



Iowa  
Wesleyan  
COLLEGE

2006-07  
Community  
Guide

# Iowa Wesleyan College 2006-07 Community Guide

The *Community Guide* each fall puts in handy reference form most of the information commonly needed by students attending Iowa Wesleyan College.

Also, the rules of the College and conduct regulations for which the student is responsible are contained in the *Community Guide* and the college *Catalog*. All students are responsible for reading and observing the regulations contained in the *Catalog* and the *Community Guide*. If you have any questions or seek additional information, feel free to contact the Office of Student Life. The College reserves the right to make changes in the *Community Guide* without notice.

August, 2006

**This Community Guide is printed  
courtesy of Sodexo Campus Services**

# Important Numbers

President.....	319.385.6204
Academic Dean .....	319.385.6205
Academic Resource Center.....	319.385.6334
Athletic Director .....	319.385.6303
Bookstore .....	319.385.6478
Business Office.....	319.385.6208
Campus Minister .....	319.385.6498
Career Services Center .....	319.385.6375
Communications .....	319.385.6229
Field Experience.....	319.385.6358
Financial Aid.....	319.385.6242
Food Service.....	319.385.6493
Institutional Relations .....	319.385.6212
Registrar .....	319.385.6227
Residence Hall Directors	
Sheaffer–Trieschmann.....	319.385.6425
McKibbin .....	319.385.6426
Responsible Social Involvement.....	319.385.6362
Student Activities.....	319.385.6262
Student Life .....	319.385.6256
Emergency After Hours	
Mt. Pleasant Police Department.....	319.385.3511

## Important Academic Dates

Aug. 19	New Students Arrive
Aug. 19-21	New Student Orientation
Aug. 20	Returning Students Arrive
Aug. 21	Registration/Check-In
Aug. 22	First Day of Classes
Sept. 4	Labor Day Vacation
Sept. 5	Last day for registration changes
Sept. 29	Fall Break
Oct. 3	Classes resume, 5:00 p.m.
Oct. 23-Nov. 10	Registration Period
Oct. 25	Last day to withdraw from a course
Oct. 30	Dec. Grads Applications to Registrar
Nov. 21	Thanksgiving Recess begins, 5:00 PM
Nov. 23-24	Thanksgiving Break, offices closed
Nov. 27	Classes resume, 8:00 AM
Dec. 12-15	Final Exams and Classes (T-F)
Dec. 15	Residence Halls close, 8:00 PM
Dec. 25	Christmas Break, offices closed
Jan. 1	New Year's Day, offices closed
Jan. 7	Residence Halls Open, 1:00 PM
Jan. 8	Registration/Check-in/ Classes begin 8:00 AM
Jan. 19	Last day for registration changes
Jan. 22	May Grads Applications to Registrar
Feb. 14	August Grads Applications to Registrar
Mar. 9	Spring Recess begins, 5:00 PM
Mar. 19	Classes resume, 8:00 AM
Mar. 19-Apr. 6	Registration Period
Mar. 20	Last day to withdraw from a course
Apr. 6	Good Friday: no classes, offices closed
Apr. 18	Assessment Day
Apr. 19	Awards Day, 11:00 AM
Apr. 28-May 2	Final Exams and Classes (Sat-Wed)
May 5	Baccalaureate, 10:30 AM
May 5	Commencement, 1:30 PM
May 5	Residence Halls close, 7:00 PM

### Extended Learning

Session I	Aug. 21–Nov. 4 (no classes 9/4)
Session II	Nov. 6–Feb. 101
Thanksgiving Recess	Nov. 22–26
Winter Break	Dec. 17–Jan. 2
Session III	Feb. 12–May 3
Spring Break	Mar. 11-18
Summer Session I	May 21–June 30 (no classes 5/28)
Summer Session II	July 2–Aug. 11 (no classes 7/4)

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# Academic Affairs

## ACADEMIC HONESTY POLICY

The curriculum at Iowa Wesleyan College is built upon the Life Skills—communication, reasoning and problem solving, valuing, and social effectiveness. In conjunction with these integral Life Skills, the College has developed a strict policy to deal with those students who commit acts of academic dishonesty—plagiarism and/or cheating. Such acts will not be tolerated in any form by the faculty and staff, and will carry stiff penalties. The following policy includes the definition of academic dishonesty, the sequence of offenses and their accompanying penalties, the procedure to be followed by faculty members when an offense occurs, the explanation of the appeal process, and the description of record maintenance.

### Definitions of Academic Dishonesty

**Plagiarism** is the intellectual theft of another's ideas. It involves the failure to accurately cite the sources used in researching a paper or project, both in the body of the paper/project as well as on the Works Cited page.

**Cheating** constitutes all other forms of academic dishonesty. Offenses include, but are not limited to:

- fabrication of data/data manipulation
- use of crib sheets
- copying of information from another person's work
- unauthorized sharing of answers/information between students
- theft of papers/projects/exams
- unauthorized gaining of or giving access to exam questions
- tampering with an exam
- submission of a paper or project for more than one course without the permission of the faculty members for the courses in question
- buying of a paper/project/exam
- selling of a paper/project/exam\*

\*The selling of a paper/project/exam is considered a more serious violation of the policy on cheating because of the deliberate attempt to profit from another student's vulnerability, and will carry heavier penalties (see Sequence of Offenses/Penalties section).

### Sequence of Offenses & Accompanying Penalties

Violation of the Academic Dishonesty Policy will subject the student to swift disciplinary action. For acts of cheating or plagiarism, the following sequence applies:

- First offense—cheating: failing grade for the assignment or for the course, at the discretion of the faculty member.
- First offense—plagiarism: alternative assignment, failing grade for the assignment, or for the course, at the discretion of the faculty member.

- Second offense: may result in suspension from the College for one full academic term excluding summer
- Third offense: may result in expulsion from the College

In instances when a student has been found guilty of academic dishonesty he may not withdraw from the course in question. Suspensions for academic dishonesty will be noted on the student's transcript. For the more serious violation of selling a paper/project/exam, the following sequence applies:

- First offense: may result in suspension from the College for one full academic term excluding summer
- Second offense: may result in expulsion from the College

## **ACADEMIC APPEALS**

Students who have concerns regarding an academic matter, such as procedures in a particular course or a grade received, should meet first with the instructor of the course involved. Failing to achieve satisfaction at this level, the student should then meet with the chair of the division in which the course is taught. Appeals beyond the divisional level should go to the Vice President for Academic Affairs. When appropriate, academic issues will be referred to the Committee on Academic Standards and Review for final decision. The Vice President for Academic Affairs is available to students to discuss academic problems and procedures.

## **ACADEMIC PROBATION & DISMISSAL**

### **1. Probation**

Students whose cumulative grade point average is below 2.00 will be placed (or continued) on academic probation for the following term unless dismissed for academic reasons. The probationary status is removed whenever the cumulative grade point average is raised to 2.00 or better. A student on "academic probation" will not be permitted to enroll for more than 12 credit hours.

### **2. Academic Dismissal**

Students who do not meet certain minimal standards are subject to academic dismissal, whether or not they are currently on probation. The Committee on Academic Standards and Review shall have final judgment in such matters and shall use the following guidelines:

#### **A. First Semester Enrollment**

At the end of the first semester of full-time registration (10 credit hours or more) at Iowa Wesleyan and based upon IWC credits earned:

1. All regularly admitted entering freshmen (including transfer freshmen) must have at least a 0.75 grade point average.
2. All regularly admitted entering transfer sophomores must have at least a 1.50 grade point average.
3. All regularly admitted entering transfer juniors must have at least a 1.75 grade point average.

## **B. Continuing Enrollment**

All other students must meet the following grade point standards:

Credit hours attempted (including accepted transfer credits)	Minimum cumulative grade point average (IWC grades only)
0–15	.75
16–23	1.00
24–39	1.50
40–55	1.65
56–71	1.75
72–87	1.85
88–105	1.90
106–123	1.95
124	2.00

## **C. Probation Dismissal**

Students, even when not below the foregoing minimal standards, will ordinarily be dismissed if they have been on probation for three consecutive semesters, without bringing their cumulative Iowa Wesleyan grade point average to 2.00 or above.

## **CLASS ATTENDANCE**

Students are expected to attend all class meetings for which they are registered. This is regarded as a matter of individual student responsibility.

All faculty members are expected to keep accurate attendance records for each class. In cases of excessive class absence, a professor may drop a student with a grade of “U” or “F”. Required regular assignments, laboratory work and daily quizzes may be made up at the discretion of the professor.

Faculty-sponsored and authorized events are excused absences. The student is required to make up the work within a reasonable length of time as determined by the instructor.

## **CHANGES IN REGISTRATION**

1. After the regular time of registration, all changes in a student’s course schedule must be made through the Registrar’s Office with the approval of the advisor on the Change-of-Registration form supplied by the Registrar.
2. While students may make changes in their registration during the first 10 class days, a student may not make a complete change of courses or begin a full time registration after five class days following registration. For the Summer, a student may not join a class after the first three class days.
3. Changes of registration are permitted within the first 10 days of classes in the Fall or Spring terms and within the first three days of classes in the Summer Session. Analogous periods for night courses will be established by the Registrar.
4. After the first 10 days (and in case of the Summer Session, three days), dropping, substituting, or adding courses is not freely

- permitted. Analogous periods for night courses will be established by the Registrar.
5. In the period between the end of the first 10 days of classes and 10 class days after midterm (in the Summer Session, the period will be after the first three days and the end of the third week) courses dropped with permission will have grades recorded as a "W." A fee of \$8.00 will be assessed for schedule changes made during this period.
  6. Courses may not be dropped after 10 class days following midterm (and after the third week of the Summer Session). Exceptions may be made for medical or other emergencies with the approval of the Dean of Student Life.
  7. Insufficient attendance and failure to follow the procedure outlined above for dropping a course will result in an automatic grade of "F" in the course concerned.
  8. Official withdrawal from college is accomplished by completing an appropriate form supplied by the Office of Student Life, and returning the completed form to the office. Failure to complete the form can result in the grade of "F" in all courses scheduled.
  9. Students may withdraw their complete registration prior to the last 13 weekdays of the term. Students will receive "W" if proper withdrawal procedure is followed. Students registered for FORUM or any other course that has been totally completed according to the class schedule will be permitted to keep that credit and/or grade. Analogous periods for summer session and night courses will be determined by the Registrar. No credit is given for the term. Following that time one may not withdraw.
  10. In the case of students withdrawing to enter the armed services, the following rules shall apply: No credit will be allowed unless the student has been enrolled for at least five weeks in a Fall or Spring semester. After 10 weeks of work in the Fall or Spring terms, arrangements may be made to complete a full semester of work. Only fractional credit will be allowed unless arrangements are made to complete the entire term or Interim. Such credit may be blanket credit (i.e., unspecified), or it may be specified as the need arises by major and minor advisors. In any case, in order to obtain credit the student must be passing in the course work at the time of withdrawal.

## **WITHDRAWAL FROM IOWA WESLEYAN COLLEGE**

The withdrawal procedure is begun by first notifying the Dean of Student Life in the Office of Student Life. Once this procedure is completed, the Dean of Student Life notifies the Business Office and accounts are computed as of the date of the notification of withdrawal. Failure to observe this procedure will result in the student being considered not in good standing and the

forfeiture of refunds. Students may be administratively withdrawn from the College if after careful study the indications suggest they are a high risk to their own and/or the welfare of other members of the community. After withdrawal, a residential student should make all necessary arrangements to check out of the residence hall within 24 hours.

There is no refund for room. Board refunds are computed as the end of the day on Sunday after the date of official withdrawal or the official drop date, whichever is later. See additional information listed in the *Iowa Wesleyan Catalog*.

## **ACCESS TO & RELEASE OF STUDENT INFORMATION**

Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students must be used only for clearly-defined purposes, must be safeguarded and controlled to avoid violations of personal privacy, and is appropriately disposed of when the justification for its collection and retention no longer exists.

In this regard, the College is committed to protecting, to the maximum extent possible, the right of privacy of all individuals about whom it holds information, records, and files. Access to and release of such records is restricted to the student concerned, to others with the student's written consent, to officials within the College, to a court of record, and to other agencies required by law.

For purposes of access to records at Iowa Wesleyan College, a student enrolled (or formerly enrolled) for academic credit or audit shall have access to official records concerning him/her. The name and position of the official responsible for the maintenance of each type of educational record may be obtained from the Registrar. A request for access to official data maintained in a particular office may be made to the administrative head of that office.

When a current or former student appears at the appropriate office (Registrar and Office of Student Life) and requests, in writing, access to the College's records about himself:

1. The student must provide proper identification verifying that he/she is the person whose records are being accessed.
2. The designated staff person(s) must supervise the review of the contents of the record with the student.
3. Inspection and review shall be permitted within a period not to exceed 45 days from the date of the student's request.
4. The student will be free to make notes. A reasonable administrative fee may be charged for providing copies of items in the file, but no material may be removed from the record at the time.

Record keeping personnel and members of the faculty and staff with administrative assignment may have access to records and files for internal educational purposes as well as for routinely necessary clerical, administrative

and statistical purposes as required by the duties of their jobs.

## **Release of Information**

Except with the prior written consent of the student (or former student) concerned, or parents of dependent students, or as required by federal and state law, no information in any student file may be released to any individual (including parents, spouse, or other students) or organization with the exception of information defined as “public information.”

Unless the student has officially filed a request with the Office of Student Life that disclosure not be made without his written permission, the following items are considered public information.

1. Student’s name.
2. Local address and phone number.
3. Home address (permanent).
4. Email address.
5. Date and place of birth.
6. Parent’s or guardian’s names and addresses.
7. Classification (year in school).
8. Curriculum (majors) and (minors).
9. Affirmation of whether currently enrolled.
10. Dates of enrollment.
11. Degrees received.
12. Honor(s) received.
13. The most recent previous educational agency or educational institution attended by the student.
14. Participation in recognized organizations, activities, and sports.
15. Weight and height of members of athletic teams.

When disclosure of any personally identifiable data/information from College records about a student is demanded pursuant to court order or lawfully issued subpoena, the staff member receiving such order shall immediately notify the student concerned, in writing, prior to compliance with such order of subpoena.

Information from College records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

## **Letters of Appraisal**

Candid appraisals and evaluations of performance and potential are an essential part of the educational process. Clearly, the provision of such information to prospective employers, to other educational institutions, or to other legitimately concerned outside individuals and agencies is necessary and in the interest of the particular student.

Data/information which was a part of the College records prior to January 1, 1975, and which was collected and maintained as confidential information, will not be disclosed to students. Should a student desire

access to a confidential letter of appraisal received prior to January 1, 1975, the student shall be advised to have the writer of that appraisal notify, in writing, the concerned records custodian of the decision as to whether or not the writer is willing to have the appraisal made available for the student's review. Unless a written response is received approving a change of status in the letter, the treatment of the letter as a confidential document shall continue.

Documents of appraisal relating to students collected by the College on or after January 1, 1975, will be maintained confidentially only if a waiver of the right of access has been executed by the student. In the absence of such a waiver, all such documents will be available for student inspection and review.

### **Challenges to the Record**

Every student shall have the opportunity to challenge any item in the file which he/she considers to be inaccurate, misleading, or otherwise inappropriate data. A student shall initiate a challenge by submitting a request, in writing, for the deletion or correction of the particular item. The request shall be made to the custodian of the particular record in question.

If the custodian and the student involved are unable to resolve the matter to the satisfaction of both parties, the written request for deletion or correction shall be submitted by the student to the Vice President for Academic Affairs, who shall serve as the hearing officer. The student shall be given the opportunity for a hearing, at which the student may present oral or written justification for the request for deletion or correction. The hearing officer may obtain such other information as he deems appropriate for use in the hearing and shall give the student a written decision on the matter within 30 days from the conclusion of the meeting.

Grades may be challenged under this procedure only on the basis of the accuracy of their transcription.

### **Notice**

The foregoing statement represents an extract of the most salient provisions of the official College policy, a full copy of which is on file with the Vice President for Academic Affairs, the Registrar, and the Dean of Student Life. The complete policy may be examined by interested persons in these offices during normal office hours. The College policy becomes effective immediately, but should be regarded as tentative pending the issuance of federal regulations and guidelines or amendments in the applicable laws.

# **Commuter Information**

## **COMMUTER LOUNGE**

A lounge for commuters to use for study and relaxation is located in room 210 on the second floor of the Science Hall. This area is a good place to meet fellow commuter students. The phone number for the lounge is 385.6484.

A refrigerator and a microwave are in the lounge, as well as lockers and vending machines. See any Commuter Club officer concerning rental of lockers. You must furnish your own lock.

## **COMMUTER MAILBOXES**

Each commuter student is assigned a mailbox. The mailboxes are located in the commuter lounge (room 210) in the Science Hall. You should check your mailbox frequently for campus memos, etc. A list of commuters and their mailbox numbers is posted alongside. Contact your officers if you have not been assigned a mailbox.

# **General Information & Services**

## **ACADEMIC RESOURCE CENTER**

Students may receive assistance in developing their learning and study skills at the Academic Resource Center (ARC). Students who are having difficulties in a particular course may request a tutor. A tutor may be a student or ARC staff member who will help in understanding difficult concepts in textbooks and lectures, brush up on math skills, study for tests, and establish sound study habits. Tutoring services are available free of charge to students. Courses and professional assistance in study skills, reading efficiency, note taking, time management, preparation for the PPST, individual learning difficulties and educational counseling are available through the ARC. Other resources include instructional and motivational books, video and audio tapes, and computer self-help programs. Any student desiring assistance should contact the ARC located on the second floor in Chadwick Library.

## **CAMPUS BOOKSTORE**

The Iowa Wesleyan Bookstore is located in the Student Union and carries textbooks, supplies, trade books, electronics, IWC gift items and College apparel. The Bookstore conducts book buy-backs during finals at the end of the fall and spring semesters. School year store hours are 8:40 AM - 4:00 PM, Monday through Friday. Call the Bookstore for summer hours. If you need additional assistance, please contact Debbie Morrissey, Bookstore Manager at 319.385.6478.

## **CHADWICK LIBRARY**

The mission of Chadwick Library is to support the educational goals of Iowa Wesleyan College by providing collections, services, facilities and staff to meet the needs of the Iowa Wesleyan College academic community.

Chadwick Library provides a quiet place to study alone or in groups and houses the Information Commons, a computer lab containing access to standard office and campus software, the Internet, various scholastic databases and Wesley, the online card catalog. Chadwick Library resources are available to students off-campus, through the library home page ([www.iwc.edu](http://www.iwc.edu) and select Library). Use your IWC username and password to access these resources. The Academic Resource Center (ARC), College Archives, Methodist Archives and offices and classrooms of the Division of Education are also located in Chadwick Library.

### **Open Hours**

During the academic year, the Library hours are:

Monday–Thursday: 7:45 a.m. – Midnight

Friday: 7:45 a.m. – 5:00 p.m.

Saturday: 1:00 p.m. – 5:00 p.m.

Sunday: 6:00 p.m. – Midnight

Hours may be subject to change due to holiday schedules.

### **Food and Beverages**

Beverages in spill-proof containers are permitted in all areas of the Library. Please use extra care in handling beverages in the Computer Labs so as to avoid damaging any equipment. Food may be consumed in the International Room. Smoking and smokeless tobacco are not permitted anywhere in the building.

### **Reference Help**

#### **Reference Desk Hours**

During regular semester hours, reference assistance is available at the Reference Desk during the following hours:

Monday–Thursday: 8:00 a.m. –10:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

Saturday : 1:00 p.m. – 5:00 p.m.

Sunday: 6:00 p.m. – 11:00 p.m.

#### **Individual Reference Appointments**

Students can make an appointment with a reference librarian for a personalized session focusing on your research project. Call the Reference Desk at 319.385.6318 to set up an appointment. Walk-ins are also welcome.

## **Contacting the Reference Desk**

Call the Reference Desk at 319.385.6318 during Reference Desk hours to speak directly to a Reference Librarian. We will answer reference questions by telephone when possible and appropriate, but if you have an involved, complicated research project, we may ask you to visit in person or to email us. Students who are physically present in the Library will be given priority over telephone questions.

Email the Reference Desk at [reference@iwc.edu](mailto:reference@iwc.edu) to ask questions about research. The mailbox is checked every weekday and responses are usually sent within 24 hours.

## **Circulation and Borrowing Privileges**

### **Borrowing Privileges**

Members of the Iowa Wesleyan College community with a valid student ID are welcome to borrow circulating books and media from the Library. A current Iowa Wesleyan College ID that has been validated at the Circulation Desk is required for checkout. Most books may be borrowed for three weeks. Pamphlets, children's literature and curriculum library materials circulate for one week. An after-hours book return is located in the front entry.

### **Renewals**

You may renew books in person or by phone (319.385.6317). Books may be renewed for one renewal period, unless a hold has been placed on the item. Please have your student ID number ready when renewing by phone.

### **Requests**

You may place a request for a book that is currently checked out and it will be held for you when it is returned.

### **In-house Use of Media Materials**

Videos, films, and DVDs may not be checked out of Chadwick Library, but may be viewed in one of the Library rooms. Contact the circulation desk either in person or by phone (319.385.6317) to arrange space and time.

### **Overdue and Lost Books**

Books that are overdue are charged a 50¢ per day overdue fine. There are also charges for lost books. Students having overdue library books will receive three overdue notices. Borrowing privileges are suspended until materials have been returned and fines are paid. Items are considered lost after the third overdue notice. Patrons are then charged the replacement cost, fines and a \$5.00 processing fee for each item. Please ask at the Circulation Desk

if you have any additional questions about charges and fees.

### **Reserve Readings**

Faculty may put readings on reserve so that everyone in a class has the same opportunity to read the texts. Reserve materials are located at the Circulation Desk. Checkout time for Reserve materials can vary at the discretion of the professor, but in general, Reserve books and articles may be used for two hours at a time inside the Library. Some reserve materials may be available for overnight checkout. Overnight Reserve materials may be checked out two hours before closing and are due two hours after the Library is open. The fine is 50¢ for each overdue hour. Contact the Circulation Desk (319.385.6317) if you have any additional questions about Reserves.

### **Interlibrary Loans**

Once you have identified items that you need that are not available in Chadwick Library, use the Resource Sharing Tab to request the item via Interlibrary Loan. When the item arrives, you will be notified and can pick up your requested materials at the Circulation Desk. Please remember to bring your student ID in order to receive the materials. Any questions concerning Interlibrary Loan should be referred to the Reference Desk (319.385.6318).

## **IDENTIFICATION CARDS**

All full-time students are issued a permanent Iowa Wesleyan College identification card. This card serves as official identification of student status, allows for admission to athletic and fine arts events and also allows for entrance to the College dining hall for those students who have meal plans.

1. The replacement fee for an ID card is \$15.
2. If an ID card is lost, a replacement can be secured from the Media Center in Hershey Hall.
3. ID cards must be presented at registration time, each term, to be validated for the current session.
4. Students are required to carry their ID at all times and present it upon request.
5. A \$25 fine may be imposed on students who fail to present their ID cards when asked to do so by a College official.

## **SOLICITATION AND ADVERTISING**

No commercial, political, religious, or nonprofit solicitation or advertising originating off-campus is permitted in College facilities, including but not limited to residence halls, Student Union and Howe Student Activity Center. Advertising may be permitted with prior approval from the Office of Student Life. Unapproved advertising will be removed and solicitors will

be asked to leave. The marketing of alcoholic beverages and/or events that promote the use of alcohol is prohibited on and around the Iowa Wesleyan campus and grounds.

## **MOTOR VEHICLE REGISTRATION & REGULATIONS**

The following regulations apply to Iowa Wesleyan College students, faculty, staff and administration. The regulations were recommended by a joint committee of students, faculty, staff and administration. College parking areas, their maintenance and control, are under the jurisdiction of the Physical Plant.

1. All persons associated with Iowa Wesleyan College must obtain and display an appropriate sticker if they wish to use the parking areas provided by the College on any occasion. The identification stickers are provided free of charge.
2. Sheaffer-Trieschmann lots require red stickers. McKibbin lots require green stickers. Stickers must be displayed on the right bottom corner of the windshield on the passenger's side.
3. Anyone who subsequently obtains possession or use of a motorized vehicle or exchanges one for another must register that vehicle within 48 hours.
4. Registration is for identification and is not a guarantee for parking space. Failure to register a vehicle and to display identification stickers shall subject the individual to a penalty of \$20.
5. The College does not assume liability for damage to any vehicle or losses incurred.
6. Penalties for parking violations are listed in the Parking Rules and Regulations Manual distributed by the Physical Plant.
7. Parking fines will appear on student accounts or may be paid in the Business Office.
8. The owner of the vehicle is responsible for any violations imposed. (If the car is registered to the parent, the son or daughter is responsible.)
9. Parking violation appeals may be made by students, faculty, staff and administration within 72 hours of the alleged violation to the Chair of the Parking Committee. Appeal forms may be obtained from the Physical Plant.

## **Handicapped & Other Designated Parking Zones**

The College maintains nine handicapped parking spaces: two in the paved lot behind (south of) the Student Union; two south of the Howe Student Activity Center; two behind (north of) the Science Hall; one in the Library/Harlan-Lincoln House lot; one in the small lot near the Old Gym, and one between Hershey Hall and Sheaffer-Trieschmann Residence Hall.

Access to handicapped parking spaces is regulated through the state of

Iowa. College officials and local police authorities may ticket violators in these spaces. The violation charge is \$100. Only city officials are eligible to deal with tickets given by local police.

Cars may be towed away at the owner's expense for the following reasons:

1. Cars parked in yellow zone, emergency point or fire lane.
2. Cars that damage college property.
3. Cars left abandoned.
4. Cars that have received three previous violations within any academic year.

## **SEVERE WEATHER ANNOUNCEMENTS & INFORMATION**

When the conditions are exceptionally hazardous, the College will cancel classes and notify students by e-mail, KILJ AM/FM in Mt. Pleasant and KBUR in Burlington. Commuters should not take chances against their own judgment even if the College is not closed.

When severe weather threatens, the tornado siren may be sounded. The tornado siren is a pulsating sound (a steady sound indicates a fire alarm). In the event that the siren is sounded, all individuals are instructed to proceed to the nearest shelter on campus. Most basements may serve as a temporary shelter in the case of severe storms or tornadoes. Individuals are instructed NOT to go outside in the event of a tornado warning. Specific locations to go to during a tornado warning are posted in each building and are as follows:

**McKibbin Hall**—Room doors leading to the hallways should be closed. All individuals should proceed to the nearest basement hallway. The game room and pool area should be evacuated immediately because of the amount of glass in the area.

**Sheaffer-Trieschmann Hall**—Room doors leading to the hallways should be closed. All individuals should proceed to the nearest basement hallway. Stairwells with windows should be avoided, therefore use the interior stairwells of the building. The front lobby of S-T should be avoided because of the large amount of glass in the area.

**Old Main**—Proceed to the ground floor of Old Main in the hallway. All room doors must be closed as well as the fire doors at the end of the hallways.

**Pioneer Hall**—Proceed to the entryway of the building on the ground floor. Classroom doors must be closed.

**Chapel**—Proceed to the basement and the long hallway in the basement.

**Student Union, Howe Student Activity Center**—Go to the basement of the Student Union. The entrance to the basement is near the north end of the building.

**P.E.O. Building**—Go to the basement of the P.E.O. Building via the north or south entrance. Go to the center room and hallway only, not a room with windows.

**Old Gymnasium**—The basement of the gym serves as a temporary shelter for individuals in case of a tornado warning.

**Science Hall**—Proceed to the basement of the Science Hall within the confines of the hallway itself.

**Hershey Hall**—Individuals in the art classrooms will be in the proper area during a tornado warning. They should congregate as near to the center of the building as possible away from the glass areas. Individuals on the first and second floors of Hershey Hall, should attempt to reach the first floor main hallway of Hershey Hall. Room and office doors must be closed.

**Chadwick Library**—Proceed to the basement area of the library as soon as possible.

**Physical Plant**—Proceed to the basement.

## **Campus Fun & Entertainment**

### **THE DEN**

The Den is Iowa Wesleyan's coffeehouse located in the basement of the Chapel and is open several nights a week. The Den's flavored cocoas, cappuccinos, and teas, as well as cold drinks, are served free to students and donations are always welcome. Students are welcome to display their artwork on the deep red walls. It's a great place to hang out, relax, play cards, listen to music, converse with friends or study. The Den is governed by the Student Union Board. Work-study positions are available in this area.

### **HOWE STUDENT ACTIVITY CENTER & RUBLE ARENA**

The Howe Student Activity Center includes the Ruble Arena and is connected to the John Wesley Holland Student Union. The facility features bleacher seating for 800, basketball/volleyball courts, a walking/jogging track, fitness/wellness center, offices, Espy/McCurdy Conference Room, McCurdy Classroom, training room, and more. Use of Ruble Arena may be arranged by calling the Athletic Director at 319.385.6303. Use of other areas in this facility are scheduled through the Office of Student Life by calling 319.385.6256.

### **JOHN WESLEY HOLLAND STUDENT UNION**

The Student Union is the center of activity for the College and serves all members of the College community; students, faculty, administration, alumni and guests. Located in the Student Union are the dining hall, snack bar, social hall, Bookstore, The Joint, Student Activities Office, Campus

Minister, and the Office of Student Life.

For the orderly function of the Student Union and its services, the Student Union Board (SUB) has formulated the following regulations:

1. The College is not responsible for articles left in the building.
2. Organizations using rooms in the Student Union will be responsible for the condition of rooms upon their departure, including cleanliness.
3. All rules in the Iowa Wesleyan College *Community Guide* will be enforced at all campus sponsored events.
4. The Joint Committee of SUB reserves the right to refuse service to anyone.
5. The Union is a tobacco free area.
6. The Joint will be open to Iowa Wesleyan students and their guests.
7. Dancing on furniture or sitting on tables is prohibited.
8. DJs that work in The Joint will respect SUB's language guidelines in their musical selections.
9. Sitting on the pool table is not permitted.

## **THE JOINT**

The Joint is a dance club with a pool table run by student volunteers and work-study students. It is located on the main level of the Student Union and governed by a committee of the Student Union Board. Holiday and theme dances with student DJs, free snacks and soda are held once a month. The Joint also holds free karaoke nights; this is one of SUB's most popular events.

## **Sodexo Food Services** **MEAL PLANS & ENTRY TO** **THE DINING HALL**

All residential students enrolled at Iowa Wesleyan College are required to purchase a 15 or 19 meal plan to eat in the College dining room. A 10 meal plan is available for student teachers, commuter students, students in the Honors/Theme house and students living in Nemitz Suites. Students with special dietary needs prescribed by a physician should consult with the General Manager of Food Service. The College will attempt to give special consideration to those students whose recognized religion requires a special diet.

Students with meal plans will have a bar code placed on their Iowa Wesleyan ID card. This access system allows your entrance to the dining hall according to your meal plan. Students must present their ID card in order to eat in the dining hall. There will be no admittance without a current bar code.

We ask that you leave back packs and any type of container out at the coat rack. Do not take food or drink out of the dining room. The Standards

of Student Conduct will be adhered to and enforced within the dining hall. Guests or visitors are required to pay cash at the door.

## **MUNCH MONEY**

Included in all residential student plans is \$50 in Munch Money per semester. This can be spent in either the Snack Bar or the dining room. Students may purchase additional credit at any time. Munch Money order forms can be picked up at the Sodexho Office.

## **DINING HALL**

The dining hall is located upstairs in the Student Union. Meals in the dining hall include traditional entrees, fast foods, pasta bar, salad bar, desserts, ice cream, beverages, etc. These meals are “all-you-can-eat.” For faculty, staff, students, and visitors not on a meal plan, costs of meals are as follows:

Breakfast	\$3.00	7:30–8:00 AM
Continental Breakfast	\$3.00	8:00–8:30 AM
Lunch	\$4.00	11:30–1:15 PM
Dinner	\$5.00	5:30–6:30 PM
Saturday and Sunday Brunch	\$4.00-\$8.00	11:45 AM–12:30 PM
Saturday and Sunday Dinner	\$5.00-\$9.00	4:45–5:30 PM

(All times subject to change.)

A Community Brunch is served on the second Sunday of each month. This special brunch is open to members of the Iowa Wesleyan and Mt. Pleasant communities at the cost of \$8.50 for adults and \$6.50 for children ages 6-12. Tickets may be purchased in advance from the Office of Student Life at the cost of \$7.50 for adults and \$5.25 for children ages 6-12.

## **SNACK BAR**

The Snack Bar is located on the first floor of the Student Union. The menu includes “grab-n-go” items at a reasonable price. Hours are Monday through Friday, 8:30 AM–1:30 PM and 7:00–10:00 PM.

# **Student Organizations & Activities**

## **MEMBERSHIP QUALIFICATIONS FOR ORGANIZATIONS**

Membership in all campus organizations is open to all full-time Iowa Wesleyan students regardless of race, creed or national origin. Any organization found guilty of using discriminatory practices based on race, creed or national origin in the selection of their membership will be asked,

at the discretion of the Board of Trustees, to leave the campus.

Registered students are eligible to participate in all of the student activities of the College. Persons in all other categories may participate in student activities as determined by consultation with the student's faculty advisor. Individual organizations and/or activities may establish minimum standards for eligibility (for example, minimum grade point average).

## **ATHLETIC ACTIVITIES**

Iowa Wesleyan's program of intercollegiate athletics is organized and conducted as an integral part of the educational program. Iowa Wesleyan is a member of the Mid-States Football Conference and a member of the Midwest Classic Conference in all other sports.

The athletic program is also considered to be an integral part of the total program for physical education, thus providing an opportunity for more highly skilled students to participate at the varsity level. Intercollegiate competition is held under the rules and auspices of the National Association of Intercollegiate Athletics (NAIA).

Tiger men's athletic teams compete in football, basketball, baseball, track and field, golf, and soccer. The women's athletic teams compete in the sports of basketball, volleyball, softball, track and field, golf, and soccer. All students, regardless of major, who might be interested in these sports at the intercollegiate level are encouraged to participate.

Iowa Wesleyan students interested in the dance team are encouraged to try out and participate. The dance team and mascot participate in activities to promote campus spirit. Student requesting more information should contact the Athletic Director.

The intramural program offers activities for everyone. Previous intramural programs have included basketball and flag football.

## **BACCHUS**

Boosting Alcohol Consciousness Concerning the Health of University Students is a national student organization. Through educational activities designed to increase awareness of changing alcohol issues, BACCHUS focuses on the development and promotion of positive life styles and decision making skills. The organization promotes respect for state laws and campus policies related to alcohol use, as well as respect for those who choose not to use alcohol.

## **BLACK AWARENESS ORGANIZATION**

The Black Awareness Organization (BAO) is a representative body under the auspices of the Student Government. In an effort to promote black awareness, the purpose of BAO is to sponsor activities including cultural, educational, and social events on campus that may be of interest to the entire student body.

## **COMMUTER CLUB**

The Commuter Club promotes improved communication between the commuters and the faculty, administration, and residential students. Membership is open to any residential student or commuter student at Iowa Wesleyan College.

## **DANCE TEAM**

The Iowa Wesleyan Dance Team was created to promote and support College athletics and Mt. Pleasant community events. All students are invited to audition and take dance classes taught by the Dance Team coach.

## **DRAMA CLUB**

Students have the opportunity to participate in drama productions of the Mt. Pleasant Community Theatre Association. Participation may be either through auditioning for an acting role or by working backstage with lighting, sound, props, costumes, set construction, makeup or publicity. Most productions are held on campus and students are admitted free of charge.

## **FINE ARTS ACTIVITIES**

Students' lives are enriched by their participation in and appreciation of fine arts at Iowa Wesleyan College. Opportunities include performances by College groups as well as programs by artists of national repute. The Southeast Iowa Symphony Orchestra, Southeast Iowa Concert Band, and the Iowa Wesleyan College FORUM program regularly bring nationally-known guest artists to the campus. In addition, the P.E.O. Art Gallery provides continuous visual arts exhibits. All events are provided to Wesleyan students as part of their full-time student fees.

Students also have numerous performing opportunities in vocal and instrumental groups. Choral groups include the Concert Choir, Broad Street Connection and the touring choir which travels in the spring to various regions of the United States. Members of the Concert Choir are encouraged to audition for the Mt. Pleasant Chorale, a choral group of adult singers from the Southeast Iowa area who perform several concerts a year. Students interested in instrumental music may participate in chamber ensembles or any of the four major instrumental ensembles: Jazz Band, Iowa Wesleyan Wind Ensemble, Southeast Iowa Concert Band or Southeast Iowa Symphony Orchestra. Auditions for membership in instrumental and choral music organizations are held during New Student Week.

## **FRATERNITIES AND SORORITIES**

One national fraternity, Phi Delta Theta, and one national sorority, Alpha Xi Delta, are represented with chapters at Iowa Wesleyan College.

All Greek organizations are on campus by permission of the College. Each Greek letter organization has an advisor elected by the membership to assist the organization. For further information regarding the organizations, contact the Director of Student Activities.

## **HABITAT FOR HUMANITY**

The Iowa Wesleyan chapter of Habitat for Humanity is a partner in the nonprofit Christian housing ministry of Habitat for Humanity International, whose goal is to eliminate poverty housing from the world. All students, faculty and staff are welcome to join us as we: 1) build or rehabilitate local houses with the Henry County Habitat for Humanity; 2) raise money for materials and program support; 3) educate the college and community about affordable housing issues; 4) advocate for those who need affordable housing.

## **HONORARY SOCIETIES**

Upon invitation, honorary societies are open to students with outstanding academic records. Each honorary society has its own academic requirements for membership. The following honor societies have chapters on the Iowa Wesleyan College campus:

**Beta Beta Beta** is a national honorary fraternity for biology majors of high scholastic standing.

**Blue Key** is a national fraternity for upper-class students who have achieved distinction for campus leadership and scholarship. Outstanding freshmen are chosen by this group.

**Iota Phi** is the campus honorary fraternity based entirely on scholastic average. A limited number of students are selected from the junior and senior classes.

**Sigma Beta Delta** is an international honor society in business management and administration. Membership to this society is open to those students of high academic standing majoring in the Business Division.

**Sigma Tau Delta** is an international English fraternity encouraging creative writing and manuscript discussion.

**“Who’s Who”** is the list of Juniors and Seniors with outstanding campus leadership are selected by the faculty to appear in “Who’s Who Among Students in American Universities and Colleges.”

## **INTERNATIONAL CLUB**

This club is open to all interested students with the purpose being to further international awareness on campus. Cultural, educational and social opportunities are explored.

## **IWC RADIO CLUB**

The IWC Radio Club is open to all students interested in pursuing broadcasting as a career or hobby. Apart from providing entertainment to students and faculty, the club provides a forum for students to develop their broadcasting skills and provides timely information about people and events on campus and the Mt. Pleasant community.

## **MEN'S RESIDENCE HALL ASSOCIATION**

The men of McKibbin Residence Hall have formed the Men's Residence Hall Association (MRHA). All residents of McKibbin and the Habitat House are members. A council is elected to conduct legislative business for the association. MRHA assesses annual dues of \$10 and works to raise funds by other means. With these funds, it promotes educational, recreational, social and governmental activities for men in the hall. It is the goal of the council to promote participation and foster excellence in leadership, scholarship and self-governance.

## **PROFESSIONAL ORGANIZATIONS**

A wide variety of organizations make it possible for every student to find friends and activities to fit his/her own interest and aptitudes. These are:

**American and Iowa Choral Directors Association**—For students interested in choral music.

**Art Club**—Open to any student who is taking or has taken a course in the field of art.

**Behavioral Science Club**—Psychology and sociology majors and others with an interest in society and its workings.

**Computer Science Club**—Provides opportunities for individuals of the Iowa Wesleyan community to exchange and share with each other the knowledge of computer science.

**History Club**—Encourages students with an interest in history to coordinate their studies with other fields.

**Lambda Alpha Epsilon**—A chapter of the American Criminal Justice Association open to criminal justice majors or criminal justice professionals.

**MENC—Music Educators National Conference**—Open to any student interested in music education.

**Phi Beta Lambda**—Open to anyone who is taking or who has taken a course in the field of business.

**Pre-Professional Health Science Club**—Provides resources and information for those seeking a graduate level degree in Health Science fields.

**Education Club (affiliated with NEA)**—Open to students who plan to teach.

**Sport Management Club**—Devoted to educating the student about the sport business industry.

**Student Nursing Association**—Open to students enrolled in the nursing program.

## **SCHEAFFER-TRIESCHMANN HALL COUNCIL**

Residents of S-T Hall have formed a council to promote their governmental, educational, recreational and social interests. All residents of S-T Hall are members. To support its programs and activities, the council assesses each member dues of \$10 per year and has the authority to raise other funds. The association attempts to achieve its purpose through a constitutional government.

## **STUDENT PUBLICATIONS & COMMUNICATION**

**Iowa Wesleyan Courier:** The campus newspaper is published by a student editorial staff drawn from journalism classes. The newspaper provides an excellent training opportunity for students interested in journalism, public relations or news photography. The office is located in Hershey Hall.

**Iowa Wesleyan College Radio (IWCR):** A wide variety of programming opportunities are available for any interested student. Students may also earn academic credit in the communications area by working with the radio station.

## **STUDENT GOVERNMENT**

Each full-time student is a member of the Iowa Wesleyan College Student Government. The purpose of the Student Government is to coordinate the interests and activities of the student body and share in the responsibilities of college governance as it directly affects student life. Students have the opportunity to significantly participate in the life of the campus by serving on various faculty, administrative and student government committees. For more information, contact the Office of Student Life.

## **STUDENT UNION BOARD**

Student Union Board (SUB) is a subcommittee of Student Government Association. It is charged with providing at least one activity per week for the campus community. Membership is open to any full-time student. SUB has five committees: The Joint, Special Events, Live Acts, Publicity, and The Den. There is a broad spectrum of weekly events, including \$2 movies at

the local theatre, dances, card and game tournaments, live entertainers, and contests. Most events are free to Iowa Wesleyan students. Special events occur three to four times per school year, and include Winter Thing, a campus-wide Christmas party; and Spring Thing, the campus-wide end of the year celebration in April.

## UNIDAD

The purpose of Unidad is to promote the understanding and respect for the variety of Latino cultures in our world. All students with a desire to learn more about Latino cultures is welcome to join.

## WOMEN UNITED

Women United (W.U.) is an organization designed to unify the women of the Iowa Wesleyan community. Through special speakers and campus activities, Women United seeks to explore differences, celebrate similarities, and create an awareness of life's experiences as women culturally, educationally, and socially. W.U. is open to all interested individuals.

# Where to find help

**Academic Resource Center:** Library, top floor...ext. 6334

- Learning disability accommodations and tutoring
- Study skills development
- Quiet study areas

**Athletic Director:** Howe Student Activity Center...ext. 6303

- Athletic event schedules (dates and times)
- Eligibility questions
- Facility rental (Ruble Arena and Old Gym)
- Summer camps

**Business Office:** P.E.O. Building, top floor...ext. 6208

- Billing questions
- Payments and payment arrangements
- Workstudy checks

**Campus Minister:** Student Union, top floor...ext. 6498

- Counseling
- Spiritual Assistance & Needs

**Career Services Center:** Hershey Hall...ext. 6375

- Career research and salary information
- Credential file information
- Employment (full-time) postings
- Graduate school selection, testing and assistance with admission
- Interest inventories and personality tests
- Job search and job interviewing information, resume & cover letters
- Major identification
- Summer internship opportunities (non-credit)

**Extended Learning Office:** P.E.O. Building main floor...ext. 6245, 6247

Evening credit classes and workshops – information and registration

Summer credit classes and workshops – information and registration

**Field Experience Office:** Hershey Hall, main floor...ext. 6358

Deadlines, requirements, interest and agreement forms for completing the Field Experience

**Financial Aid Office:** P.E.O. Building, top floor...ext. 6242

Book vouchers

Iowa Nursing Forgivable Loan

Loans (federal and private)

Scholarships and grants (federal, state, local, institutional, private)

Workstudy jobs (federal and institutional)

**Human Resources:** P.E.O. Building, basement...ext. 6209

Payroll paperwork for workstudy

**Information Technology Services:** Science Hall,

first floor...ext. 6250, 6252

Internet connections for residential students

Internet dial-up service for non-residential students

Passwords and usernames for email, Angel and lab computers

**Library Services:** Chadwick Library...ext. 6316

Archives

Book circulation

Computer labs

Interlibrary loan

Online catalog

Reference services

**Registrar's Office:** P.E.O. Building, basement...ext. 6227

Class schedules – fall and spring

Grades

Permanent records

Petitions for academic overloads and other variances

Registration

Transcripts

**Responsible Social Involvement Office:** Hershey Hall,

main floor...ext. 6362

Deadlines, requirements and agreement forms for completing Responsible Social Involvement

**Student Life Office:** Student Union, main floor...ext. 6256, 6257

Counseling needs

Conduct violations

Events/entertainment

Forum attendance and credit

Health insurance for students

Immunizations

Insurance

International student assistance (Bank accounts, I-20's, etc.)

Mentoring programs  
New student orientation  
Residence hall arrangements  
Room reservations for special events  
Student organizations

## **Student Life & Related Services**

### **CAREER SERVICES CENTER**

The Career Services Center assists students at any point in their college years in appraising their interests and abilities, exploring careers of interest, making personal career decisions, and exploring graduate work or study. The Center staff helps students prepare for the transition from college to career by assisting with resume writing, interviewing, portfolio development, writing effective cover letters, job seeking and networking, and use of the Internet in job searches. For more information contact the Director at 319.385.6375 or visit Hershey Hall, room 231.

### **COUNSELING SERVICES**

Counseling assistance is available through the Student Life Office to assist you with a variety of issues that might hinder personal and academic success. These issues include such things as: help in adjusting from being away from home, financial difficulties, roommate conflicts, relationship problems, depression, or any number of other personal issues. The staff in the Student Life Office is dedicated to helping each student find appropriate assistance to deal with any problem. Life skills assistance and counseling is provided by a number of trained staff in the Student Life Office, the Campus Minister and faculty.

The Director of the Career Services Center will assist you in planning your career as soon as you are ready. You can receive individualized guidance from the day you enroll, through graduation and beyond.

Each student is assigned a faculty advisor to help you design an individually tailored academic program. Be sure to consult your advisor before making changes in your class schedule. This advisor is also available to discuss any area of concern with you.

### **HEALTH SERVICES**

Iowa Wesleyan College is united with Henry County Health Center (HCHC) in Mt. Pleasant to offer our students the best medical care in this area. The Office of Student Life must have on file all current immunization records and copies of current health insurance cards or numbers.

During business hours Monday through Friday, and also Saturday mornings, students may schedule appointments with a doctor or physician's

assistant for \$50. Additional lab work, diagnostic testing and additional medical supplies will incur additional fees.

At any time, for \$25 students can choose to see a nurse in the emergency room. Again, additional lab work, diagnostic testing and additional medical supplies will incur additional fees. Also note that additional costs will be incurred if the nurse needs to involve a physician for lab tests, prescriptions, or other medical needs that nurses are unable to perform.

For students with chronic issues such as diabetes, asthma or allergies, HCHC has requested an up to date health record relating to the issue at hand. In order for HCHC staff to provide our students the most accurate care as fast as possible; this medical information must be presented to HCHC at the time of service.

You can get detailed information about HCHC at [www.hchc.org](http://www.hchc.org). Feel free to contact the Office of Student Life, at 319.385.6256, if you have any questions or concerns regarding these policies.

## **Secondary Health Insurance**

Every full-time student is covered by a health and accident policy through the Life Insurance Company of North America. Payment for this coverage is included as part of the student's tuition. The student is responsible for initiating the insurance claim process through the Student Life Office. The student is responsible for all costs which are not covered by insurance.

## **Immunization Policy**

In accordance with the recommendation of the American College Health Association, all students (born after 1956) entering Iowa Wesleyan must present written confirmation from their family physician that the student has had one of the following:

1. Proof and date of having had measles, mumps and rubella (MMR),  
or
2. Provide documentation of immunization for MMR after 1980, or
3. Written notice from your doctor that you should not receive MMR immunization at this time.

Students unable to comply with one of the above (and born after 1956) must be re-immunized at the student's expense.

4. Students are also required to have a Mantoux skin test for tuberculosis within a year prior to their arrival on campus and verification of follow-up treatment if necessary.

Health forms/documentation/waivers must be received at Iowa Wesleyan College before registration.

## **OFFICE OF STUDENT LIFE**

This unit is responsible for coordinating the efforts of Residence Life, Campus Programs, Food Service, Judicial Affairs, Health Services and the Student Government Association. In case of an extended illness, notify our

office and we will contact your professors. Call us at 319.385.6256 if you have other concerns where we may be of assistance.

## **RELIGIOUS & SPIRITUAL LIFE**

Iowa Wesleyan College has been affiliated with the United Methodist Church since 1849. Our Christian and Wesleyan heritage calls us to promote spiritual growth as well as intellectual development. We encourage every student to join a nearby church or religious organization and take part in our campus life.

Campus religious and spiritual activities include Thursday morning Forum, the annual Manning Lectures, Fellowship of Christian Athletes, Habitat for Humanity, United Methodist Ingathering and a host of community charities. More information is available from our Campus Minister (319.385.6498) who employs a number of Student Chaplains.

# **Residence Life Information & Policies**

## **RESIDENCY REQUIREMENTS**

All full-time students (except married students and single students who live with their parents and commute) must live in College certified housing. Students enrolled in internships, RSI projects and student teachers may also reside in the residence halls. The following circumstances allow students to request permission to live off campus: 1) Students transferring to Iowa Wesleyan College who have been living on their own, 2) Students 22 years of age or older by the first day of classes of each Fall or Spring term, 3) Students who have senior classification and who have a cumulative grade point average of 3.0. Unique circumstances requiring students to live on or off-campus must be submitted to the Director of Residence Life.

## **HABITAT HOUSE THEME HOUSE**

Habitat for Humanity is an international organization that works in partnership with low-income people to build or renovate affordable housing for their families. This year six students, who are members of the Iowa Wesleyan chapter, reside in a college-owned house and are dedicated to promoting and participating in local Habitat for Humanity projects.

## **McKIBBIN HALL**

McKibbin Hall is a three-story traditional residence hall which houses up to 200 men. The majority of the rooms are doubles furnished with twin beds, dressers, desks and chairs. McKibbin features Internet access, cable TV (65 channels), recreation room with pool table, a large outdoor patio and yard area. McKibbin's main lounge is equipped with vending machines,

a sunken fireplace, lounge furniture and cable television. The atmosphere of the main lounge is conducive to studying, relaxing, conversation and quiet socializing with friends.

Just off the lobby is a room equipped with an upright piano, tables and chairs. It provides a place where relaxation and studying have priority over other activities.

The lower lounge is used for more active kinds of recreation and includes a pool table, foosball table, and ping pong table. A charcoal grill and patio furniture are just outside the lower lounge are for use by students.

The basement has a room designated for cutting hair. Hair cutting in the rest rooms is not permitted.

## **NEMITZ SUITES**

New in 2006, Nemitz Suites offers upper class students apartment-style living right on campus. Each air-conditioned unit is fully furnished and offers each resident their own private bedroom. Each suite houses four students, has two bathrooms and a kitchenette with a full-sized refrigerator and microwave.

## **SCHEAFFER-TRIESCHMANN HALL**

Scheaffer-Trieschamann (S-T) Hall is a three-story traditional residence hall, housing up to 200 students. The basement and third floor of the south wing house men. All other floors are for women. S-T Hall features Internet access and cable TV with 65 channels. The S-T North recreation and meeting room is located in the north basement and is equipped to be used as a study area. A refrigerator and kitchen sink is located off this room.

The main lower lounge is used for recreational purposes. It is equipped with a pool table, ping pong table, vending machines and TV.

There is a full kitchen in the S-T Hall basement lobby. It is equipped with a refrigerator, stove, microwave, table, chairs and basic cooking equipment. S-T Hall residents may check out the kitchen key any time the front desk is open. To use these facilities, students are required to sign out the kitchen key, leaving their ID card with the desk worker. Students are responsible for kitchen cleanliness. For fire and safety reasons, students may not leave the kitchen area unattended at any time while cooking. Permission to reserve this room beyond front desk hours must be obtained from the Community Director.

S-T Hall Basement and Third Floors South are Men's Floors. Men who meet the following criteria may apply to live on the floor: at least sophomore status; must have and maintain a 2.5 cumulative GPA; must be in good-standing academically and disciplinarily, and must reapply annually. Male residents may not be on any female floor after designated visitation hours, but may use the South laundry room, vending machines, and main desk/lobby areas at all times.

### **Scheaffer-Trieschmann Intercom System**

The intercom system is used to relay important messages to all areas of the building and for emergencies. The intercom may not be used for personal messages.

### **Scheaffer-Trieschmann Hall Visitation in Lobby**

Male and female residents of S-T Hall are permitted to use and remain in the lobby area 24 hours a day on the presumption that this area is essentially the “living room in their home.” This provision does not include individual floor lounges or S-T North recreation and meeting room. Men not living in S-T Hall are not permitted to be in individual rooms or the lobby before or after visitation hours.

### **COMMUNITY ADVISORS**

The Community Advisor is an outstanding, carefully selected, student trained to assist in safety and conflict resolution. The primary role of the CA is to help facilitate community on the floor through floor programs and meetings where residents can get to know each other. CA's serve as an information source to students, and aid in the transition to Iowa Wesleyan. CA's can easily become both friends and role models.

### **AIR-CONDITIONED ROOMS**

These rooms are available upon a limited basis. Students requiring the use of an air conditioner must provide a physician's note detailing the necessity of an air conditioner. Students may not bring their own air conditioners. To offset the additional costs to the College for such usage, students in air conditioned rooms will be charged \$100 per semester per student in the room.

### **BABY-SITTING**

Students are discouraged from baby-sitting in the residence halls. Children should not be in the halls during periods designated as quiet hours and are generally not permitted to spend the night without a parent or legal guardian with them. The Community Director may grant permission in extenuating circumstances. The parent and/or student responsible for the children assume full liability while they are in the Halls.

### **BULLETIN BOARDS**

Bulletin boards are used as a prime method of communication. Each resident is responsible for knowing the contents of all official notices posted in the residence halls.

### **CHECK IN/OUT & ROOM INVENTORIES**

Students may move into the residence halls at 9:00 a.m. on the day

preceding registration or on the date students are required to be on campus and are expected to check-out within 24 hours of their last final. Students seeking an extension must submit request in writing to the Director of Residence Life two weeks prior to finals. Students sign a room inventory report upon moving into or out of a residence hall room. Any damage present when the student checks out that was not present or noted on the room condition form upon check-in will be charged to the occupants of the room.

## **DAMAGES IN COMMON AREAS OF THE RESIDENCE HALLS**

Students are responsible for extraordinary cleaning, damage and theft of College property within the residential community. Cleaning of, damage to and theft of furnishings from common areas within a hall or house for which individual responsibility cannot be determined will be apportioned among all members of the hall, floor or section as deemed appropriate by the Community Director. The minimum charge for extraordinary cleaning, damage, or theft will be \$5.00 per student.

## **COMMUNITY FLOOR MEETINGS**

Each floor will hold a community meeting each month. These meetings are mandatory.

## **COMPUTER CONNECTIONS**

Each residence hall room is equipped with one Ethernet connection per student. Students who bring computers for their rooms should contact the Information Technology Services (ITS) office at 319.385.6252 to schedule bringing your system to ITS for network configurations. At registration, all students will be asked to sign an Internet user's agreement to use the resources available on campus. Patch cables are available for \$5.00 each. If you bring your own, please do not use one longer than 20 feet or you may have performance problems. Iowa Wesleyan retains the right to deny Internet privileges to any person found to be violating the Internet Acceptable Use Policy.

## **COOKING IN YOUR CAMPUS RESIDENCE ROOM**

Very limited cooking is permitted in residence hall rooms. Small microwaves, hot pots or similar small appliances may be used, as long as they are in good condition and circuits are not overloaded and odors are not created. The importance of not overloading circuits cannot be stressed enough. Electric frying pans, George Foreman-type grills or any appliance with an exposed coil is not permitted due to the fire hazard they create. These guidelines apply to all College housing.

## **ELECTRICAL APPLIANCES: CONCERNS & SAFETY**

The electrical systems in the residence halls are not designed to carry heavy loads of electrical equipment. All appliances must be UL approved and should not exceed a voltage of 110. Permitted appliances include: small microwaves, refrigerators not exceeding 4.3 cu. ft., coffee pots, hair dryers, electric shavers, radios, TVs and stereos.

Items not allowed in campus housing: space heaters, heat or sun lamps, George Foreman-type grills, hot plates, immersible electric heaters, toasters, toaster ovens, halogen lamps, air conditioners, appliances for frying, appliances with an open or closed coil, or open flame appliances. Hazardous materials including but not limited to, gas, propane, and other flammable chemicals, are not permitted under any circumstances.

Use of extension cords is permitted when only one item is plugged into it. You may use more than one appliance on a circuit if you use breaker-protected, multi-plug power strips. We encourage you to use surge protectors on all electronic equipment: computers, VCRs, stereo equipment, etc. See "Fire Safety" for additional fire safety guidelines.

## **ESCORT & VISITATION POLICIES**

Failure to comply with this policy or the Conduct Code may result in the revocation of the host's guest privileges, revocation of a visitor's access to residence halls, and/or disciplinary action. The College reserves the right to involve the local police at the discretion of Student Life staff.

Visitation hours for the opposite sex in both McKibbin and S-T Halls are 8:00 AM-1:00 AM, Sunday-Thursday. Weekend hours are 24-hours on Friday and Saturday.

**Iowa Wesleyan students:** Visitors of the opposite gender shall be escorted after 10:00 PM.

**Iowa Wesleyan visitors:** Non-student visitors shall be escorted at all times when in the residence hall.

Students are responsible for the conduct of their visitors. Any visitor involved in a Conduct Code violation, or whose behavior is construed to be reckless, inappropriate or threatening will immediately be asked to leave the residence hall. No one under the age of 18 is permitted without authorization from the Community Director.

**In-room visitation:** Roommates must agree about the visitor and the length of the visit. At no time may a roommate be denied access to the room. If roommates cannot reach an agreement on sharing the room with a guest, the rights of the dissenting roommate shall prevail.

## **FIRE ALARMS & EXTINGUISHERS**

Fire safety equipment (fire extinguishers, fire alarms, and smoke detectors) and evacuation/exit plans are installed in every building. Upon

moving into a hall, become acquainted with the fire exit routes, locations of extinguishers, alarms, and hall evacuation routes and procedures.

Tampering with fire equipment endangers the safety of others, is a violation of Iowa law, and will be considered a serious offense by the College. All tampering and/or damage to fire equipment will result in a fine of \$100 for the offender or \$10 per person on the floor where the incident occurred if no one person is found to be responsible. Disciplinary action and criminal action may be taken. Should the student have a legitimate need to discharge an extinguisher, this action must be reported immediately to the Community Director, and no fines will be assessed.

In all cases, should the individual responsible for the tampering come forward, the fine will be reduced to the cost of replacement or \$25, whichever is greater, as well as possible disciplinary and criminal action.

There will be two inspections of smoke detectors per year. If a smoke detector is not in place in the hallway, a \$10 fine will be assessed to each individual on that wing. If the smoke detector has been damaged, the fine will be \$20 per person on the wing.

## **FIRE SAFETY**

Candles, incense, kerosene oil lamps, etc. whether they have ever been lighted or not, are prohibited within residence halls. These items produce an open flame or hotspot that produces smoke and may inadvertently set off the smoke alarm system causing a false alarm or start a fire. You are encouraged to bring irons and curling irons that have an automatic turn off feature.

Live Christmas trees are not permitted in student rooms. No fireworks are allowed in or around residence halls. Gas grills are not allowed inside any residence hall. Charcoal and gas grills may be used outside and at a safe distance from the building. Motorized vehicles may not be parked at any location in or around the student residences other than authorized parking lots/spaces.

Walls of any residence life area may not be covered by cardboard and no wall may have more than 50 percent of its total area covered by any material including paper, cardboard, fabric, metal, etc.

Students are not allowed to bring halogen lamps to their room. Halogen lamps burn up to 10 times hotter than an ordinary light bulb, causing a potential fire hazard.

See proceeding section and “Electrical Appliances-Concerns & Safety” section for more information.

## **ROOM FURNITURE & RESIDENCE HALL PROPERTY**

Room furniture may not be removed from rooms. Furniture should not be arranged in any way that would directly block an exit. Removal of furniture or other College property from residence hall lounges, residence

hall rooms, or common areas will be viewed as an act of theft, and may be subject to criminal prosecution and referral to disciplinary action. Lounge, classroom, and other College-owned furniture/fixtures may not be removed to student rooms for personal use. If furniture is missing from the room at the end of occupancy, each resident of that room will be billed for replacement of each missing item.

## **GUEST POLICY**

- The resident student is responsible for his/her guest(s) and for their actions.
- All non-Wesleyan guests must be escorted at all times within College residences.
- Residents may host overnight guests for a maximum of two nights running. A guest of an individual student may stay with the resident student, a friend of a resident student (particularly if the guest is a member of the opposite sex), or in a guest room for a maximum of two nights. The host must have permission from their roommate and register his/her guest with the Community Advisor or Community Director. This is done solely for security and emergency reasons. If a guest must stay in the residence hall more than three days and two nights the resident students must:
  - A. obtain special permission from the Community Director.
  - B. pay \$5 each for the next two nights.
  - C. pay \$10 a night for each remaining night. Under no circumstances will a guest be permitted to stay longer than seven nights in the residence halls at any one period of time or more than two periods of seven consecutive nights during an academic year.

## **HALLWAYS REMAINING CLEAR**

State fire regulations stipulate that there shall be no combustible material in the hallways of the residence hall. It is imperative to keep hallways clear at all times for emergency exit purposes. Items found in the hallways, lounges, or bathrooms will be confiscated. The owner may be fined \$25 to \$200 per incident.

## **KEYS: CARD KEYS, ROOM KEYS, GETTING LOCKED OUT BY ACCIDENT**

Part of the obligation of living in a community is to help safeguard the living environment. **DO NOT PROP OPEN LOCKED EXTERIOR DOORS.** Giving your card key or room key to another individual for the purpose of accessing the residence halls and/or residence room constitutes a serious risk for you and your fellow students. There will be a \$100 maintenance/disciplinary charge and subsequent disciplinary action for a student who loans their card key or room key to anyone. Please be security-minded at all times and lock your door every time you leave your room.

Room keys are used for access to your personal room and are to be returned upon check-out. A \$75 fee will be assessed for a missing key. A new key will be issued at no cost if a damaged key is turned in to the Community Director.

Card key locks are located on all the primary exterior doors of the residence halls. The holder of the card key is responsible for individuals who enter the hall in their presence and for making sure that the door is closed and locked upon their entry to the residence hall. Students must return their card key upon check-out. Students who lose their card key will be assessed a \$100 fee. A new card key will be issued at no charge if the card is broken and turned in to the Community Director.

In the event a student is locked out of his/her room, the CA will allow entrance to the room with the spare key. While looking for the keys, the student may use the spare key for a period of 24 hours. If keys are not found in 24 hours, the student must request a new lock and turn in the spare key. Key replacement will usually happen on the same day the order is placed. All key replacements can be done in the Office of Student Life. Charges will include the \$75 missing key fee.

Students who find and return keys and card keys within 10 days of being billed will have that charge reversed unless the door lock has been changed.

## **LAUNDRY FACILITIES/VENDING MACHINES & REFUNDS**

Laundry rooms are located on the basement floors of McKibbin and S-T Hall. Each is equipped with coin operated washers and dryers (\$1.00, quarters only). Washing machines may not be used for dyeing purposes. Please report machine malfunctions to the Community Director.

Beverage and snack machines are located in lobby of McKibbin Hall and in the basement lobby of S-T Hall. Refunds for lost money may be requested by completing a Vending Machine Refund Slip at the Front Desk of respective hall.

## **LOFT GUIDELINES**

To enhance the living area and decor of residence hall rooms, the construction of lofts is permitted under specific guidelines. Lofts are defined as any raised bed structure. Loft guidelines available from the Office of Student Life. Students must have the finished construction inspected and approved by the Physical Plant. Students must contact the Physical Plant Office, ext. 6271, to schedule an inspection appointment. If the loft construction does not meet specifications, you will be required to bring it into compliance or remove it from the building. Residents are responsible for all existing furniture and fixtures in the room. Residents will be billed for any damages incurred in the construction, placement, or disassembly of lofts. All lofts must be disassembled prior to Finals Week Quiet Hours and be removed from the building prior to checking out of the room. All room

furniture must be restored to its original position and condition. Lofts may not be stored in the residence hall when not in use.

## **LUGGAGE & TOTE STORAGE ROOMS**

A luggage and tote box storage room is located on each floor of S-T Hall and in the basement of McKibbin. Only empty luggage and totes can be stored. All items must be marked with your name and room number. The College assumes no responsibility for lost or damaged items.

## **MAIL & PACKAGES**

Each resident is assigned a mailbox. U.S. mail, official college notices and inter-campus mail are delivered to each resident Monday-Friday. Mail can be posted and packages may be picked up at the College Mailroom located in basement of the P.E.O. building from 8:00 AM-5:00 PM, Monday-Friday.

## **NOISE AWARENESS – QUIET & COURTESY HOURS**

In order to make the atmosphere conducive to living and learning, **Quiet Hours will be in effect from 10:00 PM–10:00 AM Sunday through Thursday nights and from 12:00 midnight–10:00 AM on Friday and Saturday nights.** Courtesy Hours are in effect at all other times. Warnings may be given to residents to inform them that the noise level is too loud. Warnings do not have to be given after 10:00 PM. Fines will be given to those who do not respect the policy. Violators may be referred to the campus judicial process. Individual floors and hall councils may vote to extend quiet hours.

Residents are expected to be courteous of others and monitor the noise level within their room/hall. Students disturbed by the amount of noise being generated by individual rooms or groups should approach those involved and politely ask them to be quieter. If the situation persists or gets worse, students should then contact the Community Advisor for assistance.

As a general guideline, any sound that can be heard two rooms away from the source is considered too loud and should be adjusted accordingly. Every effort should be made to keep the sound level confined to the individual's room. Loud talking and activities should not exist in the hallways. Room and study lounge doors should be closed to prevent disturbance to others. Residents are encouraged to use headphones to minimize noise disturbances, especially during quiet hours.

If the window is open, consideration should be given to neighbors and persons outside the building.

**Any item creating a disturbance (stereos, musical instruments, etc.) may be confiscated and stored until resident can take the item(s) home.**

“Courtesy Hours” are in effect from 10:00 AM–10:00 PM, Sunday

through Thursday and 10:00 AM–12:00 midnight on Friday and Saturdays. “Courtesy hours” are times when residents are asked to be considerate of others’ right to live, sleep, and relax within their residence hall room and/or building. Residents and staff reserve the option to request another resident/group to modify the noise level at any time during the day or night but particularly during designated quiet hours.

## **PERSONAL PROPERTY INSURANCE**

Iowa Wesleyan’s property insurance covers College physical buildings and furniture we provide. Insurance for your personal property is NOT included. *This type of coverage commonly falls under your family’s homeowner’s policy.* Check with your agent to be sure. We strongly encourage you to obtain “Renter’s Insurance” if you are not covered under a home policy.

## **PETS**

Pets and animals, except non-dangerous, non-poisonous fish, are not permitted to live with students in residence hall rooms (piranha and game fish are not permitted). Students found in violation of this policy will have 24 hours from time of notification to remove the pet. Students failing to do so may be assessed a fine of \$25 per day until the pet is removed. If the pet poses an immediate threat to residents and/or the Iowa Wesleyan community, civil authorities will be contacted for assistance. Pet owner(s) could face criminal or civil charges in addition to campus charges.

## **QUIET HOURS DURING FINALS WEEK**

The day before finals, continuous Quiet Hours go into effect. Relaxation Hours during this time are as follows: Noon-1:00 PM, 5:30–6:30 PM, and 9:00–10:00 PM. Residents are expected to leave the halls within 24 hours of their last final, unless prior arrangements are made and approved by the Community Director and the Office of Student Life. Students who are disruptive may be asked to leave the halls prior to the end of their finals. These students would be required to find their own alternative housing for the remainder of the finals period.

## **RECREATIONAL ACTIVITIES**

Recreational activities including, but not limited to, skateboards, roller skates/blades, Frisbee, sports (football, soccer, lacrosse, softball, basketball, golf, etc.) are not permitted within the residence halls. Basketball-bouncing inside the residence halls will result in a fine of \$25; doubling upon further offenses.

## **RESIDENCE HALL/ROOM DECORATING & SAFETY**

Please see “Electrical Appliances-Concerns & Safety” and “Fire Safety”

sections for more information.

Decoration of public access areas (including but not limited to outside of room doors, hallways, lounges, and bathrooms) shall be left to the discretion of the Community Director. Items considered offensive, harassing, or pornographic are not permitted and will be removed.

The recessed molding near the ceiling is to be used for hanging pictures and bulletin boards. The use of tape, staples, nails, tacks, etc., for fastening articles on the walls, doors, and furniture is not permitted. Violation will result in appropriate charges when either resident moves out of the room.

Fire regulations prohibit the use of any hangings or decorations made of flammable materials in residence hall rooms. Items such as parachutes, fish nets, wall and ceiling hangings, and loose carpeting are “fire-feeders” and are particularly dangerous.

Halogen lights and live Christmas trees are fire hazards and are prohibited. Students who violate such fire regulations could be held liable in the event of fire and subsequent damage, injury, or death.

Painting of student rooms is not permitted without authorization from the Office of Student Life.

Students are asked to not overload outlets and are encouraged to use power strips with built-in circuit breakers instead of extension cords. Installation of electrical or antenna wiring beyond the student’s room will not be allowed. Unauthorized wiring or damaged resulting, will be removed by maintenance staff. All expenses associated with this removal will be billed to the resident(s) of the room.

Clothes to dry can be hung on clothes bars in closets of lounge rooms only. The hanging of clothes, plants, etc., on curtain rods will not be permitted.

## **RESIDENCE HALL ROOM ENTRY BY COLLEGE OFFICIALS**

Residents have an expectation of privacy in regard to their residence hall room. This expectation of privacy will not be violated except under the following circumstances:

- a) State of emergency—The staff member has “reason to believe” that life or property is in imminent danger and there exists, in his/her judgment, need of immediate action.
- b) The College reserves the option to enter a student room when a College official believes that he/she has witnessed a prohibited activity, or has “reason to believe” that a prohibited activity is occurring or has occurred within the room, or to retrieve College property. Prohibited activities would include any activities that appear to violate city, state, federal law or Iowa Wesleyan policy. College officials will also cooperate with civil law enforcement officers in performance of statutory duties in accordance with legally defined procedures.

- c) Performing a service—To perform some service for the occupants of the room and/or environs. This would include, but is not limited to, routine maintenance/repairs requested by a resident. For purposes of safety, sanitation and general upkeep, the College reserves the option to maintain, make repairs, and replace damaged or obsolete furniture or furnishings in the residence hall rooms anytime during the school year. An effort will be made to gain entrance to a student's room in his/her presence but will perform the work regardless, if necessary. Any time the maintenance staff is inspecting, cleaning and repairing rooms, reasonable care with respect to the loss or theft of personal property shall be exercised, including locking a room upon departure. Beyond exercising reasonable care, however, the College will not assume responsibility for items of a personal nature that are lost, damaged, or stolen. After performing service, residence hall rooms will be locked regardless of whether or not the room was locked upon entry.
- d) Vacation periods—Maintenance and safety checks of rooms will be made during the vacation periods. No further notice will be given of the intent to check the rooms over these breaks. The College may remove, without the owner's permission, objects or materials which constitute a violation of College regulations or which, in the judgment of the staff, constitute a safety or sanitation hazard.
- e) Fire or tornado alarms—Staff members and emergency personnel will enter rooms during a drill or an alarm to ensure that rooms have been vacated. Staff members are authorized to check closets and other hiding places if deemed necessary and appropriate to achieve this goal.
- f) By invitation—If a staff member knocks and is invited in, he/she may enter the room even if the invitation was not issued by the room occupants. Staff will not always be able to identify the speaker through a closed door. Anyone in the room granting permission to enter will be presumed to be giving permission on behalf of the residents of that room.
- g) Persistent, annoying noise—Out of consideration for neighboring residents when an unattended persistent annoying noise is occurring within the room (including but not limited to a ringing alarm clock, an unattended stereo or television, etc.).

Any student who believes that an aspect of the room entry policy has been violated should report the incident to the Office of Student Life.

## **RESTROOM USE**

Men are not permitted in women's restrooms and women are not permitted in men's restrooms.

## **ROOFS**

Students are not permitted on roofs of the residence halls for any

reason. Violation of this policy will result in a fine of \$100 per person per incident.

## **ROOM ASSIGNMENTS/ROOMMATE CHANGES**

Room assignments are made on a year-to-year basis. Returning students are provided an opportunity to select their room for the fall during Spring semester. Students failing to take advantage of that opportunity will be assigned a room in the same manner as new students. The College reserves the option to assign rooms as deemed necessary and/or appropriate for the benefit of the College or the student(s). These changes may be made at any time for health, safety, or administrative reasons.

Priority for single habitation of a double room and designated single rooms is based on cumulative academic hours earned. Only for extenuating circumstances may freshmen be permitted to maintain single or single-double rooms. Students requesting this option must consult with the Community Director.

Students wishing to change rooms and/or roommates must contact the Community Director. Generally, no room changes will be permitted during the first four weeks of the semester.

## **ROOMMATE BILL OF RIGHTS**

The right to study free from unnecessary disturbances.

The right to sleep without unnecessary disturbances from noise, guests of roommate, suitemate, etc.

The right to expect a roommate/suitemate will respect one's personal belongings.

The right to a clean living environment.

The right to free access to one's room and facilities without pressure from a roommate or suitemate.

The right to personal privacy whenever possible.

The right to host guests with the expectation that guests are to respect the rights of all roommates and suitemates and other hall residents.

The right to address grievances and concerns. Your Community Advisor is available with resources to assist you in this process.

The right to be free from fear of intimidation, physical and/or emotional harm.

The right to expect reasonable cooperation and the use of shared items (telephone, College provided furniture, etc.).

## **SECURITY & NIGHT ESCORT**

Security personnel patrol campus from 8:00 PM-6:00 AM Sunday-Thursday, and 8:00 PM-4:00 AM Friday and Saturday. Students wishing to be escorted from one campus location to another may contact Security at 319.391.6802.

## **SMOKE-FREE CAMPUS**

Smoking is not permitted in any buildings at any time. Resident students and their guests may smoke outside, behind and far enough away from residential facilities that smoke does not travel into building through doors and windows.

## **SOUND EQUIPMENT**

Residents are expected to keep sound equipment at a level conducive to group living. Stereos, etc. must be kept out of windows, and not played in a manner that would disturb the residence hall or campus communities. If music can be heard from outside the building it is violation of city codes related to “disturbing the peace.” For loud volumes, headphone use is recommended. **Any item creating a disturbance (stereos, musical instruments, etc.) may be confiscated and stored until residents can take the item(s) home.**

## **TELEPHONES**

Each residence hall room is equipped to provide telephone access and voicemail service with each resident furnishing his/her own telephone. Students are required to set-up their room phone service and check it regularly for messages.

Long distance service is available through Campus Communications. Their customer service number is 800.965.4838. Students must complete a registration form to sign up for the long distance program. Registration forms will be available in the residence halls on check-in days, and afterwards in the ITS Office in the Science Hall. Each student will be assigned a Personal Identification Number (PIN) for long distance calling. The PIN can be used anywhere on campus. Iowa Wesleyan has set \$100 for U.S. resident students and \$200 for international resident students as the monthly billing limit. A lower limit may be chosen. Once your limit is exceeded, your PIN will be deactivated until the next billing period. Access for alternative means of calling such as calling cards, collect and third party billing will be provided via your provider’s toll free number, however, a PIN is required to place these calls. Instructions on how to use voicemail are available in the Student Life Office.

## **VIOLATION INFORMATION REPORTS BY RESIDENTS**

All residents are responsible for enforcing the rules and regulations of residence halls. Residents may file an Information Report about another resident. Report forms are available from any Community Advisor, Community Director, or the Office of Student Life.

# Standards of Student Conduct

The College is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the College or with the rights of other members of the College cannot be tolerated. Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the College retains the power to maintain order within the College and to exclude those who are disruptive of the educational process.

Iowa Wesleyan College affirms the right of its students, faculty, and staff to be free of racial, sexual, physical, or verbal harassment by any member of the College community. Iowa Wesleyan College will not tolerate any acts of harassment on the part of its students.

College is an experience in community living. Out of concern for the growth of students as individuals, every attempt is made to use sanctions for conduct violations which are educational and developmental leading to positive behavioral change.

## CODE OF CONDUCT

A student enrolling at Iowa Wesleyan College assumes an obligation for observing certain regulations. Students are expected to know and abide by all policies. Iowa Wesleyan College students are expected to accept responsibility for their actions and those of their guests. An Iowa Wesleyan College student may be subject to the student judicial process and sanctions up to and including dismissal for engaging in the following kinds of behavior:

1. Any action which would violate civil or criminal code.
2. State and College regulations prohibit any form of gambling. Fund-raisers such as raffles and drawings must be cleared through the Office of Student Life.
3. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College (including but not limited to making false oral or written statements to any institutional official, faculty/staff member, or hearing board/officer).
4. Obstructing or denying access to services or facilities by those entitled to use such services or facilities.
5. Disrupting the orderly process of the College, including but not limited to the following:

- a. To cause noise on campus grounds or in any college building, which disrupts an atmosphere conducive to work, study and rest.
  - b. Any person who shall cause, provoke, or engage in any fight, brawl, or riotous conduct.
  - c. Any person who antagonizes another person through the use of “fighting words.”
  - d. Intentionally causing a breach of the peace; committing lewd, indecent, or obscene acts, including posting of pictures that would be considered offensive, pornographic or derogatory.
  - e. Providing false information to any College official.
  - f. Falsifying, distorting, or misrepresenting information before a conduct authority, and/or knowingly instituting a conduct proceeding without cause.
6. Physical abuse, threats, or endangering in any way the health or safety of any person(s) on campus or at any College-sponsored or supervised function. This would include but is not limited to harassment and/or behavior that threatens any group or individual and/or causes any person to be placed in danger, real or perceived.
  7. Any item or substance, the use or possession of which is prohibited by College policy will be confiscated by College officials. This would include, but is not limited to the unauthorized use or possession of gasoline, naphtha, benzene, and/or other flammable materials. Students who fail to surrender prohibited items or substances will be subjected to further disciplinary charges.
  8. Failure to comply with directions of College officials acting in the performance of their duties in conducting the regular operation of the College or in protecting persons and property. This would include but is not limited to failure to produce a valid IWC photo ID upon request.
  9. Failure to vacate a building or facility when a fire alarm is activated.
  10. Improper use or tampering with fire-detecting and/or fire-fighting equipment (including fire extinguishers, smoke detectors, fire alarm pull stations, etc.).
  11. Appropriating public or private property of another for personal use without the consent of the owner or the person legally responsible for it, including but not limited to theft, damage or misuse of College property or a member of the College community, regardless of intent.
  12. Students are directly responsible for the actions of their guests. Residential students are responsible for actions that occur in their room and for any/all guests visiting them in their rooms. Any Iowa Wesleyan student may be charged with a violation if any of their guests violate a policy.
  13. Unauthorized entry or use of college facilities, including, but not limited to, propping open doors, unauthorized use, possession or

- duplication of college keys and failing to leave when asked.
14. No one is allowed on the roof of any College building without authorization.
  15. The public disposal of any substances or items other than in a trash receptacle is prohibited.
  16. Objects (including liquids) may not be thrown, dropped, or otherwise propelled from any College facility, including but not limited to residence halls.
  17. a. **Possession, use, sale, or exchange of weapons at any location on campus, or within College residences, is prohibited and will result in the student being immediately suspended from the College and removed from College owned residences.** Firearms, fireworks, chemicals of an explosive nature, explosives or explosive devices, or weapons shall not be maintained on the college campus except as specifically authorized by the Community Director. The term “weapon” includes any object or substance designed to inflict a wound, cause injury, propel and object, or incapacitate and includes, but is not limited to: all firearms and ammunition, pellet/BB guns, paintball guns, home manufactured cannons, bows and arrows, slingshots, martial arts devices, switchblade knives or knives with a blade longer than three inches (with the exception of table knives). Toy guns and other simulated weapons are also covered by this policy.
    - b. Firearms may be stored at the Physical Plant by making arrangements with the Office of Student Life. Firearms any other place on campus, including vehicles parked on campus, will result in disciplinary action. A student may check out a weapon for a sporting activity immediately prior to departure for the activity and must return it to the Physical Plant immediately upon return from the activity.
  18. Possession/consumption of alcoholic beverages in violation of the **Alcohol Policy** (listed below).

Persons in the presence of a person or persons in violation of this policy are also considered in violation of this and other policies.

    - a. Students must present valid proof of age (i.e. driver’s license, majority card) to any College official upon request.
    - b. The consumption of alcoholic beverages is permitted in the privacy of one’s residence hall room or in another resident’s room, provided that the door of the residence hall room is closed, and that all person’s in the room are of legal drinking age (21) as defined by Iowa Code Section 123.47A.
    - c. Underage students/visitors and guests are in violation of the alcohol policy if they are in possession of an open or closed container of alcohol in a residence hall room, in a hallway,

- other public areas, any other College buildings and/or on campus grounds. Alcohol may not be stored or consumed in a room where any resident is under the legal drinking age even if one occupant may be of legal drinking age.
- d. Individuals 21 years of age or over who possess an open container of an alcoholic beverage outside of one's room, on campus grounds, in College buildings, or consenting to its presence would constitute a violation of the policy.
  - e. Students may not loiter in public areas while in possession of alcoholic beverages. Further, all closed containers must be transported in a bag or other concealing device. (A closed container is one on which the seal has not been broken.)
  - f. Providing alcoholic beverages to a person below the legal drinking age is illegal and would constitute a violation of the alcohol beverage policy as well as having serious legal and civil implications in the civil and criminal courts.
  - g. Drunken behavior will not be tolerated on the Iowa Wesleyan College campus. Loud or disruptive behavior, drunk or disorderly conduct will constitute a violation of the alcohol beverage policy.
  - h. Alcoholic beverages are not permitted at off campus events funded fully or partially by College or residence hall funds.
  - i. College recognized organizations may not co-sponsor events with brewing companies.
  - j. Kegs, beer balls, and other common source containers (punch bowls, trash cans, etc.) are prohibited. Out of concern for the resident(s), amounts of alcohol deemed to be excessive may be confiscated and disposed of by a Community Advisor and/or Community Director.
  - k. Drinking games, beer bongs and funnels are prohibited.
  - l. Displaying alcohol containers or empty cartons is prohibited. This includes, but is not limited to, pyramids made of cans or bottles, empty beer cases, signs in windows, empty alcohol containers, and alcohol containers filled with non-alcoholic substances.
  - m. College officials will confiscate and dispose of alcohol that is present during a violation.
19. The possession and/or use of any controlled substance is strictly prohibited on campus. Similar to the alcohol policy, students do not need to be in possession of nor consuming a controlled substance to be found in violation of the policy. If students are in the presence of others violating the policy, they will be subject to disciplinary consequences. Students will also be found in violation of the policy when the odor of marijuana is present and/or drug paraphernalia is discovered.

20. **Possession or distribution of any narcotic drug, marijuana, or other additive, dangerous or hallucinogenic substance, except as expressly permitted by law will result in the student being immediately suspended from the College and removed from College owned residences.** Persons who are in the presence of persons in violation of this policy are also in violation of this policy.
21. Inciting others to commit one or more of the prohibited acts and/or creating an opportunity for policy to be violated. Students present when one or more violations are occurring who choose to remain there are choosing to accept the consequences of that decision.
22. Iowa Wesleyan College is a tobacco-free campus. Smoking is not permitted in campus buildings, including individual residence hall rooms.
23. Conduct which constitutes a hazard to the health, safety, or well-being of members of the College community or is deemed detrimental to the College's interests. These sanctions apply whether or not such conduct occurs on campus, off campus, at College-sponsored or non College-sponsored events. Disciplinary action may also be taken regardless of any criminal proceedings that may be pending or in progress.
24. Stalking and/or willfully, maliciously, and following, harassing, calling, or contacting another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.
25. **Institutional Computer Guidelines:** Misuse or abuse of the Institutional Computer guidelines and computer use agreements (listed below).  
The Users Agreement at Iowa Wesleyan College regarding computers and the Internet reads as follows:
  - a. User Responsibility: "Evolve a code of ethics for personal choice and public decisions." Users will be courteous and fair to others when using computer resources. As a user, our commitment is to apply the computing resources for class assignments, academic research, professional/personal advancement, administrative, and instructional support. Users will be held accountable for their activities on the network. In other words, users will refrain from sharing passwords and login IDs, breaking into computer systems, viewing pornographic or otherwise offensive content, sending harassing messages, or perpetuating a computer virus or any software that would compromise the existing systems. Users will respect intellectual property in terms of license agreements and copyright laws.
  - b. College Responsibility: "Iowa Wesleyan College respects individuality within the context of a community with common moral purpose, a community that welcomes persons of diverse backgrounds and world views." All information on campus

computers belongs to Iowa Wesleyan College. The College reserves the right to restrict use of the computing facilities to current employees and students to ensure that these individuals are best served by the available resources. However, as part of the wider community, the College will decide on a case-by-case basis to grant access to individuals employed by nonprofit organizations or to family members of College employees. All users whether students, employees or individual users of the resources will be bound to this agreement. The College will take disciplinary action in the case of user irresponsibility as reported by the office of Information Technology Services.

- c. Information Technology Services Responsibility: “Work harmoniously with others in pursuit of common goals.” The main purpose of ITS will be to protect user privacy, sustain security, monitor stability, and maintain quality of service for the whole network. Consequently, the ITS office will be systematically monitoring the network. Any report concerning infringements in terms of user responsibility will be investigated. The results of such an investigation will be directed to the appropriate College committee. The ITS office will be committed to support all areas of information technology in order to help users accomplish their goals via the computer resources on campus.

## **Disciplinary Process and Sanctions**

Individuals believed to be in violation of the policies will be subject to disciplinary action. Any faculty, staff, or student may register a complaint and/or complete an Information Report if he/she believes that one or more violations of College policy occurred. Information Report forms are available from the front desk of either residence hall or the Office of Student Life and must be submitted to the Office of Student Life as soon as possible. Allegations of misconduct will be addressed by one of the following:

1. Summary adjudication by the Dean of Student Life, a Community Director, the Community Review Board, or Residence Hall Community Boards. The Community Review Board is comprised of members of the Student Life staff, faculty and students. The Residence Hall Community Boards are comprised of one representative from each of the hall’s floors and supervised by the Community Director.
2. The President of the College reserves the right to assume direct jurisdiction of any case at any stage of the process.

The cases heard by the Community Review Board, a Community Director, or the Residence Hall Community Boards, may be appealed to the Dean of Student Life. Cases heard by the Dean of Student Life, may be appealed to the Committee on Student Life. The decisions of the Committee on Student Life are final.

Alleged violators who are involved in the conduct process for the first

time are required to meet with their Community Director to learn about the conduct hearing process.

The alleged violator's class schedule will be taken into consideration when scheduling a pre-hearing and hearing.

Students who fail to appear for a scheduled hearing will have their cases decided in absentia and forfeit their right to an appeal.

Students are permitted to request witnesses to attend and/or participate in the hearing. Students

requesting witnesses are expected to invite them and inform them of the date/time/place of the hearing.

The College reserves the right to suspend a student immediately, pending a hearing, when necessary to protect the health, safety, or welfare to others. Such students are responsible for their own accommodations.

Students found in violation or responsible for policy violations are subject to the following sanctions:

1. Admonition: An oral statement to the student(s) that he/she/they is violating or has violated college rules and that further instances of unsatisfactory conduct may be cause for more severe disciplinary sanctions.
2. Work hours to be completed under the supervision of a College department or outside agency.
3. Restitution: A full and complete reimbursement for damages to/ destruction of or misappropriation of the property of the College or others.
4. Reprimand: A written notice to a student for a violation of specific regulation, including notice that further violation of the same or other regulations will result in more severe disciplinary sanctions.
5. Letter of Apology: A formally written letter of apology, either private or public, to an individual, an outside agency, or the College.
6. Monetary fines: The assessment of money against individual students for violation of College rules and regulations. Monetary fines will be billed directly to student accounts and will not to exceed \$200 per violation, per incident.
7. Developmental/Educational Sanctions: Fulfillment of behavioral contracts and/or other educational sanctions which would be designed with the goal of creating an opportunity for the student to learn from the experience.
8. Counseling or Chemical Dependency Assessment, including but not limited to treatment as deemed necessary and appropriate by a qualified chemical dependency counselor.
9. Written warning: Written notification to students that the College does not condone the inappropriate behavior and is concerned. Should another violation occur while a student is on disciplinary warning, he/she would be placed on disciplinary probation.
10. Probation: A written notice placing conditions upon the student's continued attendance at Iowa Wesleyan College. Disciplinary

probation shall serve to give the student notice that further misconduct while a student at Iowa Wesleyan College may result in his/her immediate dismissal. The conditions of the disciplinary probation may include, but are not limited to any of the following:

- a. Removal from and/or restriction of access to specified campus facilities.
  - b. Loss of privileges such as to be an active participant in, and/or to be in attendance at any or all public events; to represent the College in specified manners; or to hold office in any or all college-approved organizations.
  - c. Required attendance at meetings and/or completion of projects.
  - d. Required participation in certain groups and/or programs.
11. Suspension: Defined as a temporary termination of student status and exclusion from further enrollment for a designated time frame, generally a minimum of one full semester. Students suspended may reapply for admission after completion of the terms of the suspension. Applications must be approved by the Office of Student Life. Suspensions may be reviewed, modified, and/or extended as deemed necessary and appropriate.
  12. Dismissal: Termination of student status and exclusion from further enrollment.
  13. Any sanction may be imposed individually or in combination with one or more sanctions as deemed necessary and/or appropriate.
  14. Students charged with a felony are subject to immediate suspension.

## **Hearing and Appeal Process**

1. PRE-HEARING:
  - a. The accused student is presumed not responsible until proven responsible for the alleged violation. The burden of proof lies with the College.
  - b. Accused students involved in the conduct process for the first time must meet with a Community Director to discuss the conduct process.
  - c. The student will be informed in writing of their rights and responsibilities under this Code.
  - d. The student will be informed of the specific charges in writing and in a timely manner.
  - e. The student will be granted an adequate time to prepare for the hearing. The College reserves the right to accelerate the process for procedural efficacy, e.g. at the end of a semester.
2. HEARING:
  - a. The person presiding over the hearing shall be responsible for producing a record of the hearing.

- b. If a student does not appear at a hearing, the case will be decided in absentia and the student forfeits all rights to an appeal.
  - c. The burden of proof to be met shall be a preponderance of the evidence.
  - d. The student has the right to question the individual(s) who brought the charges and to present their own witnesses.
3. POST-HEARING:
- a. The student will be informed of the decision in writing within five class days.
4. APPEAL:
- a. The student will have two class days after receipt of the decision to appeal the decision to the Dean of Student Life or the Committee on Student Life as appropriate.
  - b. Appeals must be based on the following criteria: Irregularities in due process; demonstrated prejudice against any party by the person or Board, presiding over the hearing; new evidence not available at the time of the original hearing; a sanction that is extraordinarily disproportionate to the offense.
  - c. Within two class days the student will be notified of the disposition of the appeal.
  - d. If the appeal is granted a hearing will be scheduled in a timely manner.
  - e. The appellate individual or board, on a majority vote, may affirm, modify, reverse or remand the original decision, or order that a new hearing be held.
  - f. The decisions of the Dean of Student Life or the Committee on Student Life are final.

### **General**

The College reserves the right to extend or shorten the specific time lines stated above in the interest of fairness or judicial efficacy.

### **Application to the College Student Review Board for Readmission**

The College Student Review Board is established to provide a broad-based equitable recommendation as to the action which the College should take regarding extraordinary behavioral circumstances exhibited either by an enrolled student or a student seeking readmission who has previously been separated from the College under conditions as outlined in this procedure. Any member of the Board may refer a case of inquiry for review by the Board.

Extraordinary Behavior: The term “extraordinary behavior” shall mean an instance or pattern of behavior by a student or applicant for readmission that falls outside the scope of the College Conduct Code or which cannot

be satisfactorily addressed within an academic unit, or which encompasses inseparable matters of discipline and academic progress. Which instance or pattern of behavior has, or may reasonably be anticipated to have, an injurious effect on the student, applicant or others, or a disruptive impact on the orderly processes, functions, and operations of the College. A history of incompatibility with other persons in the College community, threats of, or disruptive or harmful actions or activities, and relevant emotional and psychological conditions are examples of some types of behavior and circumstance comprehended by the term “extraordinary” but the term is not limited to these examples.

The members of the College Student Board shall consist of the following persons or their designees:

1. Dean of Student Life, chair
2. Vice President for Academic Affairs
3. Director, Residence Life
4. Registrar
5. Dean of Enrollment Management
6. Chair of the Faculty Forum

When the appointed person is unable to serve because of conflict or inability to perform, the designee shall be the holder of the associate position, or if none, the person who normally serves in the absence of the appointed person.

The Board shall meet at the call of the Chair and will maintain a permanent record of its proceedings. The Board shall invite the affected person to attend preliminary Board meetings during the review and to make a presentation; however, the attendance by the affected person is not a requirement.

## **Recommendations of the Board**

1. Having reviewed all the facts reasonable and attainable, the Board will submit its findings and recommendation to the President of the College for approval. The recommendation shall specify that the person be:
  - a. Readmitted.
  - b. Denied readmission.
  - c. Readmitted under specified conditions.
  - d. Referred for disciplinary action.
  - e. Referred to mental authorities.
  - f. Observed for an additional period of time.
  - g. Required to terminate his enrollment and notified of conditions, if any, regarding procedures for any future application for readmission.
  - h. Subject to any combination of these recommendations.
2. The Board and the student may enter into a written agreement whereby the student agrees to conduct himself in a prescribed manner and agrees to undertake prescribed medical or psychological, or both,

- treatment or therapy. The agreement shall set forth the consequences of the failure of the student to abide by the agreement.
3. The meeting of the Board shall be informal and not be subject to procedural rules.
  4. The recommendation of the Board is submitted to the President, who is charged with determining if the investigation and proceedings of the Board were conducted in the required manner. The President has the authority to overturn or to amend the recommendations of the Board. The determination of the President is final.
  5. If the affected student or applicant wishes to appeal the decision, he/she may do so by submitting a written request to the Office of the President within ten class days of receiving notification of the Board's decision.

## **SEX OFFENSES**

### **Sexual Harassment**

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, or create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment may include a range of behaviors from actual coercing of sexual relations to unnecessary or demeaning comments about sexual identity. This definition will be interpreted and applied consistent with accepted standards of mature behavior, academic freedom and freedom of expression.

Individuals who believe they have been sexually harassed may use the formal procedures of the institution. Formal procedures, however, will not be initiated without a written, signed grievance. The right to confidentiality of all members of the academic community will be respected in all proceedings. An individual found to be guilty of sexual harassment is subject to disciplinary action as appropriate to his/her status in the College and under the procedures including grievance procedures applicable to that status.

### **Investigation and Appeals Procedures**

A faculty or staff member or student who believes she/he has been the object of sexual harassment should advise any of the following: the Vice President for Academic Affairs, the Dean of Student Life or the Chair of the Faculty. Investigation of a complaint will be conducted in a timely manner, assuring maximum confidentiality consistent with principles of due process and fundamental fairness.

- a. The complaint must be in writing with sufficient specificity.
- b. A person bringing a complaint founded in fact will suffer no retaliation.
- c. The investigation of the complaint will be conducted by one or a combination of the above named individuals.

- d. The person charged will be promptly notified and given an opportunity to respond.
- e. If a complaint is found to be valid, appropriate counseling may be made to the offender and/or disciplinary action consistent with the degree of seriousness of the harassment may be instituted. Dismissal of a faculty or staff member will follow the process of dismissal as stated in the Faculty Handbook. If a student is found to have engaged in sexual harassment, the student may appeal to the President, who will select a three-person group to review the matter and recommend a resolution to the President. The decision of the President is final. There is no appeal beyond this point.
- f. Faculty or staff members will have up to 30 days after the alleged occurrence to file a complaint. Students will have up to 30 days after graduation or separation from the College to file a complaint. It must be recognized, however, that a lengthy period of time between an alleged occurrence and an investigation may make fact-finding extremely difficult or impossible.
- g. Grievance procedures for faculty and staff will follow the section on Grievance and Complaint Procedure in the Faculty Handbook.

## **Sexual Abuse and Assault**

Iowa Wesleyan College will not tolerate sexual abuse or assault in any form. According to the Code of Iowa, sexual abuse is any sex act done by force or against the will of another individual. Force is associated with any act of violence, but sexual abuse also can occur when:

- a. Threats are used to obtain consent.
- b. The victim is drunk, drugged, unconscious or otherwise unable to give consent. Under Iowa law, physical resistance does not need to be established. This means the victim does not need to struggle or be injured. A sexual abuse charge can be sustained as long as the sexual contact occurred without consent.

Individuals who have been sexually abused or who become aware of such incidents are strongly encouraged to inform the Student Life Office (weekday working hours call 385.6256 or after hours and on the weekends call 385.6470 or 385.6401) or the Mt. Pleasant Police Department (911 or 385.1457). A report should be made regardless of whether the victim plans to file criminal charges. The decision to file charges can be made at a later time. Members of the Student Life Office and the Mt. Pleasant Police Department are trained to support victims with sensitivity and understanding and to handle reports of abuse or assault in a professional and confidential manner.

Sexual abuse and assault victims should take full advantage of their right to press formal charges against an assailant. All victims of sexual abuse should seek medical attention as soon as possible (before bathing and/or changing clothes) from the Henry County Health Center (385.3141). Both services have nurses and on-call physicians. Evidence will be gathered and

preserved in the event legal action is pursued.

The individual involved in a sexual abuse situation has the option to pursue a remedy through the College's student conduct system in addition to, or instead of, pursuing legal action. If you choose to file a campus judicial complaint, you should contact the Student Life Office. This office will gather information to substantiate a hearing and will notify the assailant that a complaint has been filed. If you are unsure about filing a campus complaint, the Dean of Student Life can discuss the options available to you and assist you in making a decision.

To the extent possible, any campus judicial proceedings will be conducted in a way to protect confidentiality and the interest of both parties.

Iowa Wesleyan College will treat sexual assault victims with respect and make their rights and options clear. Iowa Wesleyan College supports the following statements as rights of the victim:

1. The victim will be treated with dignity and will be free of pressure from campus authorities to not report the crime or to report a lesser offense.
2. The victim will be free from any suggestion that he/she is responsible or that the victim was "contributory negligent" or assumed the risk of being assaulted.
3. The victim will have the same rights and responsibilities as the accused at any campus disciplinary proceeding and both the victim and the accused will be notified of its outcome.
4. The victim will be made fully aware of and will receive assistance in exercising state or federal legal rights.
5. The victim will have access to existing campus mental health and victim support services.
6. Sanctions for rape, acquaintance rape or other sex offenses (forcible or non-forcible) may include suspension or expulsion from the College.
7. The victim will be provided with campus housing that separates them from unwanted contact with the accused.
8. The victim will have the right to participate in the academic programs of the College free of sexual intimidating circumstances.

The following college and community offices and agencies have individuals who can assist you in deciding your options at any time:

Student Life Office .....385.6256  
Henry County Health Center .....385.3141  
Mental Health Center of Henry Co. ....385.8051  
Mt. Pleasant Police Department .....385.3511 or 911  
YWCA Domestic Violence and  
Sexual Assault Center, Burlington .....800.693.1399

Abusive sexual conduct by anyone is a threat to the entire college community. When known crime risks might endanger students or employees, the Student Life Office will notify the campus community

through one or a combination of the following methods:

- a. Notify the media, via written press release or telephone call.
- b. Post advisory and prevention information on campus bulletin boards.
- c. Immediate notice, via telephone, to residence hall directors.
- d. Distribute crime alert bulletins throughout campus.

## *Campus Dining. . . We've got just the plan for you!*

### **Meal Plans**

Students have the opportunity to choose between two meal plans: 19 or 15 meals per week. A week is defined as Friday breakfast through Thursday dinner. Residential students must indicate on registration day which plan they wish to subscribe to for the fall semester. A bar code system on the student's identification card will be used to implement the system. Students must bring their ID card to all meals so the bar code on their card can be read by the access system.

### **Dining Room Policy**

We have an "all you can eat" policy, but ask you choose only one entree and then return for seconds if you would like more. No area is without some rules and the dining room is no exception. We ask that you bus your own tray and that you leave backpacks and any other containers out at the coat racks. Do not take food or drink out of the dining room. The Standards of Student Conduct will be adhered to and enforced within the dining room.

### **Meals**

**Breakfast:** Eggs, pancakes, waffles or French toast and a potato selection are served. A variety of breads, coffee cakes, rolls and muffins, and a variety of cereals, fruit, fruit juices, fresh milk and coffee are available.

**Lunch:** We offer hot sandwiches, casseroles, hearty soups, vegetables, fresh fruit, desserts, and fresh salads on our salad bar. On the south line, a specialty theme: grill, deli bar and others.

**Dinner:** There is always a choice of dinner entrees surrounded by all of the trimmings, salad bar, vegetables, potatoes and desserts.

**Steak Nite:** Every other Saturday night you can choose between steak, shrimp and another entree.

### **Munch Money**

Included in all residential student plans is \$50 in Munch Money per semester. This can be spent in either the Snack Bar or the dining room. Students may purchase additional credit at any time. Munch Money order forms can be picked up at the Sodexho Office.

### **Food Committee**

We invite anyone interested in joining our food committee to stop by the office and visit with us.

—Russell A. Benischek  
*General Manager*

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# *Sodexho Campus Services*

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**S**odexo Campus Services, along with the Iowa Wesleyan College community, welcomes you to our food service facilities, which are located on the second floor of the Student Union.

Sodexo is a national food service management firm. We work closely with the Iowa Wesleyan administration, committees, and individual students to ensure that you gain the most from the dining program. Sodexo and Iowa Wesleyan have been working together for more than 40 years to provide students the best college food service experience.

The Snack Bar is located on the first floor of the Student Union. It is open from 8:30 AM-1:30 PM and 7:00-10:00 PM Monday-Friday. A menu of grab-n-go items, snack foods and luncheon specials are available.

**SNACK BAR**

**Breakfast**

Monday-Friday: 7:30-8:00 AM  
Continental Breakfast: 8:00-8:30 AM

**Lunch**

Monday-Friday: 11:30 AM-1:15 PM

**Dinner**

Monday-Friday: 5:30-6:30 PM  
Saturday & Sunday: 4:45-5:30 PM

**Brunch**

Saturday & Sunday: 11:45 AM-12:30 PM  
*Hours are subject to change.*

**DINING HOURS**

