Council shall be a continuing memorandum, subject to amendment by two-thirds of the Campus Council membership at such time as one or more of its constituencies (faculty, staff, administration, President, student body, or trustees) deem necessary. It may be subject to review and the approval of the President in accordance with Section III (D. 1.). The composition of the student membership shall be reviewed by Campus Council every third year beginning in 2012.

V. By-Laws

A. The By-laws shall consist of regulations/guidelines for the Committees of Council.

B. Council will amend the By-laws when policy or practice changes. Council must conduct a formal review of its By-laws at least every two years.

Membership of the Campus Council, 2012-2013

Administration

Provost . . . . . Carolyn Newton
Vice President for Finance and Business . . . . . Laurie Stickelmaier
Dean of Students . . . . . Kurt C. Holmes
Director of Lowry Center and Student Activities (designee) . . . Jon Breitenbucher
Staff Committee . . . . . Marlene Kanipe

Faculty . . . . . Megan Wereley, Julia Gustafson, Diana Presciutti

Students

Chairperson . . . . . Eric Painting
Representative, BSA and Vice Chair . . . . . Antwan Chambers
Representative, WVN . . . . . Amanda Collins
Member-At-Large . . . . . Emma Kornhauser
Member-At-Large . . . . . Matthew Stouffer
Vice President, SGA . . . . . Chad Trownson
President, Wooster Activities Crew . . . . . Noel Mellor
Representative, IGC . . . . . Leo Mayhew
Representative, ISA . . . . . Da-Sol Kuen

CODES OF COMMUNITY AND INDIVIDUAL RESPONSIBILITY

The College of Wooster community assumes the honesty, integrity, and responsibility of its students in all areas of academic and social life. A Code of Academic Integrity shall provide the definition and operational structure for the area of academic honor and a College Code of Social Responsibility shall provide in a similar way for the area of social honor. Adherence to these Codes shall be considered an understood prerequisite for acceptance to and continuance in the College.

The student who chooses to attend Wooster indicates, by being present, acceptance of personal responsibilties under the Code of Academic Integrity and the Code of Social Responsibility and agrees to abide by and conform to the rules and regulations of The College of Wooster and the obligations imposed by the Codes.

THE WOOSTER ETHIC

I hereby join this community with a commitment to the Wooster Ethic upholding academic and personal integrity and a culture of honesty and trust in all my academic endeavors, social interactions, and official business of the College. I will submit only my own original work, and respect others and their property. I will not support by my actions or inactions the dishonest acts of others.

CODE OF ACADEMIC INTEGRITY

PREAMBLE

The academic program at The College of Wooster seeks to promote the intellectual development of each student and the realization of that individual's potential for creative thinking, learning, and understanding. In achieving this goal, each student must learn to use his/her mind rigorously, imaginatively, and independently.

An atmosphere in which each student does his/her own work, except under circumstances in which the instructor indicates that additional aid is legitimate and profitable, is necessary for genuine academic mastery. This implies that it is each student's responsibility neither to seek nor to use aid, but to utilize his/her own mind, talent, and inner resources to the fullest extent possible. It also places on each student an obligation not to offer or make available unauthorized sources of aid to other students, knowing that such aid is detrimental to those students and to the College community. Finally, each student must be responsible for the maintenance of an atmosphere of academic integrity by confronting violators or reporting any actions that violate its principles, since such violations ultimately harm all members of the community. These principles merely carry out the general purpose of the College to be a community in which the members find it right and necessary to promote the fullest learning by everyone. In other words, a violation of the Code of Academic Integrity conflicts with the values, work and purpose of the entire College community and is not merely a private matter between an individual faculty member and a student.

SECTION I. Principles

Under the Code of Academic Integrity, a student will not:

A. give, offer, or receive aid other than that specifically allowed by the professor on any course work or examination;

B. knowingly represent the work of others, including materials from electronic sources, as his/her own; (This includes, but is not limited to, plagiarism, a brief definition of which appears in Appendix II to this Code.)

C. falsify data;

D. submit an assignment produced for a course to a second course without the authorization of all the instructors involved;

E. deny other students access to necessary documents/materials by stealing, misplacing or destroying those materials;

F. give false reasoning to a faculty member or Dean when requesting an exam change or an extension on a paper/project;

G. violate the spirit of the Code expressed in the Preamble.

SECTION II. Violation and Enforcement

Each student and member of the faculty bears an individual responsibility to maintain the highest standards of intellectual honesty. Such responsibility requires that each individual confront the problem of academic dishonesty personally when it comes to his/her attention.

A. A student shall choose one of the following methods in dealing with the problems.

<u>Either</u>

l. The student may confront the individual whose honesty is in question and inform him/her of the knowledge of the situation.

As a result of this confrontation, the student shall proceed within five days to:

a. decide that the confrontation confirmed the innocence of the other party; or

b. consult with a member of the faculty, the College Physician, the consulting psychologist, or a Dean; and/or

c. submit the case to the third level of the Judicial System, which shall decide the outcome of the case and the penalty, if any.

<u>Or</u>

2. If a student feels incapable of dealing directly with a case of academic dishonesty, he/she should inform the professor that a violation of the Code has occurred, without mentioning the names of the individual(s) involved.

B. Faculty confronting instances of academic dishonesty should follow the steps described below.

After a faculty member has established to his or her own satisfaction that an incident of academic dishonesty has taken place, and if the faculty member chooses to deal with the incident directly (rather than refer the matter to the Judicial System), he/she should take care to:

- arrange for a conference with the student before assigning a grade;

- consult with the Dean for Curriculum and Academic Engagement prior to a response, to determine if there is evidence on the part of the student of previous violations of the Code;
- determine a proper response or penalty (faculty may wish to consult with the Dean for Curriculum and Academic Engagement or with their department or program chair in this regard); and
- file a full and documented report with the Dean for Curriculum and Academic Engagement, which shall be entered in the personnel file for the student.

The Dean for Curriculum and Academic Engagement is authorized to give information to the faculty member as to whether a student has been found guilty of previous violations of the code. This information will be used by the faculty member and / or the third level of the Judicial System in determining the severity of the penalty to be assessed. In the case of repeated violations, charges may be forwarded to the third level of the Judicial System by the Deans in addition to the penalty imposed by the faculty member(s) and could result in suspension or expulsion from the College.

All cases of academic dishonesty shall be reported to the DCAF. The decision and the penalty shall become a part of one's personnel records. If the matter does not go to the Judicial System, then the information will be destroyed at the student's graduation. In those cases adjudicated in a formal hearing before the College Judicial System,* the Judicial records are maintained in the Dean of Students Office for seven years beyond graduation or withdrawal for any reason prior to graduation.

Further, each faculty member shall develop and maintain an academic atmosphere conducive to academic integrity. Every faculty member is expected to inform the students in each course of regulations that apply to academic integrity in work for the course and make clear to what extent he/she will accept prior work, papers submitted for another course, collaborative effort, and the exchange or use of information.

C. In all cases involving allegations of academic dishonesty, the accuser shall take upon him/herself the full responsibility for a malicious accusation. The accuser is here defined as the one who takes official action based on personally obtained information on the violation of the Code.

SECTION III. Administration

The Judicial System* established by the Campus Council shall be used to adjudicate cases of alleged dishonesty that are not brought to a mutually satisfactory conclusion by either the individual accuser, the faculty member, the counselor, or the Dean. The Judicial System exists as a safeguard for the accused against an unfair or false accusation of academic dishonesty, in that the student retains the right of appeal to the Judicial System. The decision of the Judicial Board or Dean's Hearing Board, subject to appeal, is final. The student should submit a written appeal to the Judicial Board Chairperson prior to the end of the semester during which the violation was alleged to have occurred.

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* See **Code of Social Responsibility**, Section XV. The Judicial System (page 75).

If a member of the judicial body hearing the case has been personally involved in a case before it reaches the Judicial System for action, that member must disqualify him/herself, and another individual will be appointed according to the process normally followed in the Judicial System.

The Campus Council shall undertake the responsibility for a program of continuing education and information to all members of the faculty and student body, and particularly to first year students, concerning the importance, structure, and procedures of the Code of Academic Integrity.

Appendix I. Participation in Co-curricular Activities

Co-curricular activities in the performing arts and athletics are sponsored by The College of Wooster through its academic departments and are provided for the students as a part of the educational program. They are supported by the College primarily for their educational value to the participants and only secondarily for the purpose of public performance. Directors or coaches are faculty members (or in some instances are non-faculty personnel with special assignments who are responsible to the Chairperson of the Department) who have the responsibility for the instruction and evaluation of the participants in the activity in a way similar to the manner in which all faculty members are responsible for the instruction and evaluation of the students enrolled in courses.

Performing arts directors and coaches, in a manner similar to that of teachers in classes, shall inform student participants at the beginning of each activity of the regulations governing attendance and participation. A director or coach has the responsibility for judging which students, based on their performance ability, participate in the public appearances of the organization, and a student who fails to attend scheduled practices or performances prejudices his/her chances of public appearance. A student performer who has been denied participation in a public appearance because of absence from a scheduled practice or performance may appeal the decision to the Dean for Curriculum and Academic Engagement.

A student's participation in a co-curricular activity is bound by the Code of Social Responsibility and the College's policy in regard to dissent as printed in The Scot's Key*.

Appendix II. Plagiarism

To use or imitate the language, ideas, or thoughts of another person and represent them as one's own is to commit an act of plagiarism. This is true whether:

- the material used is only a brief excerpt or an entire paper or articles;
- the original source is the work of another student or in a publication, including publications available electronically, either on the Internet or from such electronic media as CD-Rom;
- the product is a written paper, oral presentation, or an electronic publication such as a Web page.

It is not the use of others' ideas that is unethical; writers expect and hope their work will be read and used. However, to use others' ideas without acknowledgment is literary kidnapping. (In fact, the word "plagiarism" derives from the Latin word for kidnapper.) Merely to paraphrase (as opposed to quoting verbatim and at length) does not relieve one of the obligation to make clear the source of the ideas or to indicate specifically direct quotations.

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* For additional information refer to the **Code of Social Responsibility**, Section XIII (page 74).

To have mastered material about which you write implies having read and digested it, so that it comes easily in your own words and you could talk with others about it intelligently. Your obligations — out of respect both to the writers you have read and to good craftsmanship — are to make the ideas you have absorbed a part of you and to acknowledge the sources you have used.

More detailed information about the proper use of others' work and appropriate methods of acknowledging borrowed material may be found in most handbooks on composition and will be discussed in various classes in which writing plays a part. Additionally, the proliferation of electronic sources of information has created heightened awareness of the ease with which unauthorized material can be obtained and used. The obligation to document material that has been taken from electronic sources is absolutely the same as the obligation to document any sources. Guides on accepted methods of attributing electronic material are available on-line through Wooster's library at the following address: www3.wooster.edu/library/ .

CODE OF SOCIAL RESPONSIBILITY

PREAMBLE

Informed by the values derived from its Judeo-Christian heritage, the College both recognizes persons in their individuality and also affirms the social dimension of human existence. An academic community in a residential setting depends upon the willingness of individuals to associate together in a common purpose in such a way that individual freedom and responsible order co-exist. As a socially responsible academic community, The College of Wooster seeks a structure within which individual freedom may flourish without jeopardizing the requirements of an academic community and without becoming so self-centered that the resulting environment finally destroys the very freedom it was intended to support.

The College believes that its goals are best served in an atmosphere of personal self-discipline, guided by the principle of respect for the rights of others and of the community. It also believes that in an academic setting such an atmosphere is best reinforced by a structure which represents both the limitations deemed necessary for an academic community and any other limitations which may be agreed upon in principle by a consensus of all elements of the community — students, faculty, administration and the Board of Trustees. Within such limitations the exercise of self-regulation by residential units shall be accepted as a means to achieve personal individuality within a socially responsible academic community.

Wooster students, therefore, acknowledge the existence of such limitations and, whenever they exceed them, accept responsibility for the consequences of their actions. In most cases, this will mean a judicial hearing on specific charges. It is also understood, however, that students whose behavior clearly indicates an incompatibility with the philosophy stated herein may be asked to leave the community for another more suited to their needs. The College is required by law to refer felonies (e.g., murder, rape, sexual assault, robbery, aggravated assault, burglary, etc.) to civil authorities. The College cannot and will not offer protection if and when civil authorities become legally involved in any case.* Also, the College reserves the right to take disciplinary action in such situations.

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* For additional information refer to the policy titled "College Response to Alleged Felonies" in the *Handbook of Selected College Policies*.

As an educational institution with a past and a future, the College has the obligation to state those continuing expectations for its students which it has derived from its purposes and heritage. These mutually agreed upon expectations and those which follow compose the Code of Social Responsibility. The Code of Social Responsibility applies to all students enrolled at the College whether residing on or off campus. It is the responsibility of members of the community to abide by all portions of the Code and to accept the obligations placed upon them not only for personal behavior but for the enforcement of the Code through the Judicial System.

SECTION I. Expectations for Personal Behavior

A. Personal Integrity and Self-respect

The College expects that integrity and self-respect will be demonstrated by one's own commitment to responsible personal behavior and by a willingness to offer assistance to others whose behavior appears harmful to themselves or to the community.

For its part, the College will provide education about responsible personal behavior and community standards, will offer counseling, will support federal, state, and local laws and ordinances, and will foster an environment which will support students in their efforts to make and abide by responsible decisions.

B. Respect for the Rights and Concerns of Others

The College expects that in all relationships with each other, students will be guided by a mutual concern for each other's feelings, integrity and need to live in an environment conducive to academic achievement. The College believes that such concern requires sensitivity and a sense of responsibility in all relationships within the community.

For its part, the College undertakes to provide educational programs, guidance and counseling in those areas involving personal relationships and to create and support a residential environment which in its diversity will complement and enhance the academic and social purposes of the College.

C. Respect for the Functioning and Property of the College

It is assumed that the conduct of all students will be consistent with the educational purposes of the institution and in no way will interfere with the functioning of the College as it seeks to fulfill that purpose. Likewise, individual and group behavior which inhibits members of the community — students, faculty and administrators — from carrying out their respective educational tasks and duties is unacceptable.

The College also expects that students will regard the property of the College as an asset in which they have a vested interest and that any differences of opinion among various elements of the community will be dealt with through recognized channels and not become a matter of threat to or actual abuse of College property or in any other way interfere with its normal functioning. For its part, the College, within the means at its command, will continue to maintain and improve College property for the convenience of those who use it; will keep open all channels of communication among various members of the community, and will deal with problems with all practical expediency.

D. Off Campus Conduct

The College values its relationship with the community beyond the campus. It is expected that the conduct of all College of Wooster students, whether residing off-campus or visiting in the surrounding communities, will be consistent with the educational purposes of the institution and in no way will interfere with the functioning of the community. It is expected that students will be guided by a mutual concern for neighbors' feelings, integrity, property, and need to live in an environment conducive to the fulfillment of their individual lifestyles.

For its part, the College will provide educational programs, guidance, and counseling regarding off-campus living and acceptable off-campus citizenship. The College may discipline a student or groups of students for acts of inappropriate personal or group behavior regardless of whether such acts are committed on campus property. Such acts include, but are not limited to the following: assault; battery; drug use, possession, or sale; illegal alcohol use, possession, or open container; hazing; sexual misconduct; noise violations; loud parties; vandalism; littering; loitering; public urination; and trespassing.

Anyone wishing to initiate a written complaint against a College of Wooster student may contact the Office of the Dean of Students. The Office of the Dean of Students reserves the right to determine the most appropriate manner in which to handle each individual complaint.

SECTION II. Self-Regulation of Residential Units

A. Each residential unit is a self-governing unit with responsibility for implementing and enforcing the Code of Social Responsibility within that unit.

B. Because many students have found it personally valuable to develop with others in their residential unit a common purpose, philosophy or program, the College believes that the members of every residential unit should have the opportunity to discuss annually the value of such a program for themselves.

   These two principles will be implemented in the following way:

   1. There shall be an organizational meeting of the unit no later than 10 days after the opening of Semester I, at which a purpose or program for the unit shall be discussed; provision shall also be made for the discussion, drafting and acceptance of a Statement of Governance.
   2. This statement shall include:
      a. The declaration of the kind of living environment the unit wishes to create and maintain. This declaration may be revised during the academic year.
      b. The executive and legislative organization which the unit is establishing.

C. A Statement of Governance, or legislation deriving therefrom, may not contradict any of the following:

   1. The Code of Social Responsibility.
   2. The staff relationship of a member of the Residence Hall Staff to the Dean of Students as provided in his or her contract.
   3. The residential options and policies of the Dean of Students Office.

D. Each Statement of Governance shall be adopted by a two-thirds vote of the members of the unit voting by secret ballot. Any revision or amendment shall follow the same procedure.

E. Each Statement of Governance must be filed with the Office of Residence Life for information and recorded no later than the end of the third week of Semester I. Revisions may be filed at any later date during the semester. The Statement of Governance or any revisions will go into effect immediately. Within two weeks of receiving the Statement of Governance, the Office of Residence Life must notify the unit if the statement contains any contradictions to the Code.

SECTION III. Residence Staff

A. Under the principle of self-governance, the members of a residential unit accept responsibility for governing the unit as they have committed themselves under their Statement of Governance.

B. The Residence Staff, therefore, cooperates with the members of the unit in interpreting the Code of Social Responsibility by offering peer counseling, referral to other campus resources, liaison with Deans and faculty and creating and supporting an atmosphere conducive to the educational purposes of the institution.

C. The Residence Hall Director in each unit shall call the organizational meeting of the unit and serve as presiding officer until the officers of the unit are selected.

D. The staff of each residential unit has the obligation to intervene when the expectations of the College or the residential unit are not being met.

E. When a residential unit refuses to accept responsibility for self-governance as outlined in the Code of Social Responsibility, the Residence Hall Staff and/or the Dean's Staff will assume responsibility for the governance of the unit.

SECTION IV. Drugs

Students are expected not to abuse their minds or bodies by use of harmful or illegal drugs, including the excessive or untimely use of alcohol. In fact, the College does not consider the use of alcoholic beverages and other drugs as necessary or conducive to the process of higher education.

A. Alcoholic Beverages

1. The Ohio State Law
   The statutes prohibit consumption of alcoholic beverages by persons under 21 years of age. Students are expected to know the Ohio State laws regarding the sale and consumption of alcohol. The possession or use of any alcoholic beverages in violation of these statutes on College property or in student residences is subject to disciplinary action.*
2. Individual Consumption
   Students choosing to consume alcoholic beverages must observe the following guidelines:
   a. The College expects that students who choose to drink will use alcoholic beverages responsibly and will be held accountable for irre-

* See *The Scot's Key,* page 35 for additional information regarding College policy on alcohol.

sponsible use. The College considers it to be a violation of College policy to endanger oneself through the use/abuse of alcohol.

b. Behavior judged to be disruptive, irresponsible, or in violation of Ohio state law while using alcohol is considered a violation of the Code of Social Responsibility.

c. Consumption of alcoholic beverages is limited to the confines of student rooms or to private recreational lounges that have been designated social lounges or otherwise reserved for an approved event where alcohol may be served. Residence Life may identify other areas as acceptable/not acceptable for this purpose. Examples might be, but are not limited to, events in formal or larger lounges, Senior Living Experience, etc. Lounge assignments are designated by Campus Council and Residence Life, to be reviewed on a 3-year basis.

d. Drinking alcohol elsewhere, including in academic buildings, and at intercollegiate and intramural athletic events or at other College functions, is considered by Ohio law as public drinking and is not permitted.

e. No open container, carrier or cup of alcoholic beverage is permitted outside a residential unit (except in accordance with 2.c above).

3. Group Consumption

The College has guidelines for any and all student groups or social organizations which plan, support or sponsor an event where alcoholic beverages will be served.

a. In scheduling events, the following conditions as to locations, time and charges must be observed:

1) An all-campus event with beer may be sponsored by residential units or other recognized campus organizations in designated social lounges. A social event may be held if there is no monetary charge to the participants, if it is approved by the Director and a member of the Dean of Students Office, and if those served are of legal age according to Ohio State Law.

2) Residential units or other recognized campus organizations may request permission to sponsor an all-campus event with beer in The College Underground (Lower Kittredge). The sponsor is subject to the approval and the regulations set up by The Underground management. Requests for the use of The Underground should be made through the Lowry Center Director's Office.

3) Residents of small house units may sponsor invitation only events with beer in the unit. The number of non-house residents in attendance will be based on house size and available lounge space. This event may be held if there is no monetary charge to the participants, if it is approved by the Director and a member of the Dean of Students Office, and if those served are of legal age according to Ohio State Law.

4) Social events which are held in residence halls and which involve beer and/or loud music should not be scheduled the day before a class day, reading day, or exam day.

b. The only alcoholic beverage to be served at organized social events is beer.

c. Non-alcoholic beverages and food of reasonable quantity must be available at all functions when an alcoholic beverage is served.

d. It is understood that individuals organizing an activity accept a responsibility for making arrangements which will assure:
   1) Necessary control over access.
   2) Service of beer only to those eligible by Ohio Statute.
   3) Control over excessive noise.
   4) Control over behavior of guests.
   5) Confinement of the consumption of beer only to those areas where such consumption is permitted by State law and College policy (see Section IV A-2, c, d).

e. Any social event taking place in a residential unit and involving guests from other residential units may not violate the privacy of the occupants of the residential unit or the policies established by the unit in its Statement of Governance.

B. Other Drugs*

1. Federal, State and local statutes and the policy of The College of Wooster prohibit the following with regard to illicit drugs:
   a. use
   b. possession
   c. sharing
   d. manufacture
   e. sale
   f. offering for sale
   g. drug paraphernalis (bonds, clips, pipes, etc.)
   h. corrupting others
   i. distributing
   j. permitting use
   k. etc.

   Under these statutes and College policy, "drugs" are understood to include, but are not limited to, marijuana as well as the following: barbiturates, amphetamines, prescription tranquilizers, LSD compounds, mescaline, psilocybin, DMT, cocaine and other narcotics or opiates. All are illegal except when taken under a doctor's prescription. Any individual guilty of violating civil statutes or institutional policy in and on College property or as part of any off-campus activity sponsored by the College is subject to College disciplinary action up to and including suspension, expulsion, referral to the civil authorities for prosecution and/or referral to an appropriate counselor or rehabilitation treatment program.

2. The College considers the selling and offering for sale of illicit drugs to others to be a particularly serious offense. Any such offense will be referred to the civil authorities and those authorities, when possessing proper documents, may have access to any building on campus without prior notice and they will have the complete cooperation of College personnel.

SECTION V. Firearms, Other Weapons and Fireworks**

A. The possession of firearms, except as permitted by Ohio Concealed Carry Law, bladed instruments, and weapons such as BB guns and martial arts weapons are strictly prohibited on campus.

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* For further information on the College's Alcohol and Drug Policy, see *The Handbook of Selected College Policies.*

** See *The Scot's Key*, page 52 for additional information regarding the College's Weapons Policy.

B. Possession and use of fireworks on campus is prohibited. The term fireworks means any combustible or explosive composition or any substance or combination of substances or articles prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.

The College reserves the right to confiscate firearms, other weapons and fireworks and may impose maximum penalties for violations of the above. Failure to comply may also result in action by the civil authorities.

SECTION VI. Firefighting Equipment, Candles and Open Burning

Misuse or abuse of firefighting equipment and/or alarms is prohibited and maximum penalties may be imposed for violations.

Failure to comply with Fire Safety Procedures is a violation of College policy and City ordinance and will result in College judicial action and/or action by Civil authorities.

Use of fire within College facilities (particularly within residential units) endangers life and property and is viewed as a serious offense. Maximum penalties may be imposed for such violations.

Because of the possible danger involved, the use of all candles in student rooms is prohibited. Failure to observe this regulation will be considered a serious violation and if a fire occurs, the student(s) involved bears full liability and may be subject to dismissal from the College.

Open fires (bonfires, camp fires, etc.) are prohibited by Wooster City ordinance. Grilling and other outdoor cooking are limited to designated picnic areas. Exceptions may be made by the Fire Department only for a very few ceremonial occasions, and these only upon application by the Dean of Students. Failure to comply with the City ordinance may result in College judicial action and/or action by civil authorities.

SECTION VII. Theft

Theft of personal or College property violates both the spirit and letter of the Code. Theft includes, but is not limited to the following: removal of lounge furniture in one's own building or removal of furniture from one building to another; theft of computer equipment; theft from any room in a residential unit, College office or Service Building, including the Bookstore and dining halls; theft of books, equipment or personal belongings from Lowry Center, the Physical Education Center, the Student Wellness Center, and/or from individuals. In addition, the unauthorized use of individual or department telephone identification numbers (Personal Security Codes), photocopier code numbers, and computer accounts is considered an act of theft. Library books, journals, and other materials are essential to the academic program of the College and must be available to all students on a fair and equal basis. Because theft of Library materials deprives students and faculty of vital resources, it is considered a particularly serious offense. The unauthorized removal of property for any reason, including, but not limited to, scavenger hunts, will be treated as theft. Theft is likely to result in action by the civil authorities as well as the College.

SECTION VIII. Noise

As an academic institution, the College must provide an atmosphere where study and learning may take place. Therefore, excessive noise which interferes with that process cannot be permitted. The right to quiet for study and sleep supersedes the privilege of making noise. This is interpreted as follows:

A. In accordance with the College's general regulations for quiet hours in its residential units, consideration for the rights and concerns of others and common sense dictate that individuals refrain from disturbance and excessive noise during those hours when others are sleeping and studying. The basic expectations of the all-campus noise policy may be found in the section of *The Scot's Key* entitled Noise Policy (page 41). These minimum standards apply to all residential communities. However, in light of the academic purpose of the institution and the desire that each community have a sense of self-direction, individual residential units may wish to expand upon the all-campus policy through their program board.

B. The College views the use of sound equipment (i.e., stereos, radios, televisions, tape systems, etc.) as a privilege and not a right. As such, all individuals must take responsibility to ensure that the use of this equipment does not interfere with the normal activities of others (sleep, study, and conversation) or the normal functioning of the College (classes, conferences, and residential programs). Regardless of whether or not a complaint comes from another resident, the staff in a residential unit and/or Security will determine when noise levels are excessive. Failure to comply with a request to reduce the noise level will result in disciplinary action.

C. The College recognizes that groups of people engaged in organized social activities occasionally produce higher volume levels. Such a privilege should be exercised with due consideration for the rest of the community (residential units, campus or town). However, excessive exterior noise, resulting from organized parties, speakers which are played outside of windows, or individual or group disturbances will result in disciplinary action.

D. "Unreasonable Noise" is a violation of Ohio State law and Wooster City ordinances.

E. As with any other social events taking place outdoors, those involving music and/or more than 25 people must be registered (i.e., approval may be denied by the Dean of Students Office) at the Facilities Office four days in advance and are expected to end by 11:30 p.m.

SECTION IX. Harassment/Coercion/Intimidation/Assault

Individuals are expected to respect the integrity of others. As an academic community, the College is committed to the right of its members to participate in the process of inquiry within the classroom, in educational programs, and when engaging in discourse with one another. The College is likewise committed to responsible behavior which gives evidence of individuals having considered the ethical and social consequences of actions for oneself and for others. Any act of harassment, coercion, intimidation or assault which is directed to an individual or group by a student or group of students is a violation of the Code of Social Responsibility.

Such behaviors may also be a violation of Ohio State Law. The College is required by law to refer felonies (e.g., murder, rape, sexual assault, robbery,

aggravated assault, burglary, etc.) to civil authorities. The College cannot offer protection if and when civil authorities become legally involved in any case. Individuals who are subjected to any of these behaviors are encouraged to explore the option of pressing charges in the criminal justice and/or the College Judicial systems. Assistance is available through the College's Counseling or Dean of Students Staffs, Student Health Services, and Campus Security or the Survivor Support System.

A. Because the College places a high value on the sanctity of the individual, it will not tolerate behavior which in any way undermines the emotional, physical or ethical integrity of any member of its community. Such proscribed behavior includes but is not limited to harassment, intimidation, threats and the use of physical force. Cases of alleged physical assault will receive priority treatment within the judicial system. Such cases will be addressed prior to any other pending cases, with the exception of cases of alleged sexual misconduct which will receive first priority.

B. This expectation holds true in interactions among the races. Racial intolerance is antithetical to the values of an academic institution, and the College will not tolerate acts based upon racial bigotry. There is a range of such behavior which includes but is not limited to:
   1. the display or use of symbols/pictures known through a historical context to be racially offensive;
   2. the painting of slogans or symbols on property;
   3. public displays of burning crosses or swastikas;
   4. intimidating marches or parades;
   5. harassing telephone calls or letters;
   6. use of racial slurs or epithets;
   7. physical assault.

The College will not confuse allegations with the determination of responsibility through a fair process. However, if any student is found guilty of such behavior, there is a range of sanctions which may include, but is not limited to, probation, suspension or dismissal from the institution. You are referred to *The Handbook of Selected College Policies* for additional information pertaining to crimes of a racial nature.

C. This expectation holds true in interactions of a sexual nature. Acts of sexual misconduct are antithetical to the values of an academic institution, and the College will not tolerate such acts. The College prohibits both sexual assault and sexual harassment. The College policies with respect to both of these offenses may be found in the Handbook of Selected College Policies.

Categories and Definitions of Sexual Assault

Sexual assaults are a category of crimes known generally as sex offenses, which may include, but are not necessarily limited to rape, sexual imposition, or sexual battery. Sexual assault can occur between members of the same or opposite sexes. The seriousness of an assault or sex offense is based on one or more of the following factors:

- The type of sexual activity involved;
- Means used to commit the offense;
- The age of the victim;
- Whether the offender stands in a special relationship to the victim.

<u>Sexual offenses</u> include the following behaviors:

Sexual contact: Any touching of an erogenous zone of another**,** including but not limited to, the thighs, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.

or

Sexual conduct: Vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and without privilege to do so, the insertion however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

Coupled with any of the following behaviors or circumstances:

- When there is the use of force or threat of force or coercion;
- When judgment is impaired by the use of drugs, intoxicants, or controlled substances;
- When consent is impaired by a mental or physical condition;
- When consent is impaired by the victim's age (young or advanced);
- When the offender knows that contact is offensive to the victim;
- When there is substantial impairment of the victim's ability to appraise or control his or her conduct;
- When the victim lacks awareness of the act;
- When the victim mistakes the identity of the offender; or
- When the offender has a specifically defined relationship to the victim (e.g., parent, teacher, coach, mental health provider, cleric).

Definition of Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature. It is understood to encompass a wide range of behavior which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, or which is gender based, especially when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement, or ability to participate in or benefit from services, activities, or privileges provided by the College; 2) submission to or rejection of such conduct by an individual is used, or threatened to be used, as the basis for employment or educational decisions affecting such individual; 3) such conduct has the purpose or effect of unreasonably interfering with an individual's education or work performance; or 4) such conduct creates an intimidating, hostile, or offensive working or educational environment. Sexual harassment may also include offensive comments, jokes, innuendo, and other sexually-oriented statements; sexually-oriented kidding, teasing, or practical joking; jokes about gender-specific traits; or physical contact, such as patting, pinching, or brushing against another's body.

Cases of alleged sexual misconduct will receive priority treatment within the Judicial System. Such cases will be addressed prior to any other pending cases. The College will not confuse allegations with the determination of responsibility through a fair process. However, if any student is found guilty of such behavior, there is a range of sanctions which may include, but not be limited to, probation, suspension or expulsion from the institution.

In addition, acts of sexual misconduct may be violations of state and federal law. Any individuals experiencing acts of sexual misconduct are encouraged to pursue the matter with the civil authorities. The College is required by law to refer felonies (e.g., murder, rape, sexual assault, robbery, aggravated assault, burglary, etc.) to civil authorities. The College cannot and will not offer protection to a student accused of committing a felony if and when civil authorities become legally involved in any case. You are referred to *The Handbook of Selected College Policies* for additional information pertaining to crimes of a sexual nature.

SECTION X. Hazing

Hazing is a crime in the State of Ohio. As defined by the law, hazing is "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person." Under Ohio law, legal action may be taken against any participant in hazing or against anyone at the College who knew or who reasonably should have known of the hazing and did not make an attempt to prevent it. Every member of the campus community is required to report any incidents of hazing or suspicions of hazing which come to their attention. Reports should be given to the Director of Student Activities and Lowry Center, the Dean of Students Office, or Campus Security.

Hazing is also a violation of the College's Code of Social Responsibility, and the College will consider hazing to be any portion of a new member process, whether on campus or off, which could cause discomfort, pain, fright, disgrace, injury or which is personally degrading regardless of the intent or end result.

SECTION XI. Privacy and Security

Residential living in an academic community provides opportunities for educational and social exchanges within the residential units. These exchanges, however, should not be permitted to interfere with the rights of individuals to privacy and to the use of their rooms and adjacent areas for study and sleep. Therefore, members of the community must conduct themselves within residential units in ways that will not infringe upon the rights of roommates or other residents to use their rooms for study and sleep and to honor their rights to individual privacy in all areas of the residential unit except public lounges and recreation areas designated by the members of the unit. Guests of students are welcome in the residential units on a limited basis. **Cohabitation is prohibited.*** Social events scheduled in resi-

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* For further information regarding guests in residential units, see *Guests in Residential Units*, page 48.

dential units are expected to end by 11:00 p.m. Sunday through Thursday and by 1:00 a.m. Friday and Saturday.

For reasons of safety, all residence hall exterior door card readers are programmed to allow access by all students, at all times. Students living in small houses may gain access to their houses 24 hours a day using exterior door card readers or assigned exterior door keys where applicable. Residents are responsible for their guests in a residential unit and should take responsible precautions to guarantee the security of other students living in the unit.

It is a violation of the Code to have the key to one's student room or residential unit duplicated or to permit another individual to use one's key(s) or card key.

SECTION XII. Motor Vehicles

It is expected that students who maintain motor vehicles on campus will operate them in a safe and sensible fashion.

In addition to civil or judicial action, irresponsible use of a motor vehicle may result in the denial by the Dean of Students Office of on-campus parking and use of the vehicle.

SECTION XIII. Demonstrations and the Right of Dissent

Every member of the community has the right to speak freely, the right to listen to others, the right to assemble in public meetings, and the right to express him/herself. Because these rights are for each member of the community, it follows that no member of the community has the right to prevent or to disrupt an exercise of such rights by others, whether the persons involved are expressing approval or disapproval of an idea or of an action.

SECTION XIV. Computer Use

It is expected that persons using the computer systems and services will do so in a responsible fashion, including conserving computer resources and being considerate of other users.

The College views abuse of computer facilities and services as a serious offense. Such abuse includes, but is not limited to: depriving or attempting to deprive other users of College-owned computer resources or access to those resources; seeking to penetrate the security of any campus communications network or computer system; using a computer account belonging to another individual or sharing your account with another, except with authorization from the Director of User Services and Instructional Technology; using any College-owned equipment or programs for commercial purposes; inspecting, modifying, or copying programs or data without authorization from the owner; using any electronic mail or messaging system (such as Broadcast) to send abusive, obscene, or otherwise harassing communications; and/or illegally copying software.

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* See *The Scot's Key*, page 45 for additional information regarding College policy on Self-Goverance Community Standards.

SECTION XV. The Judicial System

Preamble

The Judicial System at The College of Wooster is designed to address infractions of the Codes of Social Responsibility and Academic Integrity and policies of the College.* The College's Judicial System should not be confused with the state and federal criminal justice systems. The process is informally structured and attempts to meet a standard of "essential fairness." This basically means the following:

1. The accused will be presented with the charges against him or her in writing.
2. The accused has the opportunity to a hearing where he/she may confront the accuser.
3. The accused has the opportunity to defend himself/herself against the charge(s) and to present witnesses to assist in that process.
4. Witnesses (e.g., faculty, students, staff) must be individuals with direct knowledge of the incident or its impact. The number of witnesses to be brought may be limited to four per side.
5. The accused is presumed innocent, and it is the responsibility of the accuser to prove guilt.

The approach of the College's Judicial System is educational rather than punitive, and while separation from the institution is a possible outcome in the most serious cases, a more typical result will involve some form of probation, community service, educational projects and/or professional counseling.

The limitations of the College's Judicial System should be recognized. Therefore, when an individual believes a crime has been committed, it is recommended that charges be filed in the criminal justice system since the College's Judicial System cannot assess penalties that are sufficient to punish crimes. Members of the Dean of Students Staff and Campus Security can assist students in making contact with the appropriate state and federal criminal justice agencies and provide support throughout the process. Students should be aware that the staff of the College may be bound by law to report certain offenses to the criminal justice authorities.

Within the College's Judicial System, the following shall be the case:

1. Any member of the campus community may file charges against any student for misconduct by filing a written charge with the Chairperson of the Judicial Board or a member of the Residence Hall staff and/or the Dean of Students staff within thirty (30) days following an incident. In addition, a member of the Residence Hall staff or the Dean of Students staff may file a written charge of suspected violation of the code or College policy with the Chairperson of the Board within thirty (30) days after first having knowledge of an incident. For purposes of this paragraph, the days covered by breaks and recesses shall not be counted.
2. Any non-campus community member may submit a written, signed complaint concerning student misconduct to the Office of the Dean of Students within thirty (30) days following an incident. Upon receipt of such complaints a determination will be made, within the sole discretion of the Dean of Students, as to whether a charge or charges will be filed against any student(s) by the College, on behalf of the complainant, in the College's Judicial System.

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* The Judicial System process applies equally to individuals, and chartered student organizations.

3. All College judicial proceedings are confidential, and, therefore, hearings are closed to anyone not directly involved in a case. Any account of the results of a judicial hearing must respect the privacy rights of those involved, and must comply with the restrictions imposed by the Family Educational Rights and Privacy Act of 1974 (FERPA) with regard to information relating to individual students. Therefore, unless otherwise compelled by an applicable exception to FERPA, the College will not release specific information about judicial hearings involving charges against students *except* the final results of any judicial hearing in which it is determined that the student or students involved committed a violation of a College rule or policy with respect to a nonforcible sex offense (statutory rape or incest) or a crime of violence (arson, assault offenses, burglary, criminal homicide (manslaughter by negligence, murder and non-negligent manslaughter) destruction/damage/vandalism of property, kidnapping/abduction, robbery and forcible sex offenses). The information which shall be released in such cases shall include only the name of the student or students who committed the violation, the violation committed and any sanctions imposed by the College. The College may release information concerning judicial proceedings against organizations, provided that students' privacy rights are not infringed.
4. Cases shall be decided upon a standard of "preponderance of evidence."
5. All individuals accused will be considered innocent until proven guilty, and it shall be the responsibility of the accuser to meet the burden of proof.
6. Attorneys for the accused or accuser may not be present at a judicial hearing.
7. The College's jurisdiction and discipline shall be limited to conduct which occurs on College property or at off-campus College-sponsored events, conduct which adversely affects the College's relationship with the community, or conduct which adversely affects the College community and/or the pursuit of its objectives. However, College disciplinary proceedings may be instituted against a student charged with violation of a federal, state or local law which is also a violation of the student code, even though civil litigation in court or criminal arrest and prosecution are pending. Proceedings under the Student Code may be carried out prior to, simultaneous with, or following civil or criminal proceedings.
8. Campus Council will send to *THE VOICE* at the beginning of every academic year a set of general information containing the Judicial Board's members and any changes in Judicial System policy first effective for that year.

A. Hierarchy

1. The first level of adjudication lies within residence halls and will be the Area Director, who may use discussion, and/or mediation. Area Coordinators are expected to refer serious or persistent violations to the second or third level of the Judicial System for adjudication.

2. The second level of adjudication is the Hearing Officer, appointed by the Dean of Students, who will be used to adjudicate minor violations such as noise, alcohol, petty theft, etc. which occur in residential units and elsewhere on the campus. The Hearing procedures are the same as in a Judicial Board or Dean's Hearing Board (see following). The Hearing Officer may administer sanctions which go beyond discussion and counseling, but which may not include suspension or expulsion.

   a. The Hearing Officer will conduct an investigation to determine whether the charges have merit and determine if they can be addressed through the use of mediation. If a charge is successfully mediated, there shall be no subsequent proceedings. If the charge is not successfully resolved through mediation, the Hearing Officer may then adjudicate the case or refer it to be adjudicated at the third level.

   b. A student found guilty by the Hearing Officer may appeal that decision in writing within five (5) business days following notification of the decision to the Dean of Students whose decision will be final.

   c. Records of the charges, disposition and penalties against students will be kept on file in the Judicial Board file in the Dean of Students Office and will be available to the Chairperson of the Hearing Board, the Secretary of the Judicial Board and the Judicial Board Advisers for reference in future judicial proceedings.

   d. Once each semester an anonymous summary of cases by charge, disposition and sanctions will be forwarded to Campus Council with the recommendation that they be published in *THE VOICE* as a means of providing to the campus community information on unacceptable behavior.

   e. In uncontested cases, where the student admits guilt, he/she may have the case resolved and penalty imposed by the Hearing Officer. With the exception of suspension or expulsion, the sanction would be similar to those listed in Section D, pages 85 and 86. The Hearing Officer reserves the right to refuse to hear a case and refer it to the Judicial Board Chair to be adjudicated at the third level.

3. The third level of adjudication will be the Judicial Board, the Dean's Hearing Board, or the Dean of Students. Cases heard at the third level will be:

   a. Those cases involving alleged violations of the Code of Academic Integrity.
   b. Those cases involving alleged violations of the Code of Social Responsibility referred to the Chair of the Board by a member of the College community, residence hall staff, the Hearing Officer, or a member of the Dean of Students staff.
   c. All cases referred to College officials by civil authorities.
   d. Cases involving those who have experienced continuing difficulty with the Code of Social Responsibility.

   Uncontested cases, where the student admits guilt, may be resolved and the penalty imposed by the Dean of Students. The Dean of Students

reserves the right to refuse to hear a case and refer it to the Judicial Board Chair to be adjudicated at the third level.

Whenever, in the opinion of the Dean of Students, the nature of the case is such that the Board could become accessory after the fact, the Dean may reserve the right to reserve adjudication to himself/herself.

The Judicial Board Chair and the Advisor to the Board may refer cases to first or second level of adjudication as defined in Hierarchy 1 and 2.

When the College is not in session and/or the Judicial Board is not available to hear a case, the case will be heard before a Dean's Hearing Board.

4. **Alternate adjudication**. There are two cases in which the College reserves the right for the Dean of Students to suspend the normal judicial process and refer charges to a Dean's Hearing Board (see Item b. below) for expedited action:
   a. Incidents that might be considered a felony if charges against the alleged perpetrator were brought and sustained in the appropriate criminal justice system;
   b. Incidents in which the Dean judges the health or safety of the College community to be at risk, in which an alleged act of violence has been committed by a member of the student body, or in which an alleged physical threat has been made toward a member of the College community; in such cases, the Dean may suspend the alleged perpetrator pending the results of a formal hearing as described below.

   In either case, the charges will be referred to a Dean's Hearing Board, and the Hearing will normally occur within 48 hours after written charges have been filed within the College's Judicial System. The individual charged will be informed of the decision in writing within 24 hours, and any appeal must be filed in writing with the President within 48 hours following notification of the decision by the Dean's Hearing Board. The President's decision will be final.

B. The Judicial Board/Dean's Hearing Board

1. Membership of the Judicial Board:
   a. Four (4) voting student members plus three (3) alternates selected by the Campus Council.
   b. Two (2) voting faculty members and two (2) alternates selected by the Faculty Committee on Committees.
   c. One (1) voting member and two (2) alternates from the Administrative Staff appointed by the President.
   d. Two (2) student alternates selected by the Campus Council for one (1) year terms who will fill vacancies left by students spending a semester off campus.
   e. A non-voting Secretary appointed by the Dean of Students.
   f. Six non-voting Student Hearing Counselors appointed by Campus

Council whose primary responsibility shall be to assist the accused and accuser in the preparation of his/her case (see Hearing Procedures, C, 1, e; page 81).

g. All appointments shall be for a two (2) academic year period. These terms will be staggered. One (1) semester off campus will be permitted.

h. To remove a member from the Board, the Board shall have a simple majority vote of no confidence. If, after a successful vote of no confidence, the person in question refuses to step down, then the Board shall petition the appropriate body (Campus Council, Faculty, President) to remove the member.

i. Each spring, the new Board members shall be chosen. The new Board shall convene during Semester II for the purpose of:

1) Discussing the training program for the Board.

2) Electing a Chairperson who must be a returning student member of the Board who will:

a) Meet with the current Chairperson for orientation purposes.

b) Not vote or deliberate at hearings.

2. Membership of the Dean's Hearing Board:

a. Four (4) voting board members including a Chair, will be assigned on a case-by-case basis by the Dean of Students.

b. Faculty and staff members who serve on the Judicial Board will be eligible to serve on this hearing panel as voting members, but membership is not limited to these individuals.

c. These hearings will be chaired by a member of the Dean's staff selected by the Dean of Students.

3. Responsibilities of the Judicial Board

a. A quorum (for hearings and procedural matters) shall consist of five (5) members with at least one representative from each of the three (3) constituencies.

b. The Board shall keep complete records of all hearing and procedural meetings and keep a copy of these records in the Judicial Board file kept in the Dean of Students Office. The records of all hearings are the property of the College.

c. Students who wish to do so may choose to have their alleged infraction of any regulation under the Code heard at a Dean's Hearing Board. Records of the charges, disposition and penalties against students in a hearing will be filed with the Judicial Board records in the Dean of Students Office. The Judicial Board file will be available to the Chairperson of the Judicial Board, the Secretary of the Judicial Board and the Judicial Board Advisor for review with due protection for the privacy of the individuals involved.

d. Anonymous summaries of cases by charge, disposition, and sanction heard by the Judicial Board or Dean's Hearing Board will be forwarded within thirty days following the decision, including any

appeals, to Campus Council with the recommendation that they be published in *THE VOICE* as a means of providing to the campus community information on unacceptable behavior.

e. The Judicial Board has the authority to constitute itself as a Commission of Inquiry (quorum: one (1) member from each constituency) to hear testimony and make recommendations to any appropriate constituency of the community (but not to make judicial decision) which may include but will not be limited to the following instances:

1) In a situation where a complaint is brought by any member of the campus community who can show cause that adjudication by another judicial body is not proceeding equitably or adequately, or

2) Whenever a situation exists which, in the opinion of at least three (3) members of the campus community, constitutes a violation of the Code in such a manner that the welfare or safety of the community as a whole is being jeopardized.

C. Hearing Procedures

1. Prior to the Hearing

a. It is the Judicial Board Chairperson's responsibility to contact the accused in writing within ten (10) business days after written charges have been received by the Chair and, when applicable, to offer the accused the choice of a Dean's Hearing Board or Judicial Board Hearing. The accused shall have three (3) business days to notify the Chair which hearing body is chosen. This decision is irrevocable. Should the accused fail to make a selection in the allotted time period, the case will be assigned to the Judicial Board. Following the selection of a hearing body, the Chairperson shall inform the accused and the accuser, in writing, of the date, time and place of the Hearing, allowing both parties a minimum of three (3) business days for the preparation of his/her case.

b. Any of the maximum time limits in the judicial process may be extended at the discretion of the Judicial Board Chair. The Chair will also ensure that cases of alleged sexual and/or physical assault will receive priority treatment within the judicial system. Such cases will be addressed prior to any other pending cases, with cases of alleged sexual assault receiving first priority.

c. In Hearings involving more than one accused student, the Chairperson of the Judicial Board, at his/her discretion, may permit the Hearing concerning each student to be conducted separately.

d. In Hearings involving cross-filing of allegations of violation(s) of the Code by the accuser and the accused, the Chairperson of the Judicial Board, at his/her discretion, may recommend concurrent Hearings.

e. The Chairperson shall also assign two student Hearing Counselors for the case, one for the accused and one for the accuser. The Hearing Counselors shall not vote during the hearing or participate

in the final deliberations of the Judicial Board. Their purpose is to guide the accused and accuser through the Judicial process. They shall not act as a defense or prosecuting attorney and shall not speak out without first being recognized by the Chairperson.

While the Hearing Counselors will make every effort to contact the accused and accuser, it is ultimately the responsibility of the accused and accuser to make contact with his/her Hearing Counselor who will 1) verify hearing date, 2) explain the charges and possible pleas, 3) inform the accused of the nature of the evidence on which the charges are based, and view with the accused documents, including actual deposition statements if appropriate, and 4) review with the accused the procedures of the hearing body.

If a charge is brought by "The College of Wooster" rather than by an individual, it is the responsibility of the Hearing Counselor to present the evidence for the College. The Hearing Counselors shall act as a link among the accused, the accuser and the hearing body.

f. It is the right of the accused and accuser to call witnesses (e.g., faculty, students, staff) who have direct knowledge of their case. It is the responsibility of the accuser/accused to inform the witnesses of the time, date and location of the Hearing. The accuser/accused must also notify the Judicial Board Chairperson of the names of any witnesses no later than two (2) business days prior to the Hearing. The number of witnesses for each side is limited to four (4).

   Should a major conflict (i.e., class or work obligation) prevent one or more of the four witnesses from appearing, the accuser/accused may submit written statement(s) from the witness(es). These statements will become a part of the case file and must be submitted to the Chairperson at least one (1) business day prior to the Hearing.

g. Charges may be dropped by an accuser only if the Chairperson is informed in writing prior to the Hearing. Once the Hearing has begun, charges may not be dropped.

h. A full outline of Policies and Procedures is available for review from the Dean of Students Office.

2. Immediately Prior to the Hearing

   a. The Chairperson will ask the accused, the accuser and any witnesses to remain outside the hearing room while the hearing body discusses briefly the general nature of the case and the procedures to be followed.

   b. The Chairperson, plus a quorum, shall be present.

   c. The Chairperson will introduce those present and then describe the procedures to be followed during the Hearing, including the rights of the accused and the accuser and the importance of complete confidentiality for all participants.

   d. The accused and the accuser will enter the room while the witnesses remain outside.

3. The Hearing*
   a. The College of Wooster is an academic institution which relies on people to testify voluntarily when violations of the Codes occur. Intimidation, both verbal and physical, of any person whether accuser, accused or witness, is a serious violation of the Code.
   b. The Hearing will be closed. The hearing body's proceedings will be conducted in a fair and just manner and will meet the basic requirements of essential fairness without becoming unduly legalistic.
   c. A hearing will proceed without the accused present if he/she voluntarily fails to appear at the stated date, time and place of the Hearing.
   d. After the charges have been presented to the accused, and the possible responses explained, the accused will be asked by the Chairperson for a plea (guilty, not guilty, no contest). The accused may remain silent and enter no pleas. In such cases, the Hearing will proceed as if a not guilty plea had been made.
   e. In cases where the accuser is bringing the charge, he/she will be asked to give the facts surrounding the incident, explain the charge and present the case supporting the charge. In cases where the College is bringing the charge, the College's Hearing Counselor or representative shall make an opening statement similar to the one made by the accuser.
   f. Any witnesses on behalf of the accuser or the College may be asked to testify at this time. It is assumed that witnesses will be truthful in their testimony. Witnesses who are members of the campus community will be informed that they may be charged with violation of the Code and subject to possible disciplinary action if their testimony is found to be untruthful. Untruthfulness on the part of any non-campus community member complaintant may, in appropriate circumstances, lead to the termination of the hearing without action.
   g. The members of the hearing body may question those giving testimony under "f" above.
   h. The accused may question those giving testimony under "f" above.
   i. The accused may make statements testifying on his/her own behalf and present witnesses. The same criteria for these witnesses apply under "f" above.
   j. The accused has the right to remain silent during the Hearing.
   k. The members of the hearing body may question all witnesses.
   l. Both the accuser and the accused will be asked to make closing statements prior to leaving the Hearing.
   m. After the accuser and the accused have been excused, the Hearing is closed. At this point, the confidentiality of the proceedings should be stressed again.

* The hearing procedure for the Judicial Board and the Dean's Hearing Board are essentially the same.

n. In the presence of the accuser and the accused, the members of the hearing body may recall any witnesses.

o. Immediately prior to deliberation, the Chair may summarize the Hearing.

4. Conclusion

a. The members of the hearing body shall review and evaluate the evidence presented. A two-thirds vote is required to end all hearings and begin deliberations.

b. The judicial body's determination shall be made on the basis of "a preponderance of evidence" that the accused violated the Code or College policy.

c. The members of the hearing body shall vote on the charge (guilty, not guilty).

1) The members of the hearing body will vote on each charge separately.

2) The verdict will be determined by a majority of those members of the hearing body present and voting.

3) Voting will be by secret ballot.

4) Members of the hearing body may not abstain from voting.

d. If the accused is found guilty, the Chairperson shall report his/her past disciplinary convictions, if any, to the hearing body.

e. The members of the hearing body shall determine a penalty, if any is to be established,

1) Voting will be by secret ballot.

2) The penalty will be determined by a majority of those members of the hearing body present and voting.

3) Members of the hearing body may not abstain from voting.

4) The penalty will include a time period in which it must be begun and completed.

f. After determining the penalty, the members of the hearing body shall then determine whether the violation of which the accused was found guilty involved either a nonforcible sex offense (statutory rape or incest) or a crime of violence (arson, assault offenses, burglary, criminal homicide (manslaughter by negligence, murder and non-negligent manslaughter) destruction/damage/vandalism of property, kidnapping/abduction, robbery and forcible sex offenses). If it is determined by members of the hearing body that the accused committed a violation of a College rule or policy with respect to a non-forcible sex offense or a crime of violence, the hearing body shall release to the Office of the Dean of Students, the following information: the name of the accused who committed the violation, the violation committed, and any sanctions imposed by the hearing body. The Office of the Dean of Students will release the information to the College Community.

g. Within two (2) business days, an explanation of the hearing body's decision shall be included in a letter to the accused, and, in the case of a crime of violence or a nonforcible sex offenses, also to the accuser. A copy of the letter shall remain in the Judicial Board file in the Dean of Students Office to ensure consistent judgment in future cases.

5. Amendments
   Changes in the hearing procedures require a two-thirds majority vote of the Judicial Board and approval by Campus Council.

D. Sanctions

1. Sanctions of the judicial body are assessed on a case-by-case basis and may include, but are not limited to, the following:
   a. Community service
   b. Educational project — this includes, but is not limited to, a research paper or required attendance at specific programs sponsored by the College.
   c. Professional counseling (assessment)
   d. Restitution — reimbursement for defacement, damages to or inappropriate use of property.
   e. Conduct Probation — such probation does not involve loss of privileges but is recorded in the student's personnel file.
   f. Recorded Disciplinary Probation — appears in student's personnel file. The probation period may range from one semester to no more than two semesters. This probation can include but may not be limited to the loss of any or a combination of the following privileges:
      1) Participation in student publications.
      2) Participation in intercollegiate athletics.
      3) Participation in intramural athletics.
      4) Participation in public performances, events or ceremonies in College sponsored activities (public appearances that must be required for course work are the only exception).
      5) Holding an office in any student organization.
      6) Registration of a motor vehicle.
      7) Exercising the privilege of choosing the housing options.

      When assigning the sanction(s) the appropriate judicial body will take into consideration the activities in which a student who is found guilty is currently participating.
      If a student is found guilty of a second violation of the Code while under recorded disciplinary probation, the student may be suspended.
   g. Removal from College housing — the Board may require students to leave College housing either for serious first-time offenses or repeated violations of the Code. Students violating this sanction may be suspended or dismissed from the College.

h. Removal from the campus, except for classes, for a stated period of time.

i. Suspension — separation from the College for a pre-determined period of time, with the right to apply for readmission at the end of the period of suspension. Parents will be notified by the College in cases of suspension. Suspensions will be noted in the student personnel file in the Dean of Students Office.

j. Expulsion — separation from the College with no provision to return. Parents will be notified by the College in cases of expulsion. Expulsions will be noted in the student personnel file in the Dean of Students Office.

k. For organizations and groups, disciplinary action may include, but not be limited to, loss of permission to hold future social events, loss of group housing privileges, probation, suspension and deactivation (loss of all privileges, including college recognition, for a specified period of time.)

2. If a sanction is violated the individual shall be subject to a rehearing by the same judicial body which previously heard the case.

3. If a judicial body (Judicial Board or Dean's Hearing Board) takes a disciplinary action under Part D, 1, k, above which affects the charter of a campus organization, the judicial body shall notify Campus Council of this action within a week of the decision, including all appeals. This notification shall identify the organization and indicate which section or sections of the Code of Social Responsibility have been violated.

E. Appeals

1. A student found guilty by the Judicial Board or a Dean's Hearing Board may appeal that decision in writing within five (5) business days following notification of the decision by the hearing body to the President of the College, whose decision will be final.

2. Violations of procedural rights to a fair hearing, new evidence, and severity of penalty may constitute grounds for appeal.

3. Any case involving the penalties of suspension or expulsion is automatically subject to review by the President of the College.

SECTION XVI. Amendment

The Code is subject to amendment or revision by a majority of the Campus Council. No amendment or revision shall be effective until it has been accepted by the President of the College.

REVISED AND APPROVED BY CAMPUS COUNCIL
May 3, 2007

AMENDED
October 27, 2011

CHANNELS OF APPEAL

Students are encouraged to discuss any decisions affecting their status at the College with those who are directly responsible for the decision. The Dean of Students, Dean for Curriculum and Academic Engagement, faculty advisers and members of the Residence Hall Staff are persons with whom one may consult on a confidential basis to share a grievance or to seek advice or counsel prior to filing a formal appeal.

JUDICIAL DECISIONS

There are judicial appeals about which students should be aware:

Appeal of **termination of registration** is to the President of the College.

Appeal of **academic dishonesty charges** not handled to a mutually satisfactory conclusion is to the Judicial System whose decision will be final.

Appeal for **student performer denied participation in a public appearance** because of absence from a scheduled practice or performance is to the Dean for Curriculum and Academic Engagement.

Appeal of **penalty assigned by the Hearing Officer** for infraction of the Code of Social Responsibility is to the Dean of Students.

Appeal of **penalty assigned by the third level of the Judicial System, except in cases of academic dishonesty,** is to the President of the College.

Appeal of **any case involving the penalty of suspension or expulsion** is automatically subject to review by the President of the College.

ACADEMIC DECISIONS

There are academic appeals about which students should be aware:

A. Appeal of a **grade** is to the faculty member in the course. If that attempt fails, the appeal is to the Department Chair. Every attempt shall be made to resolve the difference at the departmental level. If that attempt fails, the appeal is to the Dean for Curriculum and Academic Engagement who shall refer the dispute to the Committee on Academic Standards which shall have the authority to resolve it.

   The Committee on Academic Standards follows the procedures below in dealing with disputes arising between a student and a faculty member when the efforts at the departmental level have failed to resolve the differences:

   1. Each party shall be requested to submit a written statement which shall be considered by the Committee. The statements shall be shared with both parties in the dispute and each party shall have the opportunity to comment in writing on the other party's statement.

2. After reviewing these documents, the Committee shall decide if it is necessary to gather further evidence from independent sources.
3. If the Committee so decides, it may request a personal hearing with each party without the presence of the other party.
4. In some cases, the Committee may decide it is necessary to have both parties before it at the same time.

It is understood that the Committee may come to a decision at any point without proceeding to the following step or may decide to skip a step in the procedures outlined above.

B. Appeal of a **decision by the Committee on Academic Standards to dismiss a student from the College because of academic deficiencies** is to the President or his/her designate, whose decision will be final. New evidence, allegation of procedural error or the appropriateness of the decision to dismiss may constitute grounds for an appeal. The student must appeal in writing to the President within five (5) business days following notification of the Committee's decision.

C. **Any other issue resulting from the action of the Committee on Academic Standards regarding a student's academic standing** should be directed to the Dean for Curriculum and Academic Engagement or the Dean of Students.

THE COLLEGE OF WOOSTER CALENDAR FOR 2012-2013

SEMESTER I

Semester I Payment Due . . . . . August 10
Residence Halls/Houses Open for Early Move-in for International
ARCH, and Class of 2016 Students . . . . . August 17 - 20
New Student On-line Registration (for ARCH 5th Session) . . . . . August 22
Residence Halls Open for New Students, 6:00 – 9:00 PM . . . . . August 22
New Student Orientation Begins, 7:30 AM . . . . . August 23
Residence Halls Open for Returning Students, 10:00 AM . . . . . August 25
First Meal for Upperclass Students – Lunch . . . . . August 26
Classes Begin, 8:00 AM . . . . . August 27
Opening Convocation, 11:05 AM . . . . . August 28
Last Day to Add a Course . . . . . September 7
Homecoming . . . . . September 21 - 23
Last Day to Drop a Course . . . . . October 5
Last Day to Declare S/NC in a Course . . . . . October 5
Board of Trustees . . . . . October 11-13
Fall Break Begins, 4:00 PM . . . . . October 12
Classes Resume, 8:00 AM . . . . . October 17
Family Weekend . . . . . October 26 - 28
Registration Advising Conferences for Spring 2013
Class of 2013 . . . . . October 8 - 12, 17 - 19
Class of 2014 . . . . . October 22 - 26
Class of 2015 . . . . . October 29 - November 2
Class of 2016 . . . . . November 5 - 9
Registration for Spring 2013
Class of 2013 . . . . . October 22 - 23
Class of 2014 . . . . . October 29 - 31
Class of 2015 . . . . . November 5 - 7
Class of 2016 . . . . . November 12 - 14
Alumni Board . . . . . November 1 -3
Senior Thesis Due, 5:00 PM . . . . . November 14
Thanksgiving Recess Begins, 4:00 PM . . . . . November 20
Classes Resume, 8:00 AM . . . . . November 26
Declaration of Intent to Study Off-Campus Due . . . . . December 3
Classes End, 4:00 PM . . . . . December 7
Reading Days . . . . . December 8 - 9
Examinations . . . . . December 10 - 13
Residence Halls Close, 10:00 AM . . . . . December 14

THE COLLEGE OF WOOSTER CALENDAR FOR 2012-2013

SEMESTER II

Semester II Payment Due ..... January 10
Residence Halls Open, 10:00 AM ..... January 12
First Meal for Students – Lunch ..... January 13
Classes Begin, 8:00 AM ..... January 14
Last Day to Add a Course ..... January 25
Off-Campus Study Forms Due for the following academic year ..... February 1
Sophomores Declare Major ..... February 15
Last Day to Drop a Course ..... February 22
Last Day to Declare S/NC in a Course ..... February 22
Board of Trustees ..... February 28 - March 2
Spring Recess Begins, 4:00 PM ..... March 8
Residence Halls Close, 6:00 PM ..... March 8
Residence Halls Open, 10:00 AM ..... March 23
Classes Resume, 8:00 AM ..... March 25
Senior Thesis Due, 5:00 PM ..... March 25
Registration Advising Conferences for Fall 2013-2014
- Class of 2014 ..... April 1 - 5
- Class of 2015 ..... April 8 - 12
- Class of 2016 ..... April 15 - 19

Registration for Fall 2013-2014
- Class of 2014 ..... April 8 - 10
- Class of 2015 ..... April 15 - 17
- Class of 2016 ..... April 22 - 24

Alumni Board ..... April 25 - 27
Classes End, 4:00 PM ..... May 3
Reading Days ..... May 4 - 5
Examinations ..... May 6 - 9
Residence Halls close for those not participating in Commencement ..... May 10
Baccalaureate, 10:00 AM ..... May 12
Commencement, 10:00 AM ..... May 13
Residence Halls Close, 8:00 PM ..... May 13
Board of Trustees ..... May 30 - June 1
Alumni Weekend ..... June 6 - 9

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SUMMER SESSION 2013

Information regarding the 2013 Summer Session will be announced at a later date.