



IOWA WESLEYAN
UNIVERSITY

1842

STUDENT HANDBOOK

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1. Student Handbook



2021 – 2022 Student Handbook

The rules of the University and the Code of Conduct for which the student is responsible are contained in the Student Handbook and the University Catalog. All students are responsible for reading and observing the regulations contained in the Catalog and the Student Handbook. Students with questions or those needing additional information should contact the Office of Student Development. The University reserves the right to make changes in the Student Handbook without notice. Information regarding changes or updates to the information contained in this guide may be obtained from the Office of Student Development.

2. Important Numbers

Important Numbers

EMERGENCY	911 (or 9-911 from a campus phone)
IW Security (9pm-5am)	319.450.2038
Mt. Pleasant Police Department	319.385.3511
President	319.385.6204
University Provost	319.385.6447
Office of Academic Success and Inclusive Support (OASIS)	319.385.6334
Athletic Director	319.385.6349
Tiger Spirit Store	319.385.6478
Business Office	319.385.6207
Counseling Services	319.385.6483
Career Development & Internships (Tiger Station)	319.385.6262
Dean of Students	319.385.6311
Financial Aid	319.385.6242
Food Service	319.385.6493
Library	319-385.6317
McKibbin RA On-Duty	319.931.8003
McKibbin Desk	319.385.6401
Registrar	319.385.6227
S-T RA On-Duty	319-931-6801
S-T Desk	319.385.6470
Student Development	319.385.6256

3. Important Dates

IMPORTANT DATES

FALL 2021

August 15 – October 20

16-20 Aug: Faculty Workshop

20-22 Aug: New Student Orientation

23-Aug: 16-Week/Fall A Online classes

25-Aug: Last Day to Add Fall A Online classes

26-Aug: Opening Convocation

27-Aug: Last Day to Drop a Fall A Online class, at noon

30-Aug: Last Day to Add 16 week classes

3-Sept: Last Day to Drop 16 week classes, at noon

6-Sept: Labor Day: no classes/offices closed

17-Sept: 4-Week Grades to Registrar

26-Sept: Last Day to Withdraw from a Fall A Online

TBA Board of Trustees Meeting

2-Oct: Homecoming 2021

15-Oct: Mid-term Grades to Registrar

17-Oct: Last day of Fall A Online class

18-Oct: Fall B Online classes Begin

18-19: Oct Fall Break: classes, except Online classes

20-Oct: Last Day to Add Fall B Online classes

22-Oct: Last Day to Drop Fall B Online classes, at noon

26-Oct: Registration Begins- Senior & Veteran Priority

28-Oct: Junior Priority Registration Begins

29-Oct: Last Day to Withdraw from a 16 week Class

1- Nov: Sophomore Priority Registration Begins

3-Nov: Freshmen and Open Registration Begins

21-Nov: Last Day to Withdraw from a Fall B Online

23-Nov: Thanksgiving Break, Instructors and Students, 5PM

24-Nov: Thanksgiving Break, Staff, 12 PM (Offices Closed)

24-26 Nov: Thanksgiving Break (Offices Close)

6-9 Dec: Final Exams

9-Dec: December Graduate Reception

9-Dec: Commencement
 9-Dec: Residence Halls Close, 5 PM
 12-Dec: Last day of Fall B Online class
 15-Dec: Final Grades to Registrar, noon
 23-Dec: Christmas/New Year's Break (Offices Closed)

SPRING 2022

4-Jan: University Offices Open for Spring Semester
 7-Jan: Residence Halls Open
 10-Jan: 16 Week/Spring A Online classes
 12-Jan: Last Day to Add Spring A Online classes
 14-Jan: Last Day to Add 16 week classes
 14-Jan: Last Day to Drop Spring A Online classes, noon
 17-Jan: Martin Luther King Jr. Day, No Day Classes
 21-Jan: Last Day to Drop 16 Week classes, noon
 TBA Board of Trustees Meeting
 13-Feb: Last Day to Withdraw from a Spring A Online class
 4-Mar: Mid-Term grades to the Registrar
 6-Mar: Last day of Spring A Online class
 7-Mar: Spring B Online classes Start
 7-11 Mar: Spring Break, Residence Halls Closed
 9-Mar: Last Day to Add a Spring B Online class
 11-Mar: Last Day to Drop a Spring B Online class, noon
 13-Mar: Residence Halls Open
 18-Mar: Last Day to Withdraw from a 16 Week Class
 21-Mar: Registration Begins- Senior & Veteran Priority
 23-Mar: Junior Priority Registration begins
 25-Mar: Sophomore Priority Registrations begins
 29-Mar: Freshmen and Open Registration begins
 10-Apr: Last Day to Withdraw from a Spring B Online Class
 15-Apr: Good Friday, No Classes, Offices Closed
 21-Apr: Awards Day, 11 AM, Chapel
 25-28: Apr Final Exams
 TBA Board of Trustees Meeting
 30-Apr: Baccalaureate 10:30 AM, Chapel
 30-Apr: Commencement 1:30 PM
 30-Apr: Residence Halls Close
 1-May: Last day of Spring B classes

4-May: Final grades to the Registrar

4. Greetings from the Dean of Students



Welcome to this year's academic year!

Whether new or returning to Iowa Wesleyan, I invite you to stop in to my office in Student Development and say Hello.

I look forward to meeting you and hearing your story of how you were led to become a Tenacious, Inspired, Global, Engaged, and Respectful Iowa Wesleyan Tiger.

In this handbook you will read the policies and procedures to guide your year. Please review it soon so you are aware of the rights and responsibilities you have while a member of the IW community.

I sincerely hope that you will find Iowa Wesleyan University to be a welcoming home away from home. Please know that the faculty, staff, coaches, administrators, and your fellow students are here to support you through your educational experience.

Do not hesitate to reach out for clarification of anything in this handbook with any questions or assistance needed.

Go Tigers!

Matt Klundt, M.A.
Dean of Students

5. What Does It Mean to be a TIGER?

Knowing the expectations from your instructors, your coaches, your RAs, your service learning/field experience supervisors, and everyone else on campus is an important part of being successful in college.

At Iowa Wesleyan we want our TIGERs to be tenacious, inspired, global citizens, who are engaged and respectful in all settings: the classroom campus activities, in social situations on and off campus, and when representing Iowa Wesleyan in community agencies.

On the next page, you will find the definition of each of these attributes across environments. You'll hear much more about how to be a TIGER from your instructors, coaches and residence hall staff.

5.1. The TIGER Matrix

The TIGER Matrix

	Tenacious	Inspired	Global	Engaged	Respectful
Social Situations (Relationships in community, recreational activities, advising and attendance at events).	Be persistent. Practice what you preach. Make good choices. Use and promote support systems. Take care of self (get enough sleep and eat properly).	Be a role model. Stay positive. Be creative in your own way.	Appreciate diversity and embrace differences. Volunteer. Be the change you would like to see. Broaden your horizons.	Get involved (Join organizations and mentor others). Have deliberate interactions. See something, say something: Intervene when appropriate. Be informed of events.	Treat others as you would expect to be treated. Befriend and include all students. Use inclusive language. Be respectful of community and authority.
Academics	Set and accomplish goals. Be creative. Take risks and be Persistent. Take care of self (get enough sleep and eat properly).	Apply professional standards. Have intellectual curiosity. Have a growth mindset/ Strive to be your best.	Be open-minded. Be aware of the impact of my actions on others. Have an inclusive attitude.	Use critical thinking. Work with and assist others. Have a good work ethic.	Be flexible and show compassion. Reflect and learn from failures. Have Academic Integrity.

Athletics and Campus Involvement (Sports, music, band, clubs, organizations, committees).	Take risks. Practice. Show up on time. Work hard. Take care of self (get enough sleep and eat properly).	Be accountable. Follow the rules. Do the right thing when no one is looking. Be a leader.	Include all students. Respect cultural differences.	Be punctual. Embrace the team culture. Help others	Problem solve. Find a new way to do things. Stay strong. Respect each other
Service Learning. (Service-learning courses, Field experience courses, practica/clinicals, internships, student teaching)	Invest in projects. Step outside my comfort zone-be Bold. Seek out ways to help. Stay in contact with instructor and supervisor	Be prepared in advance. Collaborate. Provide genuine service. Seek to discover.	Be informed. Appreciate and embrace differences. Build community-make sure all are included.	Take initiative and leadership roles. Exceed expectations and do high quality work. Engage in the community served.	Respect confidentiality. Use professional titles and respectful written and spoken communication. Use supports-find them, ask questions, ask for help.

5.2. The TIGER Creed

The TIGER Creed

As a TIGER I am...

TENACIOUS, INSPIRED, GLOBAL, ENGAGED, & RESPECTFUL.

I WILL BE PERSISTENT, BOLD, & TAKE RISKS;

I WILL BE CREATIVE, CURIOUS, & COLLABORATIVE;

I WILL BE INCLUSIVE, INFORMED, & COMMUNITY-MINDED;

I WILL BE REFLECTIVE, INVESTED, & DELIBERATE;

I WILL BE HONEST, ETHICAL, & FULL OF INTEGRITY.

**ALLEGIANCE TO THESE IDEALS REQUIRES EACH TIGER TO
REFRAIN FROM AND DISCOURAGE BEHAVIORS WHICH
THREATEN WHAT IT MEANS TO BE A TIGER AT**



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6. COVID-19: Restrictions, Vaccine Goal

With the start of the 2021-22 academic year, Iowa Wesleyan University has created policies to help protect students, faculty, staff, and members of the surrounding Mount Pleasant community against the novel coronavirus known as COVID-19. With the ready availability of the COVID-19 vaccine, the University strongly encourages all to get vaccinated. The University is striving to have all of our campus community vaccinated in order to eliminate our campus restrictions for vaccinated individuals.

Below is the Vaccine Disclosure Statement the University is using to keep track of the vaccination status of those who wish to disclose that information. Please note that providing this information is voluntary, but we strongly encourage you to share your vaccine status, as this will help us officially reach our vaccination goal.

The University will continue to have certain campus restrictions in place until we are comfortable with the amount of our campus community has been vaccinated. For the most up-to-date information, please visit the COVID-19 Web site iw.edu/ourshot.

6.1. Vaccines and Testing

VACCINES

Working with Mount Pleasant Public Health, the University will provide on-campus vaccine clinics throughout the academic year. Students, staff, and faculty will receive a free vaccine at any of these clinics. Below are confirmed dates and times of the vaccine clinics on campus:

TESTING

Students will be tested for COVID-19 under the following circumstances:

- Random tests will be conducted on residential students, student-athletes, and participants in certain co-curricular activities until we are able to confirm that 80% of our campus community has been vaccinated.
- Students who have been exposed to someone who has tested positive for COVID-19 will be tested.
- Students who are experiencing a number of COVID-19 symptoms or have a high fever will be tested.

Two kinds of tests are available to be administered to students. The first is a rapid response spit test, with same-day results. This test is only used during random screening tests. If this test yields a positive result for COVID-19, the student is moved to an isolation house on campus to await a follow-up nasal swab test.

The second test is a sputum test available at the Campus Nurses' office. Iowa Wesleyan University as part of Test Iowa and will have these tests available to anyone who has been exposed or feeling symptoms of possible COVID.

Any student may inquire about getting tested by emailing our Campus Nurse , nancy.wagner@iw.edu: nancy.wagner@iw.edu for more information.

6.2. Quarantine & Isolation

Quarantine

Students will be required to quarantine if they have been exposed to someone who has tested positive for COVID-19 or if, during screening, they show a number of COVID-19 symptoms or a high fever.

We ask that our students quarantine themselves in their rooms until they can be tested. While in their rooms, students are not allowed to leave for any unnecessary reasons. They may only leave their room if they need to use the bathroom or shower or if they are going to be tested. If a student must leave for any of those reasons, they are required to wear their mask for the whole time they are out of their room (except in the shower). Once in quarantine, students must abide by the University's quarantine expectations. Those expectations are given to students as they enter.

Isolation

Students will be sent to one of several isolation buildings if they have tested positive for COVID-19 or show a number of symptoms. The Campus Health Team recommends the student isolate for the community's health and safety.

Students in isolation are given expectations they must follow while occupying the building.

Students who are in quarantine or isolation will have meals delivered. They will be in contact daily with the Campus Nurse and Mental Health Coordinator.

Students are not allowed to leave either quarantine or isolation without direct permission from the Campus Nurse. Leaving without permission may result in the student being asked to leave campus and continue their education online through distance learning.

If a student tests positive for COVID-19 and there are no isolation rooms available on campus students will be required to move into a hotel and stay there until their isolation is complete as per policy. Students will be responsible for the cost of the hotel and food.

6.3. Protecting Our Community

Iowa Wesleyan is committed to providing a safe environment for the entire IW community and the surrounding Mount Pleasant community. Until we can confirm that most of our campus community has been vaccinated,, the following restrictions will be mandatory throughout Iowa Wesleyan University:

MASKS

All IW community members and guests must wear a mask or face covering when they are inside any University building. Masks or face coverings may be removed when outdoors.

RESIDENCE HALLS

Face masks or face coverings must be worn in the residence halls but may be removed once a student is in their room.

CAMPUS EVENTS

Attendees at meetings and events must adhere to the mask mandate while they are inside any campus building unless the group meeting has confirmed that most are vaccinated.

6.4. Reaching Our Goal

When we can confirm that most of the Iowa Wesleyan Community is vaccinated, the University will drop the mask requirement for vaccinated individuals. Masks will still be required for those who have not received the COVID-19 vaccine.

Please do your part to help us reach this goal as soon as possible! If you have not yet been vaccinated, please make arrangements to receive a vaccine as soon as possible or plan to attend one of our campus clinics to receive your vaccine. If you have already received your vaccine, please provide a copy of your vaccine certificate to our campus nurse as soon as possible and encourage others to get vaccinated promptly.

By reaching our goal through voluntary reporting, we will be able to return to our pre-Covid campus life, free of masks and able to enjoy all of our usual athletic and other co-curricular activities without restrictions.

7. Academic Affairs



7.1. 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 Academic Affairs. When appropriate, academic issues will be referred to the Committee on Academic Standards and Review for final decision.

Grade appeals must be initiated within five weeks of the time grades are posted. No such appeals will be considered after this time.

The Provost and the Associate Dean of Academic Affairs is available to students to discuss academic problems and procedures.

7.2. Academic Probation, Suspension and Dismissal

Academic Probation:

A student will be placed on academic probation if any of the following occur:

1. At the end of any term, the student's IW cumulative GPA is less than 2.00; or
2. In the first year of full-time enrollment the student fails to successfully complete 20 credit hours of coursework, or in a subsequent year of full-time enrollment the student fails to complete 26 hours of coursework.

Any student on probation will be allowed to continue the following term provided they agree to the terms of their Academic Recovery Plan. This requirement will be enforced each semester that the student is on probation. A student on "academic probation" will not be permitted to enroll for more than 15 credit hours unless a petition is approved by the Committee for Academic Standards and Review. (See Academic Petition on page 55) The probationary status is removed whenever the cumulative grade point average is raised to 2.00 or better and the student has completed the appropriate amount of credit hours to meet the requirements stated above.

IW Online students whose IW cumulative grade point average is below 2.00 will be placed (or continued) on academic probation for the following 8 week session. IW Online students will be required to complete an Academic Recovery Plan, and will not be permitted to enroll in more than 6 credit hours unless a petition is approved by the Committee for Academic Standards and Review.

Academic Suspension: Students who do not meet the minimum GPA standards, or are on academic probation for three consecutive semesters without bringing up their cumulative Iowa Wesleyan grade point average are at risk for being suspended from the University. Suspension means no enrollment for at least one academic semester excluding summer. Students may petition for readmission to the university after that time period.

IW Online students who do not meet the minimal standards or have been on academic probation for 3 consecutive 8 week sessions, without bringing up their cumulative IW grade point average are at risk for being suspended from the University. Suspension for IW Online students means no enrollment for at least one 8 week session. Students may petition for readmission to the University after that time period.

Academic Dismissal: Students who do not meet certain minimal standards after the

completion of their first year at Iowa Wesleyan, or have already been suspended from the university before and fall below minimum standards are subject to dismissal. Students that have been suspended twice for academic reasons will be dismissed and not readmitted to the University.

Students who fail to meet the terms of their Academic Recovery Plan may be subject to academic dismissal.

7.3. Academic Dishonesty

DEFINITION OF AN ACT OF ACADEMIC DISHONESTY

Iowa Wesleyan University divides acts of academic dishonesty into two broad categories: cheating and plagiarism.

Cheating

Cheating is defined as any of the following acts or combination of acts:

- fabrication of data/data manipulation
- use of crib sheets/cheat sheets
- copying information from another person's work
- unauthorized sharing of answers/information between students
- unauthorized gaining of or giving access to exam questions
- tampering with an exam
- theft or sale of papers/projects/exams

Selling of a project/exam is considered a more serious violation of the Academic Integrity Policy because of the deliberate attempt to profit from another student's vulnerability and will carry heavier penalties.

Plagiarism

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 or References page.

Because plagiarism can fall on a gradient from minor to severe, Iowa Wesleyan University separates

plagiarism into the following categories of severity based on the "Did I Plagiarize?" chart created by Dr. Curtis Newbold, which can be found in classrooms and other spaces around campus as well as www.TheVisualCommunicationGuy.com.

The categories are as follows:

- **Half-hearted:** student mostly cited things correctly, but got sloppy on some and failed to note small things like page numbers or publishers
- **Miscue:** consistent mistakes in citations (wrong words, wrong author, something similar)
- **Reflection:** some or no citation problems, but the work closely reflects someone else's

- **Mosaic:** some or no citation problems, but the work uses very little of the student's own thoughts or opinions
- **Warp:** deliberately misrepresenting a citation or citing a source out of context
- **Ghost Citation:** citing sources that don't exist or making up what the source actually said
- **Remix:** rewording a source or sources to make it sound like the student's own idea(s)
- **Recycle:** a student reusing a large portion of a work from a previous class without current instructor approval and/or citing themselves i.e., self-plagiarism
- **Mitosis:** a student reusing an entire work from a previous class without current instructor approval i.e., self-plagiarism
- **Cherry-pick:** a student cherry-picking a few words or phrases to change but keeping the rest of the text and ideas from another's work relatively unchanged without giving credit
- **Copycat:** a student copying large portions (entire paragraphs or sections of another's work and not giving full credit)
- **Identity Theft:** a student stealing, purchasing, copying, or selling an entire document and taking full credit for the work

The response to these infractions will be determined by the degree of severity and consideration of the context of the infraction, as outlined in the policy below. While all of the above actions are serious enough to be reported and penalized in some way, selling of a paper/project is considered a more serious violation of the Academic Integrity Policy because of the deliberate attempt to profit from another student's vulnerability and will carry heavier penalties.

7.4. Campus Class Attendance

Attendance Policy for Online Classes

Attendance in an online class is measured through participation in the learning management system (Canvas). Participation is defined as submitting a discussion post, exam, quiz, or written assignment within the online classroom. Simply logging into the online classroom does not count as attendance/participation.

The online week runs Monday through Sunday. Students are expected to attend/participate during each online week of the class. Instructor granted assignment extensions do not eliminate the attendance/participation requirement.

During the first online week (Monday – Sunday) of an 8-week online class, the student must validate their enrollment by attending/ participating. Students in a 16-week online class must validate their enrollment in the first two weeks of the semester. Students who fail to validate their enrollment will be dropped.

In an 8 week online class, failure to attend/participate in one online week (Monday – Sunday) will result in an official warning. Failure to attend/participate in two online weeks will result in the student failing the class and a WF grade will be recorded.

In a 16 week online class, failing to attend/participate in two online weeks (Monday – Sunday) will result in an official warning. Failure to attend/participate in four online weeks within the class will result in the student failing the class and a WF grade will be recorded. As the online environment is available 24/7, there are no excused absences for University-Sponsored events in an online class. Students in online classes are expected to manage their time and must attend/participate weekly and complete all work required.

Attendance Policy for Campus Classes

Students are required to attend all class meetings of courses for which they are registered. Students are responsible for meeting all the course requirements and properly addressing the content of courses for which they are registered. The policy below outlines the minimum standard for attendance, but certain programs or courses may require a stricter policy.

If a student finds it necessary to miss a class, it is the student's responsibility to:

- Contact the course instructor by the last class session prior to the anticipated absence, if possible.
- Make arrangements in a predetermined amount of time established by the course instructor to complete missed course work.
- Provide the course instructor and Registrar's office with appropriate documentation and verification of the need or reason(s) for the absence.
- The needs or reasons for excused absences may include ONLY the following that has been approved by the University Provost.
- Illness – a specific debilitating ailment that significantly impairs the student's ability to carry on any activities other than those of recuperation.
- Unavoidable Personal Emergency – a situation that presents an unresolvable conflict with class attendance due to severe and unusual demands placed upon the student by circumstances beyond his or her control.
- Participation in a University-Sponsored Event – a situation that presents an unresolvable conflict with class attendance due to the student's required participation in a University-sponsored event as approved by the University Provost.

Arrangements for missed work due to excused absences of this type must be made prior to the absence. Should the student miss class for the reasons stated above, and proper prior arrangements have been made, the instructors will follow their make-up work policy as stated in the course syllabi. Students bear the ultimate responsibility for all missed class material as outlined in each course syllabus. Instructors will provide reasonable opportunities to make up missed attendance points, course work completed in class, or homework assignments. However, they are not required to repeat lectures, lab experiments, music rehearsals or components of courses for which make up missed work may be impractical or infeasible.

When a student is absent for any other reason, the course syllabi must include policies specifying grade penalties for absences. Regardless of the reason, all absences from class will count toward the percentage of allowed absences. If a student is absent a significant number of times a written warning of attendance deficiency will be sent to the student, the student's advisor, the Athletic Director, and each coach for which the student must maintain intercollegiate competitive eligibility.

A warning will be sent after a pattern of absences relative to the total number of class meetings per semester, term, or other academic sessions.

If for any reason, a student is absent from 25% of class sessions, or an equivalent amount of time during term courses and other academic sessions, the course instructor

must notify the Registrar's Office on a daily basis which will initiate the withdrawal of the student from the class with a grade of WF (Withdrawn-Fail).

A grade of WF will earn zero quality points as calculated for GPA purposes (i.e., GPA is lowered with a grade of WF). Students for whom withdrawal from a course is initiated by the Registrar's Office will be allowed to withdraw from the said course with a grade of W (no impact on GPA) if the action is taken by both parties within the normal withdrawal time period.

Important Notes to Students on Attendance:

1. It is important that students attend class and take responsibility to monitor their own attendance. Students should be proactive and provide evidence of a missed campus event, including field trips and athletic events, to the Registrar's Office. It is not the responsibility of the Registrar's Office to track campus activity absences for the student.
2. Evidence must be received by the registrar's office within 48 hours of the absence in order to be accepted. Screenshots of documents may be provided until a student returns to campus when the evidence must be given to the registrar's office immediately. If original documentation is not received, the screenshot will not become permanent evidence.
3. In order to avoid receiving a grade of WF for attendance issues, at least 75% of the maximum absences for each course must be for verifiable reasons and documentation must be provided. Whether an absence is verifiable is determined by the vote of the Attendance Committee (described below).
4. If a student is absent from class due to an illness, a note from a medical doctor or the campus nurse is required, indicating the date and time of the appointment and the dates a student should miss class due to injury or contagion.
5. Doctor's appointments, physical therapy, and other types of appointments should not be scheduled during class time. In case of emergency appointments, it is the student's responsibility to communicate with the Registrar's Office and advisor.
6. Absences for inclement weather will count toward the maximum, yet instructors will allow for work to be made up. If traveling, please attend to the weather and adjust plans accordingly so as to not miss class.
7. Class days immediately prior to and right after days that campus is closed for breaks will not count as excused absences. It is up to the instructor for each course if work may be made up for these absences.
8. If a student attends a funeral, a program from the funeral is the accepted documentation. One day prior to and one day following the funeral are allowed for travel if the funeral is further than 100 miles away and/or the student can show that the deceased is an immediate family member.
9. Students may have extenuating circumstances, such as the need for surgery, which will cause them to be away from campus for a length of time during a term. These students are required to meet with the Director of Accessibility to set up a temporary accommodations plan BEFORE leaving campus. This plan will outline

the number of absences allowed. If the student is unable to meet the requirements of the plan, withdrawing from class may be recommended.

10. If a student receives medical or mental health accommodations, which include missing class, there must be a plan developed by the Director of Accessibility which outlines the maximum number of absences allowed. If the student is unable to meet the requirements of the plan, withdrawing from class may be recommended.
11. Arriving on campus after the start of the term or before the term ends will not count as excused absences.
12. Students with financial aid/business hold at the beginning of the term should continue to attend class, yet see the financial aid/business offices immediately for resolution. All absences count toward the maximum.
13. An Attendance Committee will consider all other variables and any requests for waivers. The Committee is made up of three members: the University Provost, the Registrar/Assistant Dean and the Associate Vice President of Academic Affairs/Dean of Students.

Hybrid Course Attendance Policy

Hybrid students are required to attend all class meetings of courses for which they are registered and must participate in the weekly online portion as defined by the professor in the syllabus.

Weekly attendance in a hybrid designated class is met by:

- attending the weekly face-to-face class time, and/or
- attending the online weekly session by submitting a discussion post, assignment, or quiz.

The hybrid week runs Monday through Sunday. Students are expected to attend/participate during each hybrid week of the class. Instructor granted assignment extensions do not eliminate the attendance/participation requirement.

During the first hybrid week (Monday – Sunday) of an 8-week hybrid class, the student must validate their enrollment by attending the weekly class time or participating in the online portion. Students who fail to validate their enrollment will be dropped.

In an 8-week hybrid class, failure to attend/participate in one hybrid week (Monday – Sunday) will result in an official warning. Failure to attend/participate in two-hybrid weeks will result in the student failing the class and a WF grade will be recorded.

7.5. Online Course Attendance Policy

Attendance in an online class is measured through participation in the learning management system (Canvas). Participation is defined as submitting a discussion post, exam, quiz, or written assignment within the online classroom. Simply logging into the online classroom does not count as attendance/participation.

The online week runs Monday through Sunday. Students are expected to attend/participate during each online week of the class. Instructors granting assignment extensions do not eliminate the attendance/participation requirement.

During the first online week (Monday – Sunday) of an 8 week online class, the student must validate their enrollment by attending/participating. Students in a 16 week online class must validate their enrollment in the first two weeks of the semester. Students who fail to validate their enrollment will be dropped.

In an 8 week online class, failure to attend/participate in one online week (Monday – Sunday) will result in an official warning. Failure to attend/participate in two online weeks will result in the student failing the class and a WF grade will be recorded.

In a 16 week online class, failing to attend/participate in two online weeks (Monday – Sunday) will result in an official warning. Failure to attend/participate in four online weeks within the class will result in the student failing the class and a WF grade will be recorded.

As the online environment is available 24/7, there are no excused absences for University-Sponsored events in an online class. Students in online classes are expected to manage their time and must attend/participate weekly and complete all work required.

7.6. Changes in Registration

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.

Student may not ADD a class after the FIRST 5 DAYS OF CLASSES in the Fall and Spring terms. Analogous periods for night and summer courses will be established by the Registrar.

While students may DROP a class 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.

After the first 10 days, dropping is not freely permitted. Analogous periods for night and summer courses will be established by the Registrar.

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 determined by the Registrar) courses dropped with permission will have grades recorded as "W." A fee will be assessed for schedule changes during this period. Withdrawal from courses is not permitted after 10 class days following midterm except for medical or other emergencies with the approval of the Academic Dean. Analogous periods for night and summer courses will be established by the Registrar.

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.

Official withdrawal from college is accomplished by completing an appropriate exit form supplied by the Office of Student Development and returning the completed form to the office. Failure to complete the form can result in the grade of "F" in all courses scheduled. (See the Financial Information section for complete information on withdrawal from University.)

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.

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.

7.7. Medical Withdrawal From Iowa Wesleyan University

Iowa Wesleyan University is committed to student success both academically and in the co-curricular. To this end, Iowa Wesleyan University is committed to supporting and assisting students when health issues arise that interfere with a student's ability to be successful academically and meet the requirements and expectations of their course of study. Iowa Wesleyan University's policy is to assist students in withdrawing from the University in hopes that the student will be able to focus on concerning health matters requiring attention.

This medical withdrawal policy is the mechanism utilized by the institution to allow a student to withdraw from their classes and return to Iowa Wesleyan when able.

ELIGIBILITY FOR USE OF MEDICAL WITHDRAWAL

The medical withdrawal policy applies to all students enrolled at Iowa Wesleyan University, including undergraduate and graduate students. The policy is applicable at any time, during any term of the academic year. A student may request and be considered for medical withdrawal when family care needs exist due to caring for a seriously ill child or spouse or a death in the student's immediate family, preventing the student from continuing in classes.

Academic programs with additional accrediting bodies beyond HLC, such as nursing and education, may have additional procedures established for medical withdrawals and students are advised to consult with their academic advisor to determine the impact a medical withdrawal will have on a student enrolled in a specific academic program.

*Within the remainder of this policy, "Medical Withdrawal" includes students requesting a withdrawal due to family care needs.

PROCEDURES

1. All students with a need to withdraw due to medical reasons must contact the Student Development Office to discuss their intention to medically withdraw and to initiate the process.
 - Students should be aware that re-enrollment and the ability to progress in a specific academic program may be affected by a medical leave. *See Eligibility for Use of Medical Withdrawal for more information.

- If medical withdrawal is an appropriate option based on the student's meeting with the Dean of Students, the student will be advised to submit a Medical Withdrawal Request Form that can be obtained from the Student Development Office. Depending on specific circumstances such as enrollment as a GPS student or the timing of the request in relation to academic calendar, a designated administrator other than the Dean of Students may manage the Medical Withdrawal Process. (i.e. Assistant Dean for Graduate and Professional Studies or the University Provost).
2. The student will be asked to provide as an appendix of the Medical Withdrawal Request Form, all relevant information from the clinician treating the student for review. Failure to include relevant health and medical records with the Medical Withdrawal Request Form may cause delays in the processing of the Form and could result in the University's inability to act on the request.
 3. Students who request and are granted a medical withdrawal during the add/drop period will be removed from all classes without any transcript notification of withdrawal exactly as a general withdrawal is handled. Students who are granted a medical withdrawal during the window of time allowing students to withdraw from classes with a "W" will receive a "W" notation on their transcript exactly as a general withdrawal is handled. Students who are granted a medical withdrawal after the "drop with a W" date has passed, will also receive a "W" notation on their transcript for all courses attempted during that academic term.
 4. In situations where there are unresolved issues related to a student's behavior/ conduct and/or financial obligations to the University, a hold may be placed on the student's record at the time of withdrawal.
 5. In all instances where a medical withdrawal is being considered or has been approved, the Financial Aid Office should be consulted by the student to learn of the potential financial impact withdrawing may have. Adjustments to the student's account will be made in accordance with standing University policy.
 6. Students who wish to appeal the outcome of their request for medical withdrawal may do so by submitting their appeal in writing to the Committee on Academic Standards within three business days of receipt of the Medical Withdrawal decision. The decision of the Committee on Academic Standards serves as the final decision of Iowa Wesleyan University.

RE-ENROLLMENT FOLLOWING A MEDICAL WITHDRAWAL

Prior to re-enrollment, Iowa Wesleyan University is available and willing to provide students with information about resources and assistance that may be beneficial to them as they consider re-enrolling. Iowa Wesleyan is committed to student success and will support students in a successful return to the University when health concerns have resulted in a medical withdrawal. To this end:

1. It is common for students who withdraw because of serious illness to take a minimum of one full semester away from the University in order to enhance the

likelihood of success upon return. The Student Development Office will make contact with a student within 60 days of the medical withdrawal to determine the likelihood, willingness, and status of improvement of the health matter which will assist the University in knowing the student's interest in returning.

2. Students wishing to return to their studies following medical withdrawal must complete the following process, ideally by July 1 for the fall semester, November 15 for the spring semester, and April 1 for the summer term:
 - Notify the Academic Affairs Office, specifically the University Provost, of their interest to re-enroll at Iowa Wesleyan University.
 - Establish good standing with all University offices by addressing any holds that may have been placed on their account by contacting the appropriate office(s) that may have placed a hold.
3. As stated in the Eligibility for Use of Medical Withdrawal and step 1 of the Procedures section, certain academic programs may be consulted to determine the appropriate re- entry semester aligning with the student's academic plan and progress.
4. Support services exist to aid students in a successful academic and co-curricular return to Iowa Wesleyan. Students are encouraged to utilize resources such as Student Development, Residential Life, Counseling Services, Campus Nurse, and the Office for Academic Services and Inclusive Support (OASIS).
5. In some cases, students returning from a medical withdrawal may be required to meet with specific offices on campus to address unresolved issues and assist in assuring success. If required support service contact is necessary, students will be informed of that in their re- enrollment communication.

7.8. Deployment Policy

Iowa Wesleyan University strives to be recognized as one of the most military-friendly universities in the nation. Deployment or extended TDY can be a difficult and stressful time for both the military personnel and their families. IW hopes to relieve some of that stress and support our military personnel by working with them individually to create a plan for the completion of their coursework and continued studies.

Students must inform the school and provide documentation as soon as possible of any deployment. They should also inform their professors. This will allow the student and professors to work to create a plan for the completion of their coursework. Deployment orders should also be presented to the Registrar or Academic Affairs office.

Deployed students have the following options:

- Students may request an Incomplete and work with their professors to create a plan that will allow them to finish their course work while deployed
- online students can simply complete their work while deployed
- students can withdraw from the course per school policy with a notation from the Registrar's office that the Withdrawal was for military purposes

Readmission After Deployment

For Service Members who were temporarily unable to attend or had to suspend their studies due to service requirements, Iowa Wesleyan will readmit them with the same academic status as when they last attended Iowa Wesleyan. This will be completed when the service member gives Iowa Wesleyan either oral or written notice of the intent to return to school.

The student will be granted:

- admission to the same program or most similar program available
- the same enrollment status
- the same number of credit hours previously completed unless the student chooses a different program
- the same academic standing
- tuition during the first year of return will be assessed at the same rate as when the student was previously enrolled unless military tuition benefits will cover the higher costs
- if Iowa Wesleyan feels the student is no longer prepared to continue the same program as before, the student will be allowed one "refresher" course or pretest at no cost.
- all efforts will be made to ensure the student can complete their previous program

of study, but if preparing a student to complete their previous program would create an undue hardship to Iowa Wesleyan, then the student would not be readmitted to that previous program and other programs would be suggested

MILITARY DEPLOYMENT REFUND POLICY

Students who are members of the military who are deployed into active duty have the following options relating to tuition and fee refunds:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student's instructors for course grades, or for incomplete that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incomplete that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incomplete shall be considered dropped and the tuition and mandatory fees for the course refunded.

7.9. Access To and Release of Student Information

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

Iowa Wesleyan University has the responsibility for effectively supervising any access to and/or release of official data/information about its students. 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 academic purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be appropriately disposed of when the justification for its collection and retention no longer exists.

In this regard, the University 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 students concerned, to others with the student's written consent, to officials within the University, to a court of record, and to other agencies required by law.

For purposes of access to records at Iowa Wesleyan University, students enrolled (or formerly enrolled) for academic credit or audit shall have access to their official records. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

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 (Registrar's Office or Office of Student Development).

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

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

Record keeping personnel and members of the faculty and staff with an 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 Development that disclosure not be made without his written permission, the following items are considered public information.

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

15. Pictures

When disclosure of any personally identifiable data/information from University 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 University 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 University 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 University on or after January 1, 1975, will be confidentially maintained 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 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 Provost, 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 University policy, a full copy of which is on file with the Provost, the Registrar, and the Dean of Student Development. The complete policy may be examined by interested persons in these offices during normal office hours. The University policy becomes effective immediately, but should be regarded as tentative, pending the issuance of federal regulations and guidelines or amendments in the applicable laws.

7.10. Student Grievances

Situations sometimes arise in which students feel that they have been dealt with unfairly, that particular circumstances surrounding a policy decision requires special consideration, or that they have a complaint about the behavior/performance of a faculty or staff member. Iowa Wesleyan University provides a grievance procedure process as part of its effort toward treating students fairly in regard to their personal and educational concerns. Any student who believes that an employee of the college has subjected him or her to treatment that violates college policy or practices may seek to have his/her grievance addressed according to these grievance procedures.

Most student complaints against faculty, administrators or other staff are resolved by discussions with the person or group involved and students are expected to address their concerns first directly with the responsible party. When this approach proves unfruitful or seems undesirable or inappropriate, students may file a formal complaint against the campus community. Students who submit complaints at this level should note that grievances are not confidential and are addressed by the University Provost or the Dean of Students.

The purpose of this procedure is to provide a mechanism to resolve student complaints against other members of the campus community. This procedure does not handle grade appeals for which there is a separate process. Likewise, complaints regarding discrimination, or harassment are separate from the grievance procedure noted above and should be directed to the Title IX Coordinator or reported via the IW SafetyFirst online reporting system. Visit <https://www.iw.edu/campus-safety/> for more information.

8. Campus Resources



8.1. Student Success Center

The Student Success Center at Iowa Wesleyan is committed to providing diverse student learning opportunities to enhance retention by providing academic and emotional support systems to all students to increase student success and graduation rates.

The Student Success Center, which houses the Office of Academic Success and Inclusive Support (OASIS), provides resources through individualized coaching, tutoring, writing support, disability support services, supplemental instruction, first-year transition programs, and career counseling. Students will be supported through a multi-tiered-system of prevention and intervention to ensure successful completion of academic programs

8.2. Office of Academic Success and Inclusive Support (OASIS)

The Office of Academic Success and Inclusive Support (OASIS) exists to help students develop the skills needed to be successful in a liberal arts college environment and to become independent learners. The goal is to help students to not only succeed at Iowa Wesleyan University, but also become lifelong learners and to excel in areas of academic interest. To promote the Life Skills emphasis of the University, the OASIS offers academic support services as needed.

The OASIS provides students with comfortable study areas, a small computer lab with a printer, study strategy resources, and professional staff dedicated to helping students in all areas of academic success. Staff is available to meet with students to help with study strategies, time management skills, and organizational skills as needed.

DISABILITY SERVICES/ACADEMIC ACCOMMODATIONS

For students who need special accommodations due to a diagnosed disability, it is recommended that they contact the Director of Accessibility at 319-385-6383 and provide a copy of the student's Individual Education Program (IEP) or other professional documentation. An online application for accommodations is located on the OASIS website and can be completed at any time of the year.

The OASIS may assist students by providing:

- Tutors (free to Iowa Wesleyan students)
- Individual help from the OASIS staff
- A quiet study area
- Time management resources
- Pamphlets on various topics such as text anxiety, stress, successful studying, etc.
- Small Computer Lab
- Course and professional assistance in study strategies
- Educational advice
- Special accommodations as specified by the professional documentation

Any student desiring assistance should contact the OASIS, located on southwest corner of the top floor of the Library, or phone 319-385-6334.

TUTORING SERVICES AND STUDY SESSIONS

All students are encouraged to seek the help of a tutor in any subject with which they have difficulty. With the help of IW faculty, the OASIS attempts to recruit peer tutors for all subject areas. Faculty can recommend tutors by identifying students who understand the material and seem to get along well with others. Tutors need to have a minimum GPA of 3.0, have the recommendation of the professor for the course being tutored, and previously received a grade of A or B in the course. Supplemental Instruction is also offered in order to provide students with increased peer support.

WRITING CENTER

Located in the Student Success Center, the Iowa Wesleyan Writing Center is another service provided free to all students. Paper organization, proofreading, and revision appointments are offered with trained peer writing staff. Peer writing staff members are selected and trained by the Director of the Writing Center following recommendations from IW English faculty. Writing Center staff is also available to help with organization and revision of speeches and presentations.

STUDENT SUCCESS COACHING

All incoming new students will be assigned a Student Success Coach through the Student Success Center. Student Success Coaches will provide assistance with registering for classes, choosing a major, financial aid, and any other areas to help incoming students prepare for the transition to Iowa Wesleyan. Student Success Coaches are an excellent resources to students and their families and will continue to work with students throughout their first year on campus.

OASIS ACADEMIC COURSES

Through the OASIS, the Student Success Center offers several courses for academic credit:

- OAS 102: Resiliency (For WIN Students)
- OAS 105: Intro to College Learning
- OAS 107: Investigations (For WIN Students)
- OAS 150: Academic Connections Seminar
- OAS 147: Peer Leadership I

- OAS 200: Introduction to Peer Tutoring (one credit and approval of instructor needed)
- OAS 201: Intermediate Tutoring for Subject Areas (one credit and approval of instructor needed)
- OAS 247: Peer Leadership II
- OAS 347: Peer Mentoring

While there are a variety of support services available in the Student Success Center, it is important that students take the initiative and responsibility to seek assistance for their academic needs. The Student Success Center and the OASIS are available to all students who would like help whether it be course tutoring, having a paper proofread, test preparation, or to find helpful study resources.

8.3. Career Development – Tiger Station

The Tiger Station assists students throughout their university experience in assessing personal interests, exploring careers within a chosen major, developing job search skills and materials and exploring graduate school and employment opportunities.

A career counselor will guide and support students as they prepare for the transition from university to career. One-on-one assistance is available to assist students with assessing career interests, resume and cover letter writing, job searching skills, interview preparation, utilizing online resources, networking and graduate school applications. Free handouts are available on a variety of topics. Programs on dining etiquette and networking with professionals are also held throughout the year. Individual appointments may be scheduled at the office for one-on-one support and guidance through the self-assessment and job search process.

A career resource library is available for students to access career and job- related information. Free materials on careers, job search tools, interview preparation and graduate school are also available for students.

Iowa Wesleyan's Tiger Station is a member of the Iowa College Recruiting Network (ICoRN) whose mission is to enhance career opportunities for students by providing innovative and efficient services that connect students with employers.

Membership with the network allows students at Iowa Wesleyan University to participate in events such as Career Fairs and Interview Days. These events are selective and sponsored through joint efforts of career services offices at independent colleges and universities throughout Iowa.

For more information on the office and services provided, contact the director at 319-385- 6340 or visit the office in the P.E.O Building, Lower Level, Room 113. Hours are 8:00 AM to 5:00 PM, Monday through Friday. Information can also be accessed on the Iowa Wesleyan University website.

To pursue a required internship, contact the Director of Student Engagement in the Student Development office (319-385-6340).

8.4. The Tiger Spirit Store

The Tiger Spirit Store is located in the Student Union Building. In the Tiger Spirit Store, you will find a variety of Iowa Wesleyan University gift items and Tiger apparel. The Tiger Spirit Store also carries art and school supplies, calculators, and flash drives. Check out our online store at <https://tigerspiritstore.com/>.

School year store hours are:

- Monday through Friday 9:00 a.m. – 4:00 p.m.
- Summer store hours are Monday through Thursday 9:00 a.m. – 4:00 p.m. and Friday 9:00 a.m. – Noon.

The Tiger Spirit Store has partnered with eCampus as a virtual bookstore. You may purchase your textbooks at <http://iw.ecampus.com/>. New, used, e-books and rental books are available. If you need assistance, please contact the Store Director, Amy Mabeus, at 319-385-6478 or iwbookstore@iw.edu.

8.5. Chadwick Library

The J. Raymond Chadwick Library is a learning commons which promotes collaboration and a sense of belonging for all members of the IW community.

The library as an Academic Space: Chadwick Library scaffolds curriculum-based research and inquiry with education in information literacy to engage students and promote perpetual learning.

The library as a Third Space: Chadwick Library provides a physical location for students to learn and grow as individuals, as well as access technology and information.

REMOTE ACCESS

Students can access electronic resources via the library home page from off -campus. From the library home page <https://www.iw.edu/library> log in as a remote user with your IW username and password.

LIBRARY OPEN HOURS

ACADEMIC YEAR HOURS: (HOURS MAY BE SUBJECT TO CHANGE DUE TO HOLIDAY SCHEDULES)

- Sunday: 5:00 p.m. – 11:00 p.m.
- Monday-Thursday: 7:30 a.m. – 11:00 p.m.
- Friday: 7:30 a.m. – 5:00 p.m.
- Saturday: CLOSED

GENERAL LIBRARY COURTESY

In order to maintain an environment conducive to study and research, all students are expected to behave reasonably, use the facilities and resources appropriately, and respect others.

CELL PHONES, IPODS AND LISTENING DEVICES

Cell phones should be set to silent or vibrate upon entering the library. Students may

respond to calls in the International Room, the vestibule or outside the library. Students listening to an iPod or other devices should use earbuds, headsets, etc. with the volume at a level that is audible to them.

COMPUTER LAB USAGE

The computer lab in the library is provided to enable library users to access the collections and other information resources and services in support of curriculum and research needs. Use of computing resources is a privilege that depends on individuals using the resources appropriately and in accordance with University policies and local, state, and federal laws. These laws and policies cover such areas as illegal access to computer systems, networks, files, copyright, and harassment issues. Students are expected to abide by the IW Computer Networks Users Agreement.

First priority for use of computers is accorded to IW students, faculty, and staff. Occasionally the lab may be reserved for classes. Computer Lab reservations are noted on whiteboards set up next to the lab and usually occur during regular day class hours (Monday through Friday from 8:00AM to approximately 4:00PM). At times, the demand for library computers exceeds availability. As an alternative, students may use personal computers, the computers in the OASIS Computer Lab, or use a Chromebook. Chromebooks are available for library use only at the Check Out Desk.

Due to the public nature of the library, individuals should demonstrate respect for individuals' rights to privacy and freedom from intimidation or harassment. Please be sensitive to the fact that some on- screen images, sounds, or messages create an atmosphere of intimidation or harassment for others. The librarians may take steps to maintain an environment conducive to study and research.

FOOD AND BEVERAGES AND TOBACCO

Food and beverages in spill-proof containers are permitted in all areas of the Library. Please use extra care in handling food and beverages in the Computer Labs to avoid damaging any equipment. Trash cans are located throughout the library, but items with leftover food and/or drink should be disposed of on the Main Floor in the Chadwick Café. Please notify library staff in the event of any spills that need attention.

Using tobacco products of any kind is prohibited in Chadwick Library.

Located on the main level of the library, the Chadwick Café offers Starbucks Coffee, soft drinks, and snacks. The cafe is open Monday through Friday from 9:00 am to two hours before closing time and accepts cash and credit/debit cards.

REFERENCE HELP

Call the Ask Here Desk at 319.385.6318 to speak directly to a Reference Librarian. Librarians will answer reference questions by telephone when possible and appropriate, but if students have an involved, complicated research project, staff may ask the student to visit in person or send an email. Students who are physically present in the Library will be given priority over telephone questions. Email the Reference Librarian directly at paula.wiley@iw.edu to ask questions about research. Email responses are usually sent within 24 hours. During regular semester hours, reference assistance is available at the Reference Desk during the following hours:

- Monday-Thursday: 8AM – 10 PM
- Friday: 8AM – 5PM
- Sunday: 5PM – 9PM

Students can make an appointment with a reference librarian for a personalized session.

BORROWING PRIVILEGES

Members of the IW community with a valid student ID are welcome to borrow circulating books and media from the Library. A current photo ID is required for checkout. Reserve materials can have check-out periods ranging from Library Use Only to 3 weeks. All other items have a due date of December 1st for Fall Semester and May 1st for Spring Semester. An after-hours book return is located in the front entry.

RENEWALS

Books may be renewed in person or by phone at 319.385.6317. Books may be renewed for one renewal period, unless a hold has been placed on the item.

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. Please see a Reference Librarian for assistance.

OVERDUE AND LOST BOOKS

Chadwick charges accruing overdue fines for Reserve materials, and those overdue fines are 50¢ per hour. For all other items, patrons will be charged a flat processing fee of \$35 two days after the item's due date. If the item has still not been returned 7 days after the due date, patrons will be charged an additional \$35 minimum replacement fee or the cost of replacing the item—whatever is higher.

All bills will be sent to the Business Office and added to the student's account before the last day of the semester. Librarians can waive or reduce fees at their discretion.

Please email, call or speak with a Librarian in person if you have questions about your account or fines. Interlibrary Loan items are also subject to overdue fines and fees, as well as lost or stolen replacement costs. Please speak to Paula Wiley for Interlibrary Loan questions.

Students with overdue materials will receive overdue notices via IW email. Borrowing privileges are suspended until materials have been returned and fines are paid.

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 Check OutDesk. 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.

INTERLIBRARY LOANS

Once you have identified items that you need that are not available in Chadwick Library's collection, you may use the Request Item via Interlibrary Loan button to request the item from another library.

Students will be notified via email when items are available. Physical items, such as

books or DVDs, can be picked up at the Check Out Desk after presenting your IW Student ID. Articles will arrive via IW email either as a PDF attachment or a link. Linked articles must be downloaded and saved within a month and/or 5 accesses or the link will be closed. Please speak to Paula Wiley for Interlibrary Loan questions.

LITTLE HELPING HOUSES

Little Helping Houses are located in both the Men's and Women's restrooms on the first floor of the library. These houses have a variety of items, including shampoo, body wash, feminine hygiene products, toothpaste, etc., and are available for the public to take. Please be considerate of others when taking items, and notify library staff if the houses need attention.

8.6. Student Lounge

A lounge for all students, including commuters and ESL students, is maintained for study and relaxation. It is located in Rm 210 on the second floor of the Science Hall. A refrigerator and a microwave are in the lounge, as well as lockers and vending machines. You must furnish your own lock if using a locker.

8.7. Clery Act Information

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, all interested persons are entitled to request and receive a copy of the Iowa Wesleyan University Annual Security Report. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off- campus buildings or property owned or controlled by Iowa Wesleyan University; and on public property within, or immediately adjacent to and accessible from, the campus. You can obtain a copy of this report by contacting the Office of Student Development or by visiting the IW Web site: www.iw.edu.

9. Student Development and Related Services

OFFICE OF STUDENT DEVELOPMENT

This office is responsible for coordinating the efforts of Residential Life, Student Activities, Student Conduct, Health and Wellness Center, Campus Ministry, Intramurals, Student Government Association, Orientation and Clubs and Organizations. Call us at 319.385.6256 if you have any questions or concerns where we may be of assistance.

HEALTHY AND WELLNESS CENTER

At Iowa Wesleyan university it is our goal to ensure that students have access to the best possible health care resources to support their educational pursuits.

Counseling Services

During our lives we all experience change. At times this change is orderly and understandable. At other times it can be rapid and chaotic. Understanding, coping, and planning for changes in our lives are not always easy. Many students face normal developmental concerns and academic pressures while in college, and, at times, they may feel acute anxiety, anger, sadness, or depression. For these challenges, as well as for more serious crises, it is helpful to gain the perspective of an unbiased person. Free and confidential counseling and skill development assistance is available to IW students by a professional in the human services field. Students can check with the Office of Student Development for referral and/or contact information, or email counseling@iw.edu, or call 319-385-6483 and leave a confidential voicemail.

Campus Nurse

The university provides a full-time nurse who is available to provide first aid and basic triage services (e.g. take temperatures, measure vitals) to all students. The nurse's office is located in the Beck Room of the Howe Activity Center.

Health care services include:

- Care for illnesses and injuries
- Care for non-urgent health concerns (e.g., skin problems, pain, sleep problems)
- Medication prescription associated for non-urgent health concerns
- Management of chronic health concerns while you are on campus unless you have

need of a specialist, whom we will assist you to find for that care.

- Collaboration with nearby Quick Visit Urgent Care for lab and x-ray needs, or for consultation as needed.
- Any questions about your health overall, or any symptoms you may be having and are unsure the cause

How to schedule an appointment:

Go to the Campus Nurse page to schedule an appointment: www.iw.edu/campus-nurse

We will assess your needs and, depending on your need and your location, connect you with appropriate care.

Illness Communication with Instructors

The Campus Nurse can provide excuses for students to be absent from classes after the student has been seen based on likelihood of contagion and will communicate with the student's instructors on the student's behalf. Students are encouraged to communicate directly with their instructors when possible, as well as informing the Student Development office of absence due to illness, doctor appointments, or family emergencies. Absences still count toward the maximum number of absences, however. Please see attendance policy in your course syllabus.

MAIL OPERATIONS

All students living on campus are assigned a mailbox in the Student Union Building. Students are expected to pick up their mailbox key at Mail Operations at the beginning of the school year and return it at the end of the school year. A \$25.00 fee will be charged for all lost or non-returned mail keys. U.S. mail, official University notices and inter-campus mail are placed in mailboxes. If you receive a package you will be notified by email and may pick it up at the Mail Operations window. US mail, Fed Ex and UPS make daily deliveries/pickups Monday – Friday. Mail can be post marked and packages may be picked up at Mail Operations from 9:00am-4:00pm, Monday-Friday.

REC CENTER MEMBERSHIP

The Rec Center is a community based organization in downtown Mt. Pleasant that offers exercise equipment, fitness classes, recreation space (gym), indoor track and indoor pool. At no additional cost, students are eligible for membership to the Rec

Center. To secure a membership, visit The Rec Center located at 200 E. Monroe Street in downtown Mount Pleasant.

CAMPUS MINISTRY

At the heart of the IW Campus Ministry are the students. CRU is a group of faith-based students that meet and fellowship regularly, study the Bible and topics of interest to them. For more information contact the Student Development Office at 319-385-6256.

10. Student Co-Curricular Activities and Organizations

ATHLETIC ACTIVITIES

Iowa Wesleyan's program of intercollegiate athletics is organized and conducted as an integral part of the educational program. The University is a full member of the NAIA (National Association of Intercollegiate Athletics) and is a member of the CAC (Continental Athletic Conference), NSAA (North Star Athletic Association) for football, and the HAA (The Heart of America Athletic Conference) for Wrestling. Iowa Wesleyan offers intercollegiate teams for women in basketball, cross country, golf, soccer, softball, track & field, volleyball and wrestling. Iowa Wesleyan offers intercollegiate teams for men in baseball, basketball, cross country, football, golf, soccer, track & field, and wrestling. All students, regardless of major, who might be interested in these sports at the intercollegiate level, are encouraged to contact the head coach of the desired program about possible participation.

INTRAMURALS

The intramural program is designed to provide campus wide interaction and social involvement among students, faculty and staff. To this end, it promotes competition, sportsmanship, a healthy lifestyle and most importantly fun. We offer various individual and team sports that have a competitive season, along with special "one time only" events. Intramurals include sports, as well as video and card games, and non-athletic sports.

MEMBERSHIP QUALIFICATIONS FOR ORGANIZATIONS

Student organizations at Iowa Wesleyan University offer a variety of involvement opportunities. Groups focus on special interests, professional organizations, religious groups and so much more! Students can explore new interests or feed their passion in the existing organizations. If there is not something you like then form a new organization.

Individual organizations and/or activities may establish minimum standards for eligibility (for example, minimum grade point average.) All organizations are expected to use non-

discrimination selection practices, including those based on race, creed or national origin.)

STUDENT ORGANIZATIONS

For an “up to date” list of student organizations, please visit the IW Web site www.iw.edu/student-activities

FRATERNITIES & SORORITIES

THETA SIGMA RHO SORORITY

Theta Sigma Rho is a local sorority founded by Iowa Wesleyan University Women. This is a great opportunity to grow sisterhood and develop Greek life at Iowa Wesleyan University.

OMEGA DELTA ALPHA FRATERNITY

Omega Delta Alpha is a local fraternity founded by Iowa Wesleyan University men and focuses on shaping undergraduate students for leadership outside of college, creating everlasting bonds with community, and growing as individuals. With their development in the fraternity, members shall possess their fraternity's core values of integrity, respect, honesty, and brotherhood.

ZETA PSI MU FRATERNITY

Zeta Psi Mu is a local fraternity founded by Iowa Wesleyan University men and focuses around four core values: Responsibility, Honesty, Hard work, and Community.

CHEERLEADING

Cheerleading is offered as a club sport at Iowa Wesleyan and managed by the Student Development Office. The purpose of cheerleading is to promote, create and uphold team spirit, pride and loyalty, develop good sportsmanship and relations in the community between teams and squads during events. The group promotes enthusiasm of spectators at athletic events.

GAY-STRAIGHT ALLIANCE

The Gay-Straight Alliance (GSA) Club provides a safe environment for students regardless of their sexual orientation and gender identity. GSA's goal is to create a platform to fight gender, racial, and LGBTQ economic justice. We want to educate our fellow IW students and advocate for the LGBTQ community.

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 University campus:

BETA BETA BETA

Beta Beta Beta is a national biological honorary society for students and biology majors of high scholastic standing, dedicated to improving the understanding and appreciation of biological study.

TIGER GUIDES

The purpose of this group is to welcome new student and their guests to Iowa Wesleyan University during summer and fall New Student Orientation.

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.
- Behavioral Science Club—open to Psychology and Sociology majors and others with an interest in society and its workings
- Music Education Chapter 37-National Association for Music Educators – open to any student interested in music education
- Student Nursing Association—open to students enrolled in nursing or interested in healthcare

STUDENT ATHLETE ADVISORY COMMITTEE (SAAC)

The purpose of SAAC is to generate a student-athlete voice within the institution and conference; to review and respond to proposed NCAA legislation; to actively promote Iowa Wesleyan University athletics; to promote a positive student-athlete image; to increase fan support at athletic contests; and to support the campus and conference community through community outreach efforts, with a primary focus on the NCAA Division III SAAC and Special Olympics partnership.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The purpose of the Student Government is to coordinate the interests and activities of the student body and share in the responsibilities of University governance as it directly affects student life.

STUDENT UNION BOARD (SUB)

The Student Union Board promotes student activities on campus, igniting your social life! SUB brings a wide variety of performers to campus such as musicians, magicians, hypnotists, speakers, comedians and much more. The group coordinates events like Bingo, Wesleyan's Got Talent, \$3 Movies, Casino Nights and the list goes on.

11. Consolidated Management Foodservice

Best wishes for an enjoyable and rewarding academic year from your dining services staff. Consolidated Management offers a variety of nutritious menu options combined with personalized service for a pleasant dining experience.

Enjoy the convenience and flexibility of a food service program designed with you in mind. The University's Dining Program requires all students living in the residence halls to participate in the meal plan. This meal plan offers continuous dining throughout the week with identified meals: breakfast, lunch and dinner hours weekly in the Wesley's Cafe. Three meals each day Monday through Friday and Two meals each day on Saturday and Sunday. We have designed a meal plan that will maximize your choices. A rotation of daily menu selections will be featured in the Cafeteria. Concepts include: The Main Event, SmokeHouse Grill, Sensations Action Station, Green's & Things Garden Salad Bar, Soups On, Subby's Sandwiches & Wraps, Noodles & More, Sweet Treats, Pizza & Harvest Grains Cereal Bar and the Hydration Beverage Station. There are a variety of options available for non -resident diners.

MEAL PLANS & ENTRY TO THE DINING HALL

Policies and procedures must be followed to maintain an effective and efficient dining program. We invite you to select and eat what you like in the dining hall; however, due to government health regulations, removal of food, glassware, utensils, and china is not permitted without the express permission of the Foodservice Director. The Health Department requires shirts and shoes to be worn in the dining facilities at all times.

Friendly/Fresh/Fit Healthy menu items are part of Consolidated Management Company's Dining Program. We focus on caring for your health with our tastefully healthy recipes which in turn helps you make sensible choices about what you eat. Tasty Healthy Options are available in all our dining services locations (Tastefully Selections are reduced in fat, or calories, or sodium, or cholesterol.)

All residential students enrolled at IW are required to purchase an All Access Continuous Dining Meal plan to eat in the University dining hall. This meal plan allows unlimited access to meals throughout each day. All meals are consumed within the dining hall. Students with special dietary needs prescribed by a physician should consult with the Food Service Director at the Dining Hall. Students can fill out a form at the Office of Student Development if they feel that their needs cannot be met by

Consolidated Management. The University 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. You will present your ID at the entrance to the dining hall where the scanned barcode allows your entrance 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 barcode/student ID card. Meal cards are not transferable and only the owner of the meal plan may use it. If you have lost or misplaced your ID you must contact the IT department on campus immediately. There is a replacement card fee.

DINING HALL

The dining hall is located upstairs in the Student Union. Meals in the dining hall include traditional entrees, grilled favorites, rotation of specialty bars, salad and sandwich bars, desserts, ice cream, beverages, etc. These meals are “all-you-care-to-eat” while you are in the dining hall. For faculty, staff, students, and visitors not on a meal plan, costs of meals are as follows:

- Breakfast \$5.00
- Lunch / Brunch \$6.00
- Dinner \$7.00

Weekly Menu's Weekly menus are posted online on the IW website, dining services section.

Sick Trays

To receive a sick tray, a friend or your roommate must bring your meal ID card and approved authorization stating that you are ill and unable to attend the meal.

Sack Lunch

No time to eat? Arrangements for a sack lunch due to class or work conflict may be made in advance through the Foodservice Director. A 24-hour notice is required.

2021-2022 DINING HALL HOURS

- Monday to Friday 7:30am to 7pm
- Hot Breakfast: 7:30 a.m. – 8:30 a.m.
- Lunch: 11:30 a.m. – 1:15 p.m.
- Dinner: 5:30 p.m. – 7:00 p.m.

Weekends & Holidays 11am – 6:30pm

- Brunch 11:00am- 1:00pm
- Dinner 4:30-6:30pm

During off meal times reduced meal stations will be available such as continental breakfast, sandwich and salad bars

CHADWICK CAFE

The Chadwick Cafe located in the Library offers a selection of fresh grab and go salads, sandwiches and snacks, microwavable entrees, frozen items, bottled beverages and Caribou Coffee. You may make purchases with cash, credit cards or commuter meal plan dining dollars

Hours of Operation:

- Monday – Thursday: 9:00 a.m. – 9:00 p.m.
- Friday: 9:00 a.m. – 3:00 p.m.
- Saturday – Sunday: Closed

All hours are subject to change

Student Employment

Student Employment Consolidated employs students during the school year. Working with food service can provide an opportunity for informal education and on-the-job experience. If you're interested in a position, please contact the Foodservice Director's office

Catering Services

Catering Service Wedding receptions, banquets, club meetings, teas or other special occasions! Any on campus functions can be served. Just call the Food Service Office. We can accommodate your catering needs from a personalized Birthday cake to an elaborate dinner. For information and menus, call the dining services office at 319.385.6348 or email us at diningservices@iw.edu

12. Institutional Computer Agreement

Using the informational technology resources of the University is a privilege and is provided to students, faculty and staff to enhance teaching and learning and for class assignments, academic research, professional/personal advancement, and administrative and instructional support.

Informational technology resources include, but are not limited to, user accounts, email accounts, printing and network and Internet access.

All data on the campus network, computers and servers belong to Iowa Wesleyan University. To maintain the integrity of this data, network traffic will be monitored regularly. Any attempt to compromise the integrity of the data or any unacceptable use of technological resources could result in revocation of the user's accounts and/or disciplinary and legal action. In the event of a criminal investigation, the institution will comply fully with legal authorities.

Users will be held accountable for their activities and should not engage in unacceptable user practices which include, but are not limited to, the following:

- Sharing log in ID and/or password
- Accessing computer files not belonging to them
- Viewing pornographic or offensive content
- Sending harassing messages
- Copying or transferring computer software which constitutes software piracy
- Propagating a computer virus
- Installing software that could compromise existing systems
- Violating copyright laws
- Installing any networking devices
- Tampering with any network equipment
- Using resources for commercial or financial gain
- Using resources for any illegal purpose

PEER TO PEER FILE SHARING

The University expects students to be aware of current laws and applicable University policies with respect to computer, network, and Internet activities. It should be especially noted that it is illegal to use the University network to use file sharing programs to share copyrighted material. Industry organizations (e.g. Recording Industry Association of America: RIAA) have filed copyright infringement lawsuits against individual University

students who have used file sharing programs to share copyrighted material. Lawsuits are expected to continue.

To avoid the risk of potential lawsuits due to copyright infringement, the University is advising student to not engage in peer-to-peer file sharing. Violation of copyright law can have serious consequences in the areas of:

Civil Liability: Persons found to have infringed may be held liable for substantial damages and attorney's fees. The law entitles a plaintiff to seek statutory damages of \$150,000 for each act of willful infringement. In the cases filed by the RIAA against students at Princeton, RPI, and Michigan Tech, the recording industry sued for damages of \$150,000 for each recording infringed.

Criminal Liability: Copyright infringement also carries criminal penalties under the federal "No Electronic Theft Act." Depending on the number and value of the products exchanged, penalties for a first offense may be as high as three years in prison and a fine of \$250,000.

The University supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic mail, Internet access, or the computer activities of individuals. The University does however take the unauthorized distribution of copyrighted material seriously and will periodically monitor the bandwidth to determine if there are violations. If it is determined that you have engaged in infringing activity and have violated copyright law by engaging in unauthorized file sharing, you may be subject to discipline under the Computer Use Policy, and other applicable University policies. Violations of copyright law may also subject you to civil and criminal prosecution.

13. Crisis Response Procedures

The intention of the University in a crisis situation is to ensure our efforts work towards the immediate safety and security of the individual lives of Iowa Wesleyan University students, faculty, and staff as our first priority, as well as to protect the assets of the University. The following information provides important direction for students impacted by such a crisis situation occurring at the University or in the general area. Every student should familiarize him/herself with the emergency procedure, evacuation routes and designated gathering locations in buildings in which they live, attend classes, or frequently use. Students should be prepared to assess individual situations quickly and thoroughly, and use common sense in choosing a course of action. Students should evacuate to designated areas in an orderly manner and otherwise comply with directions from University staff and emergency personnel as circumstances warrant.

IW CAMPUS ALERT

The safety of every member of the University is of paramount importance. To continue providing a safe and secure environment, students are encouraged to register for IW Campus Alert, a mass communication system that communicates emergency and crisis information rapidly with all registered members of the campus community. Once registered, registration will remain active until the expiration date determined by the registrant (or graduation, whichever comes first). IW Campus Alert allows all registrants to receive University Alert notices within seconds of a message being sent.

Communication may be received through SMS messages, emails, and phone calls / voicemail. To register, follow- the link below. Additional instructions are sent during the first few days of each semester.

<http://iw.omnilert.net>

Important things to Note:

You can register multiple SMS devices, emails, and phone numbers. This means you can enter parent and/or spouse phone numbers and emails so your loved ones can be informed of emergencies or crises as quickly as you are through official University communication.

Parents and Spouses are not eligible registrants. Again, you can register phone numbers and emails of your parents or spouse under your account so they have no

need to register.

IW Campus Alert won't flood your devices with SPAM or information you deem unnecessary. This system will only be activated to test the system or in times of crisis or emergency.

Registration and system use is built into the cost of attendance. (standard text messaging rates apply)

COMMUNICATIONS

In the event of a crisis situation, the University Crisis Management Team (UCMT), in conjunction with the University President, directs the response of the University. Individuals making the discovery of such a situation should first move to a safe location and then contact the Student Development Office at 319- 385-6256 during business hours or call 911. Student Development will contact the UCMT and summon the necessary University and outside resources required to respond to the situation.

Crisis information is generally communicated by either a fire alarm (indicating the need to evacuate a given facility), community tornado siren (indicating the need to seek shelter from approaching storm), or by an IW Campus Alert (electronic communication [email, phone call, text message] often indicating the need to perform a Shelter-in-Place or other required response. Crisis information may also be communicated through website based announcements. Communication with parents, when appropriate, is typically conducted by personal telephone or on the University website (www.iw.edu).

Media communication procedures and responsibilities are detailed in other parts of the University Crisis Management Plan. The individuals designated are the only persons authorized to speak with the news media.

For events that are affecting or may impact normal University operations, it is likely IW Campus Alert will be activated but if you are not aware of affects, contact the University switchboard at (319) 385- 8021 or (800) 582-2383 or visit the University website: www.iw.edu.

ACTIVE SHOOTER / HOSTILE INTRUDER / EMERGENCY LOCKDOWN

Iowa Wesleyan University is employing the ALICE program to address hostile intruders / active shooters.

The ALICE acronym stands for:

A – The purpose of ALERT is to notify as many people as possible within the danger zone that a potentially life threatening risk exists.

L – The purpose of LOCKDOWN is to secure in place, and prepare to EVACUATE or COUNTER, if needed.

I – The purpose of INFORM is to continue to communicate the intruder's location in real time.

C – The purpose of COUNTER is to interrupt the intruder and make it difficult or impossible to aim. This is a strategy of last resort.

E – The purpose of EVACUATE is to remove yourself from the danger zone when it is safe to do so.

ALICE is intended to give people options. Every active shooter situation is unique and ALICE is not intended to be chronological in nature.

FIRE AND FACILITY EVACUATION

If a fire is discovered in any building on campus, the individual shall immediately pull the nearest fire alarm pull station, and exit the building. If there is no fire alarm nearby, notify 911 by phone, if able.

PROCEDURES

Evacuation orders may be given for various purposes. When an evacuation of a building is ordered, the evacuation will occur in an orderly and safe manner. All faculty, staff, and students are to assemble in designated assembly areas:

BUILDING ASSEMBLY AREA

Adams Street Apartments: Nemitz Suites Parking Lot

Chadwick Library: Between the Chapel and Old Main
Chapel: Flag pole north of Howe Activity Center
Harlan-Lincoln House: Grass field south of building
Hershey Hall: West side of Union
Howe Activity Center: Parking lot, south side
Juckette Hall: Parking lot, east side
John Wesley Holland Student Union: Flag pole north of Howe Activity Center
McKibbin Hall: Grass area on east side
Nemitz Suites: Grass area on north side
Old Gymnasium: Flag pole north of Howe Activity Center
Old Main: Flag pole north of Howe Activity Center
Administration Building: Flag pole north of Howe
Activity Center Pioneer Hall: Flag pole north of Howe Activity Center Physical Plant
 Flag pole north of Howe Activity Center
Sheaffer-Trieschmann Hall: South side, in front of Hershey
Science Building: Lawn west of Nemitz Suites
State Street Apartments: Across the street on the north end

In order to respond effectively in a crisis situation, students need to be aware of the location of fire pull stations, fire extinguishers, stairwell safe areas, and emergency exit routes.

Additional guidelines:

- Become familiar with your general area, posted floor plans that identify escape routes, and designated exit locations. When the alarm sounds, prepare to evacuate immediately.
- When a fire alarm sounds, all occupants must evacuate the building in an orderly and timely manner (a constant tone means fire alarm, a pulsating tone indicates tornado warning).
- Do not panic, but walk quickly to the closest emergency exit.
- Do not use elevators.
- Do not use cell phones.
- Walk single file, to the right, through hallways and stairwells. Avoid unnecessary talking and keep the lines moving.
- If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open it, and if safe, proceed with evacuation.
- Building managers should be the last occupants to leave the building to ensure that everyone has exited the building.
- Individuals requiring assistance in evacuation should proceed to stairwell entrance

area and wait for assistance.

- Should an individual be unable to evacuate the building and have to remain due to circumstances beyond his/her control, the building manager will notify the arriving fire/police personnel of the individual's location and condition (e.g., handicap, wheelchair, injury, etc.)
- No one is to return to the building until given permission by University personnel.

NATURAL DISASTERS

The University monitors weather events on an ongoing basis. Some ongoing or anticipated events will result in student notification via IW Campus Alert, email, broadcast voice, website posting, or general campus announcement. Issues of a more long-standing nature will be kept updated on the University website (www.iw.edu), click on CRISIS INFORMATION. When conditions are exceptionally hazardous, the University will cancel classes and notify students by IW Campus Alert, email, KILJ AM/FM 105.5 radio in Mt. Pleasant and KBUR 1490 AM in Burlington.

Remain indoors when weather conditions are dangerous.

WINTER STORMS

Unless there is a specific announcement to the contrary, the University does not cancel classes for inclement weather and will remain open. However, it is up to the individual student to use his/her best judgment regarding safety when traveling to class.

In the rare instances the University feels it is necessary to close, it will do so before travel conditions become dangerous and will not reopen until such conditions are judged safe. Therefore, there are no special on-campus safety guidelines for students. Notification of closure will be sent to each student in one or many forms of communication which could include IW Campus Alert, University e-mail account, personal contact and postings in residence halls, public information systems (e.g., radio and television stations), and Website posting.

TORNADOES

The City of Mount Pleasant will make every effort to provide appropriate warning alerts to the University should a tornado or other severe warning be issued by the National Weather Service.

Notification of a pending disaster will be announced via IW Campus Alert. The tornado siren is a pulsating sound (a steady sound indicates a fire alarm).

If severe weather conditions exist, the safest response is to seek shelter in a designated area, monitor the weather by battery operated radio, and follow directions indicated below. The National Weather Service uses two labels specifically in reference to tornados:

- **Watch** – Conditions are favorable for tornadoes or severe weather. Monitor weather radio and take action as needed.
- **Warning** – Tornadoes have been spotted in the area and may be imminent.

Take shelter immediately by moving to the lowest level of the building you are in, and as far from doors and windows as possible. If a basement is not available, first floor hallways, closets, or restrooms without windows are generally the safest areas. Do not seek shelter in gyms, auditoriums, and other large open areas.

- Take cover under a sturdy object.
- Protect your head, neck, and face.
- Stay away from windows, glass, and items that might fall.
- Do not leave shelter until the all clear has been given by University personnel.
- There is not sufficient warning to close the University or to effectively protect physical assets. Therefore, no special effort should be made to protect physical assets. All attention will be directed towards life safety considerations and procedures.
- If you are outdoors or not at school, keep the following in mind:
- In a small building – go to the basement. If there is no basement, go to an interior room on the lowest level. Take cover under a sturdy object, covering your head, neck, and face.
- In a school, office, or shopping center, go to an interior hallway on the lowest level as far from windows and glass as possible.
- In a high-rise, go to an interior hallway on the lowest level possible. Do not use the elevator.
- In a car, if the tornado is near, get out. Tornadoes can move quickly and erratically.
- In the open, lie face down in a ditch or nearest low area and cover your head with your arms. This procedure is preferable to remaining in a car.
- Evacuate all mobile homes and temporary structures. Proceed immediately to a structurally secure building or follow directions above.
- In the event of temporary or longer need to relocate residential students, students will be directed to shelter on campus in a location identified by the Office of Student Development. Direction from University personnel will instruct students regarding location of the shelter and supplies that they should bring with them.

Specific locations to go to during a tornado warning are posted in each building

and are as follows:

- Adams Street Apartments— Residents should seek shelter in the basement of one of the nearby facilities or as directed.
- Chadwick Library—Proceed to the lower level of the library.
- Chapel – Proceed to lowest level away from windows
- Hershey West—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.
- Juckette Hall— Residents should seek shelter in the basement of one of the nearby facilities or as directed.
- McKibbin Hall—Room doors leading to the hallways should be closed. All individuals should proceed to the nearest basement hallway. The recreation room area should be evacuated immediately due to the amount of glass in the area.
- Nemitz Suites— Residents should seek shelter in the basement of one of the nearby facilities or as directed.
- Old Gymnasium—The basement of the gym serves as a temporary shelter for individuals in case of a tornado warning.
- 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.
- Building—Go to the lower level of the P.E.O. Building via the north or south entrance. Stay away from windows.
- Physical Plant—Proceed to the basement.
- Pioneer Hall—Proceed to the entryway of the building on the ground floor. Classroom doors must be closed.
- Science Hall—Proceed to the basement of the Science Hall within the confines of the hallway itself.
- 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 due to the large amount of glass in the area.
- State Street Apartments— Residents should seek shelter in the basement of one of the nearby facilities or as directed.
- 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.

THUNDERSTORMS

Notification of pending severe storms deemed necessary to communicate will be announced through IW Campus Alert. If severe weather conditions exist, the safest

response is to seek shelter in a designated area, monitor the weather by battery operated radio, and follow directions indicated below. The National Weather Service uses two labels specifically in reference to thunderstorms:

- Severe Thunderstorm Watch – Severe thunderstorms are possible in the area. Remain alert for approaching storms. Monitor weather radio and take action as needed.
- Severe Thunderstorm Warning – Severe thunderstorms are occurring in the area or are indicated by weather radar. Tornadoes occasionally develop in areas where a severe thunderstorm watch or warning is in effect.

Lightning strikes pose one of the greatest thunderstorm related risks. Observe the following guideline if lightning is occurring or is about to occur:

- Avoid water fixtures, telephone lines (lightning can travel through phone lines), computers or any electrical conducting materials.
- Do not carry or go near anything made of metal. Lightning is attracted to metal.
- Stay inside buildings and off University grounds. University buildings are designed to withstand significant damage resulting from thunderstorm, wind, rain, hail and lightning strikes.
- If you are outdoors or not at school depending on your location, keep the following in mind:
- In a building, follow the above stated guidelines.
- In an open area, go to the nearest ditch or low area and drop to your knees. Do not be higher than your surroundings (lightning normally strikes the highest object in the area of discharge).
- In a wooded area, go to a low area of small trees/bushes. Do not go under a large tree that stands alone. Lightning can be attracted to it because of its height relative to the surroundings.
- Stay away from metal – farm equipment, vehicles, golf clubs, wire fences, etc.
- If you are inside a vehicle during a thunderstorm, remain there. If a tornado develops, get out of the vehicle as soon as you can. Seek shelter in a building, or lie flat in a ditch. Do not climb under an overpass. If you feel your hair standing on end, drop to your knees; bend forward placing your hands on your knees. Do not lie flat on the ground.
- Be aware that winds in a severe thunderstorm can reach 100 mph.

INTERNATIONAL STUDENTS & CRISIS SITUATIONS

In the event a crisis situation requires students to be relocated to temporary shelter and attainment of the following is possible without increasing safety risks, certain steps must be adhered to by international students studying at the University. It is not advised to attempt to retrieve documents you don't have with you in the case of an immediate crisis

and evacuation situation.

Documents – Remember to take these important documents with you:

- Passport
- Visa
- I-94
- EVIS-issued I-20 or DS 2019
- Plane tickets
- Social Security Card, if possessed
- Financial records, checks, credit cards

Contact info for Iowa Wesleyan University: If displaced, international students should contact the University to report their safety and location and to receive instructions of what to do.

Specific directions for such contact will be found on the University website www.iw.edu and/or students may contact the International Programs Advisor, Xiaobin Daivia email at xiaobin.dai@iw.edu or via phone at (319) 385-6455.

Contact information for SEVP – If you cannot contact your designated school official (P/ DSO), you must contact SEVP to let them know where you are and how they can reach you. Check the website at <http://www.ice.gov/sevis> for information and guidance, email to SEVIS.source@dhs.gov or call toll-free (800) 961-5294 to report location and contact information.

Decision to transfer – Should you ultimately decide to transfer to a different school you will need to check the SEVP web site at <http://www.ice.gov/sevis> or call (800) 961-5294 to determine if your new intended school is on the list of certified schools.

14. Residential Life Information & Policies

RESIDENCY REQUIREMENTS

Iowa Wesleyan University is firmly committed to the philosophy and practice of a residential University. We believe that the opportunity to live and study in community is a primary and essential element of such a philosophy. The University stresses a campus living environment of civility and respect that fosters student learning and success. To this end, all full-time unmarried students who do not live with parents at their primary residence within 30 miles (Enrolled Students before Fall 2015) or 60 miles (Students enrolled Fall 2015 or later) of campus are required to live in University residential facilities.

Exceptions to this residency requirement may be made for students 23 years of age and older on the first day of classes in the Fall semester, students living with dependent children, military veterans with at least two years active military duty, and students fulfilling their student teaching requirements if placed beyond a reasonable driving distance.

An off-campus housing application should be submitted to the Assistant Dean of Students if you meet the off-campus consideration criteria and have a desire/need to live off campus. Applications are available online through the Student Development Office.

Verification of met criteria is a critical component to approval. Parent(s)/guardian(s) of the student requesting to live at home must certify that their student meets that criteria and is, therefore, eligible to reside off-campus. If the University discovers that the student is residing off-campus but does not meet one of the above criteria, the University reserves the right to bill for room and board. Students living off-campus without approval are also subject to referral to the Student Conduct process.

Students who live off campus typically have a reduction in their IW financial aid. Before making a decision to live off campus, students should talk with the Director of Financial Aid to determine how it could impact their aid package.

Requests that do not fall under the exceptions are reviewed by the Committee on Student Development. The Committee is chaired by the Assistant Dean of Students and meets semi-regularly.

Off-campus housing applications are due by July 31 for the Fall semester, and November 30 for the Spring semester.

CLASS CREDIT REQUIREMENT

While University housing is normally restricted to full-time students, part-time students may request permission to live in University housing on a case-by-case basis. Please contact the Office of Student Development for inquiries.

Residency Age Limit: Students aged 23 and older are typically not allowed to reside in campus housing. Students over 23 who wish to reside on campus must gain permission by contacting the Assistant Dean of Students at 319-385-6257.

International Student Residential Requirement: The experience of spending a semester or more in the United States is significantly enhanced by a full immersion in the campus experience. Therefore, it is IW policy that all international students will live in our residence halls, where they will interact with domestic students and participate in many University activities, exposing them to the breadth of American culture and life.

International students will be expected to live in the residence halls for their entire enrollment at IW. Special exemption to this policy can be made on a case-by-case basis and international students interested in living off-campus must submit an off-campus housing application as mentioned in the Residency Requirements section.

IMMUNIZATION POLICY

Documented proof from a medical practitioner of the following immunizations and tests must be received by the Office of Student Development before a student will be permitted to move into an IW residence:

Proof and date of having had measles, mumps and rubella (MMR), – or-Provide documentation of immunization for two doses of MMR after 1980, or 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.

Students are also required to have completed a Mantoux skin test for tuberculosis within a year prior to their arrival on campus and must provide verification of any follow-up treatment if necessary. Health forms/documentation/waivers must be received at Iowa

Wesleyan University before moving into the residence halls or attending classes, whichever comes first.

CAMPUS RESIDENCE FACILITIES

Each campus residence facility provides each student room with basic cable TV and Internet access. Each student is provided a bed, dresser, desk, chair, and closet.

Adams Street Apartments: Adams Street apartments are split into two complexes—the duplex and the six-plex—located on the east side of campus across from Nemitz Suites. The duplex consists of two two-bedroom apartments with a full kitchen. The six-plex consists of six one- bedroom apartments. All apartments in Adams Street are furnished with bedroom furniture and a couch. A small dining set is provided in the duplex apartments.

Juckette Hall: Juckette Hall is a one-story residence hall with the capacity to house up to 49 students of both genders. Residents enjoy a large common space, air-conditioning in every room, a four-season porch, and ample lawn space.

McKibbin Hall: McKibbin Hall is a three-story traditional residence hall which houses up to 200 male students. Residents enjoy a recreation room with pool table, a large outdoor patio and yard area. McKibbin's first floor lounge is air-conditioned and equipped with lounge furniture and a flat-screen TV. The lower lounge is used for active kinds of recreation and includes a pool table, foosball table, and ping pong table.

Nemitz Suites: Nemitz Suites offers 32 upper class students apartment-style living (co-ed by suite) right on campus. Each air-conditioned suite is fully furnished and offers each resident their own private bedroom. Each suite houses four students, has two bathrooms, a full-sized refrigerator, and microwave.

Sheaffer-Trieschmann (S-T) Hall: Sheaffer-Trieschmann (S-T) Hall is a three-story traditional residence hall, housing 255 students, both men and women. S-T features Basement North Meeting Room which is perfect for studying or group meetings and has a kitchen. The Lobby Basement is used for recreational purposes and is equipped with a pool table, exercise equipment, vending machines and TV.

State Street Apartments: State Street Apartments are two four-apartment buildings located northeast of campus on State Street within walking distance. State Street Apartments are two- bedroom apartments with a full kitchen. The apartments are

furnished with bedroom furniture, a couch, and a small dining room table with chairs. Laundry facilities are located on-site.

AREA COORDINATORS

The Area Coordinator (AC) is an important role within the residence halls. ACs are full-time professional staff who live in the residence halls. It is their responsibility to manage the operation of the halls, train and supervise Resident Assistants, and implement the rules and regulations, coordinate programming and counsel student with personal and behavioral problems. It is their role to develop a comfortable and productive living environment. ACs have offices in the building they oversee.

ASSISTANT RESIDENCE HALL DIRECTORS

An Assistant Residence Hall Director (ARHD) is an upperclassman co-responsible for the day-to-day operations of their residence hall. They serve as a resource for Resident Assistants and students, coordinate programming efforts, and supervise the front desk area. The ARHDs work directly with the ACs to help develop a comfortable and productive living environment.

RESIDENT ASSISTANTS

The Resident Assistant (RA) is an important student leadership role within the residence halls. These are carefully selected and trained students who assist residents in a variety of ways.

The primary role of the RA is to help facilitate a floor community that fosters student success. The RA's serve as an information source to students, and aid in the transition to Iowa Wesleyan. They plan floor programs and activities where residents can get to know each other, have fun, and support their educational experience.

AIR CONDITIONED ROOMS IN S-T AND MCKIBBIN

These rooms are very limited. Students requesting an air conditioned room must provide physician- documented medical needs. Even with documented need, an air conditioned room may not be available. Students may not bring their own air conditioners. To offset the additional costs to the University for such usage, students in

air conditioned rooms will be charged \$100 per semester, per student in the room.

ALCOHOL POLICY

Regardless of age, students are not permitted to possess, consume, or distribute alcohol on campus, including in residence halls or at any IW sponsored events.

Drunken behavior is unacceptable as it does not align with the mission and values of Iowa Wesleyan University.

Students found in violation of the alcohol policy, specifically in possession of alcohol, will be required to dispose of all alcohol present during an incident at the time of the incident.

Alcohol containers and anything promoting illegal drug use or alcohol use, such as posters or beer signs, cannot be used for room, door or hallway decorations.

Presence of Alcohol:

Being in the presence of alcohol, regardless of possession or consumption, is considered a violation of the alcohol policy.

If a student will not comply with a directive to allow a search, an alcohol sanction will be applied. See “Code of Conduct, Section 18 for other IW policies regarding use of alcohol.

ALCOHOL SEARCH GUIDELINES AND SANCTION GUIDELINES

Residence Life staff will search a room for alcohol when one or more of the following criteria is present:

- Visible alcohol
- The smell of alcohol
- Intoxicated behavior
- Someone is vomiting or showing other signs of alcohol poisoning
- Noise, sounds, language associated with alcohol
- A reliable complaint of the presence, consumption or distribution occurring

A search of alcohol consists of looking in the following locations within the room/suite:

- Student rooms

- All refrigerators
- Drawers
- Closets
- Bathrooms
- Under beds
- Any other location deemed necessary for review by a Residential Life staff member with probable cause.

ALCOHOL SANCTIONS:

Recommended Sanctions include but are not limited to:

- First violation: \$100 and Education
- Second violation: \$150 and Education
- Third violation: \$200 and a possible room change or removal from campus housing. See residence hall contract termination for additional information.

Communication with Parents / Legal Guardians and athletic coaches is always possible due to concerns of health and safety associated with alcohol consumption.

DRUG POLICY

The possession, use or distribution of any controlled substances, illegal drugs and drug paraphernalia are strictly prohibited on campus.

Zero Tolerance: The University refuses to accept drug use, possession or distribution of any controlled substances. To that end, strict application of this policy is always expected.

Being in the presence of controlled substances or illegal drugs, regardless of possession or use, is considered a violation of the drug policy. Circumstances may warrant violations of the drug policy for also being in the presence of drug paraphernalia rather than possessing it.

If a student will not comply with a directive to allow a search, a drug violation sanction will be applied.

See “Code of Conduct, Section 19 for additional information regarding IW policies regarding illegal drugs and drug paraphernalia.

ILLEGAL DRUG AND DRUG PARAPHERNALIA SEARCH AND SANCTION GUIDELINES

Residence Life staff will search a room for controlled substances, illegal drugs and drug paraphernalia when one or more of the following criteria is present:

- Visible illegal drugs or drug paraphernalia
- The smell of illegal drugs (i.e. odor of marijuana)
- Intoxicated behavior
- Someone is vomiting or showing other signs of a serious drug reaction
- Noise, sounds, language associated with drug use
- A reliable complaint of the presence, consumption or distribution occurring

A search of illegal drugs and drug paraphernalia consists of looking in the following locations within the room/suite:

- Student rooms
- All refrigerators
- Microwaves
- Drawers
- Closets
- Bathrooms
- Under beds
- Any other location deemed necessary for review by a Residential Life staff member with probable cause.

POLICE INVOLVEMENT:

- When illegal drugs or drug paraphernalia is found by University staff or it is reasonable to assume drugs are present, it is standard practice for police to become involved in the search and follow-up process.
- Law enforcement involvement does not eliminate the Student Conduct Process from occurring. If law enforcement is involved, the legal process and the University conduct process will run concurrently.
- Police may perform random drug sweeps at any point during the academic year in coordination with the Office of Student Development and the Provost.

DRUG POLICY CONDUCT MEETING PROCESS:

FIRST OFFENSE:

1. Student receives a meeting request letter from conduct officer (Assistant Dean of Students or Vice President of Student Development or designee).

2. At the onset of the conduct meeting, the student will receive the option of having an administrative hearing or a Student Judicial Hearing.
 - a. If the student chooses an Administrative hearing, that will take place at that time.
 - b. If the student chooses a Student Judicial Hearing, the hearing will take place at a later time and coordination of the hearing date with the student will occur through the Administrative Hearing Officer.
 - c. *Judicial Board Hearings may not be available due to student training, availability and the need for timeliness of University response to a particular incident.
3. Following the conduct meeting, “responsibility” will be determined and sanctions, if found responsible, will be administered. Students will be made aware of the finding and sanctions in writing, via email to the student’s IW email account.

SECOND OFFENSE:

1. Student receives a meeting request letter from conduct officer ((Assistant Dean of Students or Vice President or designee).
2. Administrative hearing with student is held.
3. Following the conduct meeting, “responsibility” will be determined. If found responsible, the panel presentation will be sanctioned. Students will be made aware of the finding and sanctions in writing, via email to the student’s IW email account.
4. Student presents at Monthly Panel comprised of members of the Committee on Student Development.
5. The presentation must address the following:
 - 30 minute panel presentation.
 - 15 – 20 minute presentation with 10 – 15 minute of questions from panel.
 - Presentation should answer the following questions:
 - What are the documented health risks of the drug you were found in possession, use or distribution of?
 - What does it mean to you to be a responsible, contributing member to a community? How does this incident impact your ability to be that contributing member?
 - If you could, what would you have changed about the incident or moments leading up to it?
 - Why do you believe the University takes drug use and drug violations so seriously at Iowa Wesleyan?
 - How has this situation impacted or changed your life? What do you envision being different for you moving forward?
6. If class conflict exists, it is the student’s responsibility to inform their instructors and any absences will be counted as such through the University attendance policy.
7. After the presentation, the panel will share their perspective of the quality of the student’s presentation with the administrative hearing officer. The panel will

determine if the presentation was of average quality (C grade level) or better/worse, specifically considering the thoughtfulness and genuine nature of the student's responses.

8. Following the panel recommendation, the Administrative Hearing Officer will administer the appropriate sanctions. If the panel determines the presentation was below average, the Administrative Hearing Officer's sanction will be suspension or dismissal. Students will be made aware of the finding and sanctions in writing, via email to the student's IW email account.

SANCTIONS:

At any time, a drug violation can result in suspension or dismissal. However, as an educational environment, when mutually beneficial for the student involved and the campus community and environment, the following sanctions will be utilized.

First Offense: Maximum Monetary Fine of \$150. Student is placed on Probation (see Student Code of Conduct for details). Student is required to participate in drug education which may be administered through Alcohol Drug Dependency Services in Mt. Pleasant, and may include follow-up drug tests over a specific period of time. Failed future drug tests would be considered a second offense. *Student is personally responsible for any costs associated with education and drug testing through ADDS.

Second Offense: Maximum Monetary Fine of \$200. Student is required to deliver a presentation to an Administrative Panel which meets monthly. Quality of presentation (thoughtfulness and genuine nature of response) determines whether student receives further enrollment opportunity. Below average presentation results in Suspension. Student remains on probation from 1st offense.

Third Offense: If remaining enrolled following Panel Presentation, a third offense results in suspension or dismissal.

Distribution or Intent to Distribute: Regardless of the sequential number of the offense, at minimum, a student will receive a monetary fine of \$200 and will be required to deliver a presentation to an Administrative Panel which meets monthly. Quality of presentation (thoughtfulness and genuine nature of response) determines whether student receives further enrollment opportunity. Below average presentation results in Suspension. Suspension can be sanctioned without the panel occurring depending on the nature of the distribution or intent to distribute violation.

Communication with Parents / Legal Guardians and athletic coaches is always possible

due to concerns of health and safety associated with drug use.

Any violation of the drug policy will result in review of drug use and if deemed necessary and beneficial, a referral to a drug use intervention specialist and treatment plan may occur. See Alcohol and Other Drugs Intervention and Treatment Policy for more details.

The University collaborates and cooperates with law enforcement agencies such as the Mt. Pleasant Police Department to enforce drug laws.

ALCOHOL AND OTHER DRUGS INTERVENTION AND TREATMENT POLICY

The policy of Iowa Wesleyan University reflects the belief that alcohol and other forms of drug addiction are serious illnesses which are usually preceded by a history of substance abuse with inappropriate and destructive behavior patterns. In view of this, the University is committed to assist any member of the student community whose behavior shows signs of alcohol/drug abuse or addiction.

This policy is established to provide the means for the University to identify and refer students who suffer from alcohol or other drug abuse or addictions to treatment alternatives.

Intervention is intended where alcohol or other drug use is a contributing factor in one or more of the following:

1. Disruptive and/or nuisance behavior
2. Excessive intoxication
3. Civil or criminal offenses
4. Destruction of property
5. Non-attendance at class
6. Deterioration of academic performance
7. Sexual assault or harassment in which alcohol or other drug use was a factor

Where alcohol or other drug abuse is suspected, any interested party having first-hand knowledge of the situation or event in question may refer the student to the Office of Student Development, wherein an informal assessment on the merits of the referral will be made. If the assessment suggests further action, every effort will be made by that office to encourage voluntary cooperation on the part of the student with the intervention and assessment processes recommended by the University. Should treatment alternatives be proposed by professional/evaluation staff, the University would make

every effort to encourage voluntary cooperation on the part of the student.

Students, who by their behavior, are uncooperative, or who so request, will be granted an informal hearing to review the assessment recommended by the Office of Student Development. The hearing, should it be required, will focus on the specific behavioral and/or “use” problems that have been observed and reported. The student will be given an opportunity to respond to these reports, after which the Dean of Students or their designee will make a final decision as to whether a formal assessment/evaluation for substance abuse by a substance abuse professional is required.

The student’s failure to attend the hearing, or to follow through with the formal assessment/evaluation (if so required) or any subsequent treatment recommendations made by a substance abuse professional, will result with the student being withdrawn from classes at Iowa Wesleyan.

Re-entry into the University will be permitted only upon successful completion of substance abuse treatment and establishment of an ongoing recovery program such as Alcoholics Anonymous or Narcotics Anonymous.

When, in the judgment of a staff person, a student is transported for medical attention or monitoring in response to alcohol or other chemical use, the involved student will be responsible for any costs incurred.

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL AND OTHER DRUGS

Alcohol is the most abused drug in society as well as on university campuses. Alcohol is directly involved in many injuries, assaults and the majority of deaths in people under age 25. Other commonly abused illegal drugs include marijuana, cocaine, stimulants, hallucinogens, depressants, narcotics, steroids and inhalants. Legal drugs such as caffeine, nicotine, over-the-counter and prescription drugs also have wide use and associated health risks.

Health risks of using alcohol or other drugs include both physical and psychological effects. The health consequences of drugs depend on the frequency, duration and intensity of use. For all drugs, there is a risk of overdose. Overdose can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal.

The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need) or withdrawal (a painful, difficult and dangerous symptom when stopping use of drugs). Long-term chronic use of drugs can lead to malnutrition, organ damage to the body and psychological problems.

The risk of AIDS and other diseases increases if drugs are injected. The consumption of alcohol or drugs by pregnant women may cause abnormalities in babies. For more information about the risks associated with the use of alcohol and other drugs, individuals may contact the Assistant Dean of Students or Counseling Services office.

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. Small microwaves and refrigerators not exceeding 4.3 cu. feet are permitted. A microwave is the only cooking appliance permitted in S-T and McKibbin Halls. See “Cooking in the Residence Hall” for appliances allowed in Nemitz Suites.

Space heaters, heat or sun lamps, halogen lamps, air conditioners, 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.

See “Cooking in the Residence Hall” and “Fire Safety” for additional safety guidelines.

BABYSITTING

Students may not babysit in the residence halls.

BUSINESS AND SOLICITATION

The University residence halls are intended as places of residence for students to support the pursuit of their educational goals. As such, they are not appropriate places

for the operation of any type of business activity. Solicitation of residents by any individual or group is prohibited, and any violation of this should be promptly reported to the residence hall staff person or Student Development.

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.

BREAKS

Students who wish to remain on campus during Thanksgiving, Christmas and Spring Breaks must first request permission from the Area Coordinators. A flat rate of \$300.00 will be charged to students approved to stay for reasons not listed below.

- Your home is more than 500 miles from Mt. Pleasant
- You are an international student
- You are working on campus or participating in a University-sponsored trip, internship, student teaching (University advisor or supervisor must verify)

Consolidated Management Foodservice is closed during breaks.

Students are not to return early from break to the residence halls. If a student returns to their residence early, without prior approval from the Assistant Dean of Students, they are subject to disciplinary action.

CHECK IN AND CHECK OUT/ INVENTORIES

Check In – Before students arrive, each residence hall room is inventoried by residence hall staff for furnishings and the physical condition of the room. Students must review the Room Condition Report Form with their RA and sign off on the condition of the room. Upon departure from the University, students must leave their rooms in the same condition as when they moved in. At the beginning of each school year the building card keys and room keys are distributed.

Check Out – Students are expected to check out within 24 hours after their last final exam or when the building closes, whichever comes sooner. At the end of each semester, notices are posted with procedures for vacating rooms and returning keys. Before leaving campus, students must check out with their RA. Failure to check out with

a RA will result in a \$50 improper check-out fee. Rooms and suites must be left clean and in good order. All bed components must be in the room. Charges may be assessed in situations where damages have been incurred over and above normal wear and tear, furniture is missing, or the room is not clean.

COMMUNITY FLOOR MEETINGS

Each floor will hold a community meeting occasionally. Attendance at these meetings is mandatory. A floor meeting will be held at the beginning and end of each semester.

COMPUTER CONNECTIONS

Students can connect their WiFi devices to the University wireless network. Instruction can be found at www.iw.edu/campus-technology.

NO personal routers (wired or wireless) are allowed on campus. For gaming units and other electronics requiring a wired connection, contact Information Technology at itsfrontdesk@iw.edu: itsfrontdesk@iw.edu.

COMPUTER AND PRINTER LABS

General purpose:

- Science Hall 111 and 114
- Chadwick Library first floor

- Nursing: Science Hall 315
- Office of Academic Success and Inclusive Support (OASIS): Chadwick Library second floor
- Music: Old Main 203
- Design Center: Hershey West

CONDUCT DURING FINALS WEEK

All residents are expected to move out of their residence hall within 24 hours of completing their last final, or by the time the building closes (whichever comes sooner). Those residents who violate residence hall policies during finals week will face immediate disciplinary action and may be asked to leave the hall immediately. The housing contract expires 24 hours after the completion of the student's last examination

of the spring semester unless granted an extension by the residence hall director or Director of Residential Life.

COOKING IN THE RESIDENCE HALL

Cooking is not permitted in residence hall student rooms, hallways, bathrooms or common areas. Small microwaves are the only cooking/heating appliance permitted in residence hall rooms. Electric frying pans, toaster ovens, electric skillets, deep fat fryers, George Foreman- type grills, toasters, slow cookers are not permitted due to odors and the extreme fire hazard they create. However, all of the above items, with the exception of a deep fat fryer, may be used in the ST Kitchen. Violations of this policy will result in appliances being confiscated and referral to the student conduct process.

Students who reside in Nemitz Suites may use cooking appliances listed above with the exception of deep fat fryers.

DAMAGES IN COMMON AREAS

Students are responsible for extraordinary cleaning, damage and theft of University 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 may be apportioned among all members of the hall, floor or section as deemed appropriate by the residence hall staff. Damage charges are administered at the end of every month.

DECORATING GUIDELINES

Please see “Electrical Appliances-Concerns & Safety” and “Fire Safety” sections for more information. Decoration of public areas (including but not limited to outside of room doors, hallways, lounges, and bathrooms) shall be left to the discretion of the Residence hall staff person. Items considered offensive, harassing, or pornographic are not permitted and will be removed.

The recessed molding near the ceiling in S-T and McKibbin 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.

Students may elect to have holiday decorations in their rooms as long as the following protocols are followed:

- All lights must be (light-emitting diode) LED. NO OTHER TYPE OF LIGHTS ARE ALLOWED. This includes rope lights.
- Lights may NOT be hung from the walls or ceilings.
- Lights must plug DIRECTLY into the wall and not be connected to an outlet by an extension cord.
- Lighted artificial Christmas trees may remain up, as long as they are lit by LED lights.
- There can be NO decorations in the hallways.
- Lights and extension cords cannot run under doors.
- Lights may ONLY be on when there is someone in the room.
- In addition- doors may NOT be wrapped in paper. Only 25% of your door may be covered. (This includes door decorations, signs, white boards, etc.).

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 not 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 Development.

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 any situation resulting in damage, 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. Hanging clothes, plants, etc., on room and lounge curtain rods is not permitted.

EARLY ARRIVALS AND LATE DEPARTURES

Students requesting to check-in or –out at times other than those designated, must do so, in writing, to at least two weeks prior. Prior to the start of the academic year,

requests must be made to the Assistant Dean of Students. During the academic year, requests must be made to the Area Coordinator.

EMOTIONAL SUPPORT ANIMALS

The Office of Student Development will provide a reasonable accommodation for residential facilities who satisfy the requirements of this policy to afford persons with mental health disabilities an equal opportunity to use and enjoy their housing facilities. Residents must contact the Assistant Dean of Students to request their emotional support animal to live in their dwelling. Residents must fill out the appropriate paperwork, submit medical documentation and veterinary records (when appropriate), and abide by the responsibilities set forth by the policy once the resident is approved to have an emotional support animal in their living area. Definition

An Emotional Support Animal is defined, for purposes of this policy, as an animal whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional well-being. While an animal could be trained, training is not required to perform a task related to emotional support. Any animal can qualify as an Emotional Support Animal as long as the individual provides the appropriate documentation. An Emotional Support Animal is not a Service Animal.

A resident must be approved by the Assistant Dean of Students BEFORE the animal is allowed to move into the dwelling. Residents must submit their request within 60 days of the beginning of the fall semester in order to be approved to allow for appropriate placement. Residents can apply during the school year and will be approved on a rolling basis. Submitting the paperwork does not guarantee approval.

ESCORT & OVERNIGHT GUEST VISITATION POLICIES

IW's visitation policy outlines the time and manner in which residents may host visitors in their rooms or other areas of the residence halls. The policies are designed to accommodate visitors in a manner that respects resident concerns for safety and privacy while ensuring an appropriate balance between academic and social needs within each residence hall community. This policy establishes expectations that all residents contribute to the development of our residence hall communities by demonstrating respect for themselves and others. At no time should the presence of visitors disrupt the floor and hall communities or supersede a roommate's right to privacy.

VISITATION HOURS

Students are responsible for the conduct of their visitors at all times.

OVERNIGHT VISITATION

Overnight visitation of the opposite sex is never permitted.

Same-gender Visitors —Male residents may visit male residents and female residents may visit female residents at any time, as long as the visitation does not interfere with the privacy and study needs of roommates and other residents. Residents may host a maximum of two overnight guests of the same gender at one time, provided they have the approval of their roommate(s). No visitors are allowed to stay more than three consecutive nights in any one room or residence hall. There is no overnight visitation during official break periods.

OPPOSITE-GENDER VISITORS

- 8AM-1AM Sunday to Thursday
- 8AM-2AM Friday and Saturday and when classes are excused before or after a weekend
- If a need arises for an overnight visitor of the opposite gender to stay on campus, the Office of Student Development may be able to accommodate that request by providing a vacant location in the appropriate residence hall to that visitor. This opportunity is not guaranteed, must be coordinated a minimum of 24 hours in advance during the business day (between 8 a.m. and 5 p.m.), and overnight residency charges may be applied.

ESCORT POLICY

Iowa Wesleyan visitors: Non-student visitors shall be escorted at all times in the residence hall. **Iowa Wesleyan students:** Visitors of the opposite sex must be escorted after 10PM.

- No one under the age of 18 is permitted without authorization from the Assistant Dean of Students.
- Men may not be on female floors of S-T and women cannot be in McKibbin or on male floors of ST after designated visitation hours.
- Students who are not residents of the building must have an escort in all common areas after 10PM.
- Residents are responsible for informing their guests of policies and notifying them

when a policy is violated.

- No guests are permitted to stay in the building without the host present.
- Never agree to escort a person(s) you do not know personally because you will be responsible for them. This includes opening lobby doors to allow visitors to enter.
- Residents must never loan their residence hall card key or room key to another person for any reason. If found to have done so, that resident will be referred to the Student Conduct system. In addition, a student found in possession of a set of residence hall keys not issued in their name is in violation of the Code of Conduct.
- 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.
- Failure to comply with Escort and Visitation Policies is considered a violation of the Code of Conduct and may result in disciplinary action including the revocation of the host's guest privileges and/or revocation of a visitor's access to residence halls.

FIRE ALARM EQUIPMENT & FIRE EXTINGUISHERS

Fire safety equipment (fire extinguishers, fire alarms, sprinkler system 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 University. All tampering and/or damage to fire equipment will result in a fine of \$200 for the offender AND criminal action may be taken. Pulling a fire alarm station creating a false alarm or intentionally causing a false alarm by other means will result in a \$500 fine. Should the student have a legitimate need to discharge an extinguisher, this action must be reported immediately to a RA, and no fines will be assessed.

The alarms are connected to the City of Mount Pleasant, and any alarm initiates response from the city fire department. False alarms result in \$500 charges from the city. The cost will be assessed to the floor or entire hall where the alarm was triggered, if the responsible persons are not identified.

In all cases, should the individual responsible for the tampering come forward, the fine may be reduced to the cost of replacement as well as possible disciplinary and criminal action.

There will be a minimum of two inspections of smoke detectors per year.

The fire alarm system in the halls exists for the safety of residents. When an alarm sounds, all residents are required to exit the building and remain outside until given the all clear signal by University staff or the emergency responders. Failure to evacuate the building may result in a monetary fine up to \$100.

FIRE SAFETY

IN THE EVENT OF A FIRE:

1. Please pull the fire alarm as you evacuate the building and call 911.
2. For a fire emergency, DO NOT try to extinguish the fire.
3. Disabled persons unable to evacuate in a timely and safe manner should go to the nearest safe room facing the street, shut the door, open a window and hang an article of clothing from the window. This will indicate your presence to firefighters.
4. All other persons should evacuate the building to the designated meeting area:
 - Adams Street Apartments: Nemitz Suites Parking Lot
 - Juckette Hall: Parking lot, east side
 - McKibbin Hall: Grass area on east side
 - Nemitz Suites: Grass area on north side
 - Sheaffer-Trieschmann Hall: South side, in front of Hershey
 - State Street Apartments: Across the street on the north end

Also see “Fire and Evacuation”, and “Appliances: Concerns and Safety”, and “Cooking in the Residence Halls”.

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 University 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 the student code of conduct. Lounge, classroom, and other University-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.

HALLWAYS MUST REMAIN CLEAR

State fire safety 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 will be confiscated and may result in charges to residents.

INCIDENT AND CONDUCT VIOLATION REPORTS BY RESIDENTS

All residents are responsible for enforcing the rules and regulations of residence halls. Residents may file an Incident Report about another resident. To personally file an incident report, visit the Area Coordinator or Assistant Dean of Students in the Student Development Office.

KEYS: ROOM KEYS & CARD KEYS & OUTSIDE DOORS

Residents are prohibited from loaning their residence hall card key or room key to another person for any reason. If found to have done so, that resident will be referred to the Student Conduct system. In addition, a student found in possession of residence hall keys or card keys not issued in their name is in violation of the Code of Conduct and referral to the Student Conduct process may occur.

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.

Lost and found keys and card keys should be turned in to the Student Development Office or a residence hall staff member.

A fee of \$250 will be assessed if a student loses a card key or turns in a card key at check-out that was not assigned to him or her. A new card key will be issued at no charge if the card is broken and turned in to the Residence hall staff person. A fee of \$75 will be assessed for each room key lost or not returned in S-T, McKibbin or houses. A fee for a lost Nemitz key is \$150. Students who find and return their lost card keys within 72 hours of being billed will have that charge reversed. Charges for changed locks will not be reversed.

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 and is prohibited. Please be security-minded at all times and lock your door every time you leave your room.

LAUNDRY FACILITIES

Laundry rooms are located in Nemitz, McKibbin and S-T. Each is equipped with coin operated washers and dryers (\$1.25, quarters only). Students can download the CSCPayMobile app to pay for laundry or to check availability of machines. Machine malfunctions and refunds can be submitted through the CoinMach app or via <https://www.cscsw.com/request-service/>.

A quarter machine is located in the Student Union.

LOCK OUTS

In the event a student is locked out of his/her room, the RA will allow entrance to the room. Students will need to show their IW ID card to prove identity. If identity cannot be confirmed, the student will not be permitted access to the room. Students are allowed one free lock out each academic year and after the first will be charged \$20 (billed to the student's account). While looking for the keys, the student may use the spare key for a period of 24 hours. If keys are not found, the lock will be changed and the student will be charged \$75.00 (McKibbin & S-T), or \$150 (Nemitz Suites).

LOCK OUT PROCEDURES

Residents are expected to carry their room key, card key and IW ID card with them at all times. For the purpose of safety and security, students must not loan their keys to any person for any reason. Students must follow these procedures to gain entry if they get locked out of their building and/or room:

- Call a roommate for access to the residence hall and/or room.
- If a roommate is not available, contact, in subsequent order:
 - the floor RA,
 - RA on duty (posted at the front desk),
 - During weekdays, 8AM-5PM, contact the Area Coordinator or the Office of

Student Development,

- Between 5PM and 1AM, contact a RA, if a roommate is not available.
- After 1AM Campus Security if a roommate is not available. Security can be reached at 319-450-2038.

MISSING PERSON POLICY

In compliance with the “Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008)” Missing Student Notification Policy and Procedures, it is the policy of the Office of Student Development to actively investigate any report of a missing resident who is enrolled at the University and residing in on-campus housing. For purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Each resident, upon applying for housing, are required to identify the name and contact number of the individual(s), a primary contact and secondary contact, to be notified in case of an emergency or in the event that the resident is reported missing. In the event the resident is under the age of 18 or is not emancipated, the University is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the University community has reason to believe that a student is missing, Student Development should be notified. Upon receiving notification, applicable University personnel will make reasonable efforts to locate the student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the resident’s room, class schedule, friends, ID card access, locating the resident’s vehicle, and calling his/her reported cell phone number. As part of the investigation, the University reserves the right to make contact with emergency contacts to help determine the whereabouts of the resident.

If upon investigation by Student Development, the resident has been determined to be missing for at least 24 hours, the following will occur. Student Development will contact the resident’s designated emergency contact and will inform the appropriate law enforcement agency within the next 24 hours. Investigation will continue in collaboration with law enforcement officers as appropriate.

PERSONAL PROPERTY INSURANCE

Iowa Wesleyan's property insurance covers University physical buildings and the furniture provided.

Insurance for students' personal property is NOT covered by the University. It is the responsibility of each student to insure their personal property against theft, loss or damage. This type of coverage may fall under a homeowner's policy. Students should determine family policy coverage, if applicable, through consultation with an insurance agent. Students are strongly encouraged to obtain Renter's Insurance if personal property brought into the residence halls is not covered under a homeowner's or other policy.

PETS

Fish (defined as animals with fins and gills, living under water, in an aquarium 10 gallons or less, 24 hours a day) are the only pets permitted in the residence halls. No other pets are permitted in any residence hall as guests or permanent residents. Infractions of this policy will result in an initial 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.

PRINTERS

Bluetooth and wireless printers are not allowed in the residence halls unless the printer has the ability to hard-wire into a device or the wireless capability can be turned off. Wireless printers affect the campus network signal.

Computer labs have computers and printers for student use. Students receive \$50 printing credit each semester. Remaining balances are reset to \$50 at the beginning of the following semester. Any remaining amounts do not carry over term to term.

If a student uses their entire semester credit, additional printing amounts can be purchased by visiting the Information Technology Services Office located on the first floor of the Science Hall or Chadwick Library.

COMPUTER LABS WITH PRINTERS

- General purpose:
 - Science Hall 111 and 114
 - Chadwick Library first floor
- Nursing: Science Hall 315
- Office of Academic Success and Inclusive Support (OASIS): Chadwick Library second floor
- Music: Old Main 203
- Design Center: Hershey West

PROHIBITED ITEMS

Items not allowed in campus housing: all cooking appliances other than a microwave oven (see “Cooking in the Residence Hall” for appliances allowed in Nemitz Suites), space heaters, heat or sun lamps, halogen lamps, personally-owned air conditioners, or open flame appliances. Hazardous materials including but not limited to gas, propane, and other flammable chemicals, are not permitted under any circumstances.

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. feet, hair dryers, electric shavers, radios, TVs and stereos.

Use of extension cords is prohibited. 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. See “Fire Safety” for additional fire safety guidelines.

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. Violations of the Fire Safety Policy will result in a minimum fine of \$50. Students are encouraged to ONLY 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.

QUIET & COURTESY HOURS

In order to make the atmosphere conducive to living and learning, Quiet Hours will be in effect from:

- 10PM–10AM Sunday through Thursday nights
- Midnight–10:00 AM: Friday and Saturday nights.
- Courtesy Hours are in effect during all other times.

Individual floors may vote to extend quiet hours. Warnings may be given to residents to inform them that the noise level is too loud. Warnings do not have to be given after 10PM. Fines will be given to those who do not respect the policy. Violators may be referred to the Student Code of Conduct.

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 right to ask students to lower the noise level at any time.

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 reduce the volume. If the situation persists or gets worse, students should then contact the Resident Assistant on duty 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.

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. Recreational activities including, but not limited to, hover boards, skateboards, water guns, roller skates/blades, Frisbee, sports (football, soccer, lacrosse, softball, basketball, golf, etc.) are not permitted within the residence halls.

QUIET HOURS DURING FINALS

Continuous Quiet Hours are to be observed beginning at 10pm two days prior to the start of Finals Week.

RESTROOM USE

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

ROOM ENTRY BY UNIVERSITY 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:

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.

Prohibited activity — the University reserves the option to enter a student room when a University 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 University property. Prohibited activities would include any activities that appear to violate city, state, federal law or Iowa Wesleyan policy. University officials will also cooperate with civil law enforcement officers in performance of statutory duties in accordance with legally defined procedures.

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 University 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 University 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.

Vacation periods — maintenance and safety checks of rooms will be made during the vacation periods. Further notice may not be given of the intent to check the rooms over these breaks. The University may remove, without the owner's permission, objects or materials which constitute a violation of University regulations or which, in the judgment of the staff, constitute a safety or sanitation hazard.

Fire or tornado alarms — staff members and emergency personnel may 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.

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.

Persistent, disturbing noise — out of consideration for neighboring residents when an unattended persistent disturbing noise is occurring within the room (including but not limited to a ringing alarm clock, an unattended stereo or television, etc.).

Banned or illegal substances — if reasonable suspicion of the presence of drugs, alcohol, or prohibited substances are present in a room, University personnel reserve the right to enter the room.

ROOFS

For safety reasons, students are not permitted on roofs of the residence halls or any IW building for any reason. Violation of this policy will result in referral to the Student Code of Conduct.

ROOM ASSIGNMENTS

First year students are typically required to share a room with a roommate. Students may request a specific roommate. 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 University reserves the option to assign rooms as deemed necessary and/or appropriate for the benefit of the University or the student(s).

These changes may be made at any time for health, safety, or administrative reasons.

ROOM CHANGE REQUESTS

No room changes will be permitted during the first two weeks of the semester.

Roommates who want room changes must meet with their floor RA before submitting requests. Students wishing to change rooms and/or roommates should contact their Area Coordinator. Students are encouraged to work towards amicable resolutions of differences prior to requesting a move.

ROOM CONSOLIDATION

For a variety of reasons, some students who have signed up for a double room may find themselves without a roommate (due to no-shows, withdrawals, etc.). When this happens, a residence hall staff person will contact the student concerning options, including, but not limited to, consolidation or change to single status. Consolidation means students are assigned to a different room and/or roommate in a similar situation. If space is available, the student will have the option to consolidate or pay for a double as a single room.

ROOMMATE BILL OF RIGHTS

1. The right to study free from unnecessary disturbances.
2. The right to sleep without unnecessary disturbances from noise, guests of roommates.
3. The right to expect a roommate/suitemate will respect one's personal belongings.
4. The right to a clean living environment.
5. The right to free access to one's room/facilities without pressure from a roommate/suitemate.
6. The right to personal privacy whenever possible.
7. The right to host guests with the expectation that guests are to respect the rights of all roommates and suitemates and other hall residents.
8. The right to address grievances and concerns. Your Resident Assistant is available with resources to assist you in this process.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to expect reasonable cooperation and the use of shared items (telephone, University provided furniture, etc.).

SECURITY & NIGHT ESCORT

Security personnel patrol campus from 9pm-5am. Students who wish to be escorted from one campus location to another should contact Security. Students locked out of their room between 1:00 am and 5:00 am should contact Security 319.450.2038.

SINGLE ROOM REQUESTS – DOUBLE AS A SINGLE & PHYSICAL SINGLES

A double room with only one occupant is called a Double as a Single. A room designed to house just one person is called a Single. Priority for these rooms is based on availability and seniority factors which are taken into consideration during the Returning Housing Lottery Process. Only for extenuating circumstances may freshmen be permitted to maintain a Double as a Single or Single room. Students requesting this option must consult with the Assistant Dean of Students. In the event a single is offered, the student may need to demonstrate the ability to pay and/or pay the additional fee before the single is granted. Singles request accommodations will depend on availability.

SMOKING AND VAPING

The IW campus and buildings are electronic cigarette (“vaping”) and smoke-free areas.

In addition, IW will follow the guidelines of the Iowa Smokefree Air Act (Iowa Code 142D) which prohibits smoking in public places, places of employment and outdoor areas, which includes school grounds.

Smoking, including vaping, is not permitted in campus buildings, including individual residence rooms. School grounds are defined in the Code as parking lots, athletic fields, playgrounds, and any other outdoor area under the control of a public or private educational facility, including inside any vehicle located on such school grounds.

Smoking is only permitted on public streets and on public sidewalks within city easement. The law imposes penalties for noncompliance on both the smoker and the institution in the event of a violation. For a complete description please refer to the Iowa Code 142D: The Smokefree Air Act (the Act). Law effective: July 1, 2008.

Smokeless tobacco is only allowed in residence halls and must be disposed of properly.

SMOKING VIOLATION AND PENALTY

Pursuant to the IOWA CODE Chapter 805.9 smokers who smoke in a non-smoking area of a public place may be fined \$25.00 per violation. Persons may file a civil complaint against a smoker by filing a civil complaint with a magistrate at the county courthouse or by asking a police officer to issue a citation.

Students in violation of this law on the IW campus will be subject to this Iowa Code.

STORAGE ROOMS

Storage for empty luggage and storage containers is available in McKibbin and S-T. All items must be marked with your name and room number. The University assumes no responsibility for lost or damaged items. Summer storage is limited and is primarily reserved for use by students who live more than 500 miles from IW.

TELEPHONES AROUND CAMPUS

From any campus phone, other campus phones can be accessed by dialing just the last

four digits. Campus office phones all begin with 319-385-XXXX

UNSANITARY ROOMS

During regular maintenance checks and any other time staff are present in rooms, a room may be deemed to be unsanitary and/or a fire hazard due to furniture or personal items blocking safe exits, excessive trash, papers, and other combustibles on the floor, etc.

Personal items should be stored in a clean and orderly manner to promote proper hygiene and lessen the risk of pest infestation. If such an infraction occurs, the resident will be notified in writing that he/she has three days to address the problem. If it is not taken care of satisfactorily, the Assistant Dean of Students or Area Coordinator will have the problem corrected at the resident's expense.

IDENTIFICATION CARDS

All full-time students are issued a permanent IW identification card. **Students are required to carry their ID at all times when on campus and present it upon request.**

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 University dining hall for those students who have meal plans.

1. The replacement fee for an ID card is \$20.
2. If an ID card is lost, a replacement can be secured from Information Technology Services, 124 Science Hall.
3. ID cards must be presented on verification day each semester, to be validated for the current semester.

MOTOR VEHICLE REGISTRATION & REGULATIONS

Every student, faculty, staff, adjunct, or other individual associated with the University who regularly parks a vehicle on campus will be required to affix a numbered parking sticker (students) or a hanging placard (employees) to their vehicle. Parking tickets will be issued to students and employees that violate the university parking policy.

The Human Resources Office will be responsible for distributing the hanging placards to

the employees and Student Life will be responsible for distributing the parking stickers to the students. Both offices will keep and will maintain the list for cross-referencing stored on a shared drive that allows access by Student Life, Physical Plant, and Human Resources.

In order to obtain a parking sticker, students will need to complete the Student Vehicle Registration Form online indicating their personal and vehicle information. This form does require a signature, acknowledging that you have read and agree to the terms of the university parking policy. To obtain the form, please contact the Office of Student Development.

Fines for parking violations will be \$15 (\$75 for unauthorized parking in a disabled or fire lane) per occurrence. Violations that result in towing will be at the vehicle owner's expense.

Immediate towing, at the vehicles owner's expense will be enforced to unauthorized vehicles parking in disabled spaces, in fire lanes, on the campus lawn or parking to block another vehicle.

Vehicles parking in the wrong lots (i.e. they have a sticker/placard but are not in a lot designated for their type) will be assessed a fine.

Vehicles with no sticker/placard parked in a designated lot will be subject to a fine.

No fines will be assessed to visitor vehicles parked in designated visitor spots or undesignated spots located in the lot south of Ruble Arena and the PEO building.

All parking citations must be paid within 30 days of the date issued to the cashier at the Office of Student Financial Services. Parking citations unpaid by students will be added to the students account and will fall under the same set of rules as all other charges on the student's account. Parking citations unpaid by university employees will be payroll deducted from the employees pay to the extent allowed by the law.

This policy will be enforced on campus during both day and evening hours.

HANDICAPPED & OTHER DESIGNATED PARKING ZONES

The University maintains twenty-eight handicapped parking spaces. Access to handicapped parking spaces is regulated through the State of Iowa. University 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 these reasons:

- Cars parked in yellow zone, emergency point or fire lane.
- Cars that damage University property.
- Cars left abandoned during the summer.
- Cars that have received three previous violations within any academic year.
- Cars determined by local law enforcement to be a hazard to the public.

SOLICITATION AND ADVERTISING

No commercial, political, religious, or nonprofit solicitation or advertising originating off-campus is permitted in University 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 Development. Unapproved advertising will be removed and solicitors will be asked to leave. The marketing of alcoholic beverages and tobacco products and/or events that promote the use of alcohol is prohibited on the Iowa Wesleyan campus and grounds.

VENDING MACHINE REFUNDS

Beverage and snack machines are located in the lobby of McKibbin Hall and in the basement lobby of S-T Hall. Please report malfunctions and request a refund for lost money at the Office of Student Development.

15. Standards of Student Conduct

The University is a community of learning in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. 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 University or with the rights of other members of the University cannot be tolerated. Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the University retains the power to maintain order within the University and to exclude those who are disruptive of the educational process.

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.

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

CRIME STATISTICS

Colleges and Universities are required, by law, to report summary statistics of certain crime categories. This information can be found on the IW Web site, or can be requested from the Office of Student Development.

IW SAFETY FIRST

This on-line reporting mechanism allows Iowa Wesleyan community members to report non-emergency crimes and concerns to the Office of Student Development. Concerns raised involving Faculty or Staff will be shared with Human Resources and when necessary or more appropriate, addressed by the Director of Human Resources.

Anonymous reporting is available within this mechanism. However, those reporting anonymously will not receive any direct response from the University. Anonymous

reports will be investigated and addressed to the best of the University's ability. The reporting form can be found at <https://www.iw.edu/campus-safety/>.

CODE OF CONDUCT

A student enrolling at Iowa Wesleyan University assumes an obligation for observing certain regulations. Students are expected to know and abide by all policies. Iowa Wesleyan University students are held accountable for their actions and those of their guests.

Misbehavior that occurs off-campus may be a Code of Conduct violation. An Iowa Wesleyan University student may be subject to the student judicial process and sanctions up to and including dismissal for engaging in the following kinds of behavior:

CAMPUS PROPERTY:

- Obstructing or denying access to services or facilities by those entitled to use such services or facilities.
- Failure to vacate a building or facility when a fire alarm is activated.
- Improper use or tampering with fire-detecting and/or fire-fighting equipment (including fire extinguishers, smoke detectors, fire alarm pull stations, etc.).
- Unauthorized entry or use of University facilities, including, but not limited to, propping open doors, unauthorized use, possession or duplication of University keys and failing to leave when asked.
- No one is allowed on the roof of any University building without authorization.
- The public disposal of any substances or items other than in a trash receptacle is prohibited. All personal room trash is to be taken to the dumpsters outside the residence halls.
- Objects (including liquids) may not be thrown, dropped, or otherwise propelled from any University facility, including but not limited to residence halls.

COMPLIANCE:

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University (including but not limited to making false oral or written statements to any institutional official, faculty/staff member, or hearing board/officer).
- Failure to observe sanctions imposed through the established University conduct process.
- Conduct that adversely affects the student's ability to be a contributing member of the academic and residential community.

DISORDERLY CONDUCT:

- Disrupting the orderly process of the University, including but not limited to the following:
 - To cause noise on campus grounds or in any University building, that disrupts an atmosphere conducive to work, study and rest.
 - Any persons who shall cause, provoke, or engage in any fight, brawl, or riotous conduct.
 - Any person who antagonizes another person through the use of “fighting words.”
 - 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.
 - Falsifying, distorting, or misrepresenting information before a conduct authority, and/or knowingly instituting a conduct proceeding without cause.
- Failure to comply with directions of University officials acting in the performance of their duties in conducting the regular operation of the University or in protecting persons and property. This would include but is not limited to failure to produce a valid IW photo ID upon request.
- Students are 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. Any Wesleyan student may be sanctioned if their guests violate a policy.
- Conduct which constitutes a hazard to the health, safety, or well-being of members of the
- University community or is deemed detrimental to the University’s interests. These sanctions apply whether or not such conduct occurs on campus, off campus, at University-sponsored or non-University-sponsored events. Disciplinary action may also be taken regardless of any criminal proceedings that may be pending or in progress.

HARASSMENT (including BULLYING & DISCRIMINATION):

- Physical abuse, threats, or endangering in any way the health or safety of any person(s) on Campus or at any University-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.
- 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.
- Bullying is defined as any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress or intimidation to one or more students. Bullying interferes with another student’s or students’ ability to be fully immersed and engaged as contributing members of the campus community. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person knows has the

potential to:

- Harm a student.
- Damage a student's property.
- Place a student in reasonable fear of harm to his or her person or property.
- Create a hostile curricular or co-curricular environment for a student.
- A student who engages in an act of bullying, false reporting of bullying, or permits, condones, or tolerates bullying shall be subject to referral to the Student Code of Conduct.

ILLEGAL ACTIVITY:

- Any action which would violate civil or criminal code.
- State and University regulations prohibit any form of gambling. Fund-raisers such as raffles and drawings must be cleared through the Office of Student Development.
- 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 University property or a member of the University community, regardless of intent.

ILLEGAL ACTIVITY—ALCOHOL, DRUGS, TOBACCO, and WEAPONS:

- Possession, use, sale, or exchange of weapons and indiscriminate use of self-defense protection/items (or weapons of self-defense) at any location on campus, or within University residences, is prohibited and may result in the student being immediately suspended from the University and removed from University owned residences. Firearms, fireworks, chemicals of an explosive nature, explosives or explosive devices, or weapons shall not be maintained on the

University campus. The term “weapon” includes any object or substance designed to inflict a wound, cause injury, propel an object, or incapacitate and includes, but is not limited to: all firearms and ammunition, pellet/BB guns, darts, 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.

Reasonable and prudent judgement applies must be evident should a “weapon.”

- Possession/consumption of alcoholic beverages is not permitted in residence halls or anywhere else on the IW campus or at IW sponsored events.
 - Drunken behavior will not be tolerated on the Iowa Wesleyan University campus or at any IW-sponsored event.
 - Alcoholic beverages are not permitted at any University sponsored event.
 - University officials will require students to dispose of alcohol that is present during a violation.

- If students are in the presence of others violating the policy, they are also subject to the Student Conduct process.
- 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 may be subject to the Student Conduct process.
 - Students may also be found in violation of the policy when the odor of marijuana is present and/or drug paraphernalia is discovered.
 - Decorative room items, such as posters, promoting the use of a controlled substance are not permitted.
- Student-athletes are required to comply with the athletics department Policy on Alcohol, Tobacco, and Other Drugs. This policy includes a drug testing program.
- Possession or distribution of any prescription or narcotic drug, marijuana, or other additive, dangerous or hallucinogenic substance, except as expressly permitted by law may result in the student being immediately suspended from the University and removed from University owned residences. Persons who are in the presence of persons in violation of this policy are also in violation.
- Smoking and vaping are not permitted on University property, including in campus buildings and individual residence hall rooms.

PROHIBITED MATERIALS:

- Any item or substance, the use or possession of which is prohibited by University policy will be confiscated by University 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 action.

16. Disciplinary Process & Sanctions

Individuals believed to be in violation of the Student Code of Conduct will be subject to disciplinary action. Any faculty, staff, or student may register a complaint and/or complete an Incident Report if he/she believes that one or more violations of University policy occurred. Incident Report forms are available in the Office of Student Development and must be submitted to the Associate Dean of Students as soon as possible. Allegations of misconduct will be addressed by one of the following:

1. A meeting with the student and the designated hearing officer or the Associate Dean of Students. Most allegations of misconduct are addressed in this manner.
2. A meeting with the student and the Student Judicial Board.
3. The President of the University reserves the right to assume direct authority of any conduct matter at any stage of the process.

The cases heard by a designated hearing officer may be appealed to the Associate Dean of Students. Cases heard by the Associate Dean of Students may be appealed to the Vice President of Student Development. Cases heard by the Vice President of Student Development may be appealed to the Committee of Student Development of the faculty. Cases heard by the Student Judicial Board may be appealed to the Associate Dean of Students. The decisions of the appellate are final. Any decisions rendered by the University President are final.

The student's class schedule will be taken into consideration when scheduling a meeting or hearing. Students who fail to appear for a scheduled meeting or 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 meeting or hearing. Students requesting witnesses are expected to invite them and inform them of the date/time/place. Students inviting witnesses are expected to inform the hearing officer of their desire to have witnesses in attendance prior to the hearing time.

The University reserves the right to suspend a student immediately, pending a hearing, when necessary to protect the health, safety, or welfare of others. Such students are responsible for their own accommodations. Any sanction may be imposed individually or in combination with one or more sanctions as deemed necessary and/or appropriate.

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 University 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 University department or outside agency.
3. **Restitution:** A full and complete reimbursement for damages to/destruction of or misappropriation of the property of the University 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 University.
6. **Monetary fines:** The assessment of money against individual students for violation of University rules and regulations. Monetary fines will be billed directly to student accounts and will not exceed \$300 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 University 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 University. Disciplinary probation shall serve to give the student notice that further misconduct while a student at Iowa Wesleyan University 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 University in specified manners; or to hold office in any or all University-approved organizations.
 - c. Required attendance at meetings and/or completion of projects.
 - d. Required participation in certain groups and/or programs.
11. **Termination of Residence Hall Contract** —This sanction involves removal from campus housing for conduct that is a serious violation of residence hall rules or regulations. Termination may also result from less serious, but repeated, incidents of misconduct.
12. Serious violations are generally considered those behaviors that are dangerous, highly disruptive and/or belligerent. Such termination may be permanent or for a specific period of time. In Residence Hall Contract Termination, the student will be given 24 hours to vacate campus housing. Residence hall contracts are for the entire academic year. As a result, the student will be held accountable for 50 percent of the remaining room portion of the bill for the academic year. Iowa

Wesleyan University reserves the right to terminate any student's residence hall contract, without refund of any monies, for failure to comply with residence hall regulations, or if the student's actions are found to be detrimental to the mental or physical welfare of other students.

13. **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 Development. Suspensions may be reviewed, modified, and/or extended as deemed necessary and appropriate.
14. **Dismissal:** Termination of student status and exclusion from further enrollment.
15. Students charged with a felony are subject to immediate suspension.
16. **Drug Policy Violations:** The specific process and sanctions are stated in the Drug Policy section of the Student Handbook.
17. **Parental Notification** – Parents may be contacted if a student is in violation of the Code of Conduct, especially the alcohol/drug policy, if the University believes it is in the best interest of the student to do so.

17. Appeal Process for Conduct Meetings and Hearings

1. POST-HEARING:

- The student will be informed of the decision via the student's IW student email within five class days.

2. APPEALS:

- After the decision email has been sent, the student will have two class days to appeal the decision in writing (via email) to the Dean of Students.
- Appeals must be based on the following criteria:
 - any irregularities in due process
 - new evidence not available at the time of the original meeting or hearing
 - a sanction that is extraordinarily disproportionate to the offense.
- Within five class days the student will be notified via the student's email of the disposition of the appeal.
- If the appeal is granted a hearing will be scheduled in a timely manner.
- 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.
- The decisions of the Dean of Students or the Committee on Student Development are final.

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

18. University Student Review Board Addresses Extraordinary Behavior

The University Student Review Board provides a broad-based equitable recommendation as to the action which the University should take regarding extraordinary behavioral circumstances exhibited either by an enrolled student or a student seeking readmission who has previously been separated from the University 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 is an instance or pattern of behavior by a student or applicant for readmission that falls outside the scope of the University 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 University. A history of incompatibility with other persons in the University 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. An initial step is completion of a Violence Risk Assessment by the CARE Team.

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

1. Vice President for Student Development, Chair
2. University Provost
3. Associate Dean of Students and Director of Housing
4. Vice President for Enrollment, Marketing and Communication
5. Assistant Dean for Student Success Initiatives

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 Complainant to attend preliminary Board meetings during the review and to make a presentation; however, attendance by the Complainant 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. The recommendation shall specify that the person be:
 - a. Readmitted
 - b. Denied readmission
 - c. Readmitted under specified conditions
 - d. Referred for disciplinary actions
 - e. Referred to mental health professionals prior to re-admittance
 - f. Observed for an additional period of time
 - g. Required to terminate their enrollment and notified of conditions, if any, regarding procedures for any future application for re-admission
 - h. Subject to any combination of these recommendations
2. The Board and the student will enter into a written agreement whereby the student agrees to conduct himself/herself 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 meetings of the Board shall follow the procedural rules set out in the Administrative or Informal Resolution Process for Alleged Violations of the Policy on Equal Opportunity, Harassment and Nondiscrimination (Process B; Appendix B).
4. If the Complainant or Respondent wishes to appeal the decision, he/she may do so by following the steps outlined in Process B; Appendix B.

19. Policy on Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and /or Stalking

Reference the Equal Opportunity, Harassment and Nondiscrimination Policy for full and specific details (available at <https://www.iw.edu/campus-safety/>).

As a recipient of federal financial assistance for education programs and activities, Iowa Wesleyan University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes [sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status].

Sexual harassment (Quid Pro Quo and/or sexual harassment-hostile environment), sexual assault, dating violence, domestic violence, and/or stalking are forms of sex discrimination, which are prohibited under Title IX and by University policy. Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the Iowa Wesleyan University community on the basis of sex is in violation of this Policy.

Iowa Wesleyan University also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution.

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed within this document for the Title IX Coordinator, or specifically at TitleIXCoordinator@iw.edu. A report may be made at any time, including during non-business hours.

ROLE OF THE TITLE IX COORDINATOR

The Iowa Wesleyan Dean of Students serves as the Title IX Coordinator and can be reached at TitleIXCoordinator@iw.edu. The Director of Human Resources serves a Deputy Title IX Coordinator and can be reached at kathy.moothart@iw.edu.

The Title IX Coordinator has the primary responsibility for coordinating the University's

efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy. The Title IX Coordinator manages the Grievance Process Pool/Title IX Team and acts with independence and authority free from bias and conflicts of interest. Members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

Concerns of bias, potential conflict of interest, misconduct or discrimination by any Title IX Team member should be raised with the Title IX Coordinator. To address any concern involving bias, conflict of

interest, misconduct or discrimination by the Title IX Coordinator, contact the Iowa Wesleyan University President.

Inquiries regarding Title IX policy may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education 400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012
TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

REPORTING OPTIONS: OFFICIALS WITH AUTHORITY AND MANDATED REPORTERS

Iowa Wesleyan University has determined that the University administrators (President and Cabinet Members) are Officials with Authority to address and correct harassment, discrimination, and/or retaliation. Officials with Authority may also accept notice or complaints on behalf of the Iowa Wesleyan University.

Iowa Wesleyan University has also classified most employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing harassment, discrimination, and/or retaliation. All Iowa Wesleyan University employees

(faculty, staff, and administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported.

CONFIDENTIAL RESOURCES

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- On-campus licensed professional counselors
- On-campus health service providers
 - Off-campus (non-employees):
 - Licensed professional counselors and other medical providers
 - Local rape crisis counselors
 - Domestic violence resources
 - Local or state assistance agencies
 - Clergy/Chaplains
 - Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder or person with a disability, or when required to disclose by law or court order.

Campus counselors and/or the Employee Assistance Program are available to help free of charge and may be consulted on an emergency basis during normal business hours.

MANDATED REPORTERS AND FORMAL NOTICE/COMPLAINTS

All employees of Iowa Wesleyan University (including Graduate Assistants, Teaching Assistants and Resident Advisors), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Anonymous Notice of Allegations via Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information. However, anonymous notice typically limits the University's ability to investigate, respond, and provide remedies, depending on what information is shared.

Failure of a Mandated Reporter to report an incident of harassment or discrimination of which they become aware is a violation of University policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though Iowa Wesleyan University is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own

experience, though they are, of course, encouraged to do so.

NOTICE/FORMAL COMPLAINT OF SEXUAL HARASSMENT

A Formal Complaint means a document submitted or signed by the Complainant or by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that Iowa Wesleyan University investigate the allegation(s). As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that Iowa Wesleyan University investigate the allegations.

Notice or formal complaints may be made using any of the following options:

1. File a complaint with, or give verbal notice to, the Title IX Coordinator, a Deputy Title IX Coordinator, or Officials with Authority as listed above. Such a report may be made at any time (including during non- business hours) by using this email address: TitleIXCoordinator@iw.edu, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.
2. Report online, using the reporting form posted at <https://www.iw.edu/campus-safety/>. Anonymous reports are accepted but may give rise to a need to investigate. The University tries to provide supportive measures to all Complainants, which is difficult with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the University to discuss and/or provide supportive measures.
3. Report using the Campus Conduct Hotline, available 24 hours per day/7 days per week at 866-943- 5787. This confidential, independent call-in service provides a way for a University community member to alert the administration to problems that may affect the entire campus community, such as behavior which appears harmful, unethical, or questionable, personal injury.

SUPPORTIVE MEASURES

Iowa Wesleyan University will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged misconduct and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Iowa

Wesleyan University's education program or activity, including measures designed to protect the safety of all parties or Iowa Wesleyan University's educational environment, and/or deter harassment, discrimination, and/or retaliation.

Iowa Wesleyan University will maintain the privacy of the supportive measures, provided that privacy does not impair the University's ability to provide the supportive measures. The University will act to ensure as minimal an occupational or academic impact on the parties as possible and will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Work with local authorities to put into place No Trespass, Persona Non Grata, or Be-On-the- Lookout orders
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

EMERGENCY REMOVAL

Iowa Wesleyan University can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is

performed by the Title IX Coordinator in conjunction with the CARE Team, using standard objective violence risk assessment procedures.

Iowa Wesleyan University will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to:

- Removing a student from a residence hall
- Temporarily re-assigning a student-employee or employee
- Restricting a student's, student-employee's, or employee's access to or use of facilities or equipment
- Alternative coursework options may be pursued to ensure as minimal an academic impact as possible
- Allowing a student to withdraw or take grades of incomplete without financial penalty
- Authorizing an administrative leave
- Suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

The Title IX Coordinator has sole discretion under Title IX policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion.

PROMPT RESPONSE

All allegations are acted upon promptly by Iowa Wesleyan University once it has received notice or a formal complaint. Complaints can typically take 60-90 business days to resolve. There are exceptions and extenuating circumstances that may cause a resolution to take longer, but the University will avoid all undue delays within its control. Any time the general timeframes for resolution outlined in the University's procedures will be delayed, the Title IX Coordinator or designee will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the additional time needed as a result of the delay.

PRIVACY

Every effort is made by Iowa Wesleyan University to preserve the privacy of reports. The University will not share the identity of any individual who has made a report or

complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Iowa Wesleyan University reserves the right to determine which University officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA). Iowa Wesleyan University may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk, but will usually consult with the student first before doing so.

JURISDICTION OF IOWA WESLEYAN UNIVERSITY

Title IX policy related to sexual harassment (Quid Pro Quo and/or sexual harassment-hostile environment), sexual assault, dating violence, domestic violence, and/or stalking applies to the education program and activities of Iowa Wesleyan University, to conduct that takes place on the campus or on property owned or controlled by the University, at University-sponsored events, or in buildings owned or controlled by the University's recognized student organizations. The Respondent must be a member of Iowa Wesleyan University's community in order for its policies to apply and the Formal Grievance Process (Process A) described in this document will be followed.

Regardless of where the conduct occurred, the University will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial University interest includes:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests or mission of Iowa Wesleyan University.

If the Respondent is unknown or is not a member of the University community, the Title IX Coordinator or designee will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or law enforcement if the individual would like to file a police report. Further, even when the Respondent is not a member of Iowa Wesleyan University's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator. In addition, Iowa Wesleyan University may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from University property and/or events.

Time Limits on Reporting

There is no time limitation on providing notice/formal complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Iowa Wesleyan University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Online Harassment and Misconduct

This policy is written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on Iowa Wesleyan University's education program and activities or use University networks, technology, or equipment. Although the University may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to the University, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the University community.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline. Off-campus harassing speech by employees, whether online or in person, may be regulated by Iowa Wesleyan University only when such speech is made in an employee's official or work-related capacity.

SEXUAL HARASSMENT DEFINITIONS

(see <https://www.iw.edu/campus-safety/> for full definitions)

Iowa Wesleyan University has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community. Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment (Quid Pro Quo and/or sexual harassment-hostile environment), sexual assault, dating violence, domestic violence, and/or stalking, and is defined conduct on the basis of sex/ gender or that is sexual that satisfies one or more of the following:

1. Quid Pro Quo: an employee of Iowa Wesleyan University implicitly or explicitly conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
2. Sexual Harassment-Hostile Environment: unwelcome conduct determined by a reasonable person to be so severe, and pervasive, and objectively offensive that it effectively denies a person equal access to an Iowa Wesleyan University's education program or activity.
3. Sexual assault, defined as
 - a. Sex Offenses, Forcible: Any sexual act (described below) directed against another person without the consent of the Complainant including instances in which the Complainant is incapable of giving consent. An unwelcomed 'sexual act' is specifically defined by federal regulations to include one or more of the following: Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, or Forcible Fondling.
 - b. Sex Offenses, Non-forcible: Incest or Statutory Rape
4. Dating Violence, defined as violence on the basis of sex, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.
5. Domestic Violence, defined as violence on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Iowa, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Iowa.
6. Stalking, defined as engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third

parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and understandings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want."). Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent: is knowing, voluntary and clear permission by word or action to engage in sexual activity. Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent. "Should

have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction). Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk. This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

OTHER CIVIL RIGHTS OFFENSES

(addressed by either grievance process, depending on Title IX jurisdiction)

- In addition to the forms of sexual harassment described above, which are covered by Title IX, Iowa Wesleyan University additionally prohibits the following offenses as forms of discrimination that may be within or outside of Title IX when the act is based upon the Complainant’s actual or perceived membership in a protected class.
- Sexual Exploitation: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation can be found at <https://www.iw.edu/campus-safety/>.
- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
- Bullying, defined as repeated and/or severe aggressive behavior, likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally, that is not speech or conduct otherwise protected by the First Amendment.

WHEN A COMPLAINANT DOES NOT WISH TO PROCEED

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the University proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment. The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the University to pursue formal action to protect the community. A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Iowa Wesleyan University may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy. When the University proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant, though this does not extend to the provision of evidence or testimony.

FEDERAL TIMELY WARNING OBLIGATIONS

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Iowa Wesleyan University must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community. The University will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

FALSE ALLEGATIONS AND EVIDENCE

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination. Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under University policy.

PRESERVATION OF EVIDENCE

The preservation of evidence in incidents of sexual assault is critical to potential criminal prosecution and to obtaining restraining orders, and particularly time-sensitive. Iowa Wesleyan University will inform the Complainant of the importance of preserving evidence.

PROCEDURES

1. NOTICE/FORMAL COMPLAINT

Upon receipt of a written and signed complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, the Title IX Coordinator or designee initiates a prompt initial assessment to determine the next steps the University needs to take.

The Title IX Coordinator or designee will initiate at least one of three responses:

1. Offering supportive measures because the Complainant does not want to file a formal complaint; and/or
2. An informal resolution (upon submission of a formal complaint); and/or
3. A Formal Grievance Process including an investigation and a hearing (upon submission of a formal complaint).

Iowa Wesleyan University uses the Formal Grievance Process to determine whether or not the Policy has been violated. If so, the University will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

2. INITIAL ASSESSMENT

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title

IX Coordinator or designee engages in an initial assessment, typically within one (1) to five (5) business days. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
 - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, assesses the request, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
 - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, and may seek to determine if the Respondent is also willing to engage in informal resolution.
 - If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address an incident, and/or a pattern of alleged misconduct and/or a culture/climate issue, based on the nature of the complaint.

If it does not, the Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies and refers the matter for resolution under Administrative Resolution. Please note that dismissing a complaint under Title IX is solely a procedural requirement under Title IX, and does not limit Iowa Wesleyan University’s authority to address a complaint with an appropriate process and remedies.

3. VIOLENCE RISK ASSESSMENT

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment should be conducted as part of the initial assessment. Such an Assessment can aid in determining if there is risk of actionable violence and if an emergency removal is warranted. Violence Risk Assessments require specific training and will be conducted by a member of the CARE Team.

4. DISMISSAL FROM TITLE IX RESOLUTION DETERMINATION (MANDATORY AND DISCRETIONARY)

Iowa Wesleyan University is mandated by the 2020 Title IX Regulations to dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined above, even if proved; and/or
2. The conduct did not occur in an educational program or activity controlled by the University (including buildings or property controlled by recognized student organizations), and/or the University does not have control of the Respondent; and/or
3. The conduct did not occur against a person in the United States; and/or
4. At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of the Iowa Wesleyan University.

Such a Complainant is still entitled to supportive measures, but the formal grievance process is not applicable.

1. Iowa Wesleyan University may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:
2. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
3. The Respondent is no longer enrolled in or employed by the University; or
4. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5. ADDRESSING COUNTERCLAIMS

Iowa Wesleyan University is obligated to ensure that the grievance process is not abused for retaliatory purposes. The University permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are, on occasion, made for purposes of retaliation, instead.

Counterclaims made with retaliatory intent will not be permitted. Counterclaims may be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

6. ADVISOR DETERMINATION

The parties may each have one Advisor of their choice present with them for all

meetings, interviews, and hearings within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.

Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Iowa Wesleyan University community. The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

Advisor's Role in Meetings and Interviews

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Advisors in Hearings/Iowa Wesleyan University-Appointed Advisors

Under U.S. Department of Education regulations under Title IX, a form of indirect questioning is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, Iowa Wesleyan University will appoint a trained Advisor for the limited purpose of conducting any questioning of the other party and witnesses.

Advisor Violations of Iowa Wesleyan University's Policy

All Advisors are subject to the same University policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address Iowa Wesleyan University officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or Hearing Panel members, except during cross-examination of a hearing proceeding.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by passing notes during any resolution process.

meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented.

Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

Expectations of an Advisor to Attend Meetings

Iowa Wesleyan University generally expects an Advisor to adjust their schedule to allow them to attend University meetings when planned, but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay. The University may, at the discretion of the Title IX Coordinator, make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

7. RESOLUTION PROCESSES

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings. Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, with the exception of information the parties agree not to disclose related to Informal Resolution, discussed below. Iowa Wesleyan University encourages parties to discuss the sharing of information with their Advisors before doing so.

Informal Resolution can include three different approaches:

- When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
- When the parties agree to resolve the matter through an alternate resolution mechanism as described below, usually before a formal investigation takes place; see discussion in b., below.
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process (similar to above, but usually occurs post- investigation); see discussion in c., below.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as

defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator. Any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Alternate Resolution Mechanism

Alternate Resolution is an informal mechanism by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of an Alternate Resolution mechanism. The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions.

Results of complaints resolved by Informal Resolution/Alternate Resolution are not appealable.

Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above. When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the misconduct, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

Negotiated Resolution

The Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and Iowa Wesleyan University. Negotiated Resolutions are not appealable.

8. ASSIGNMENT OF THE GRIEVANCE PROCESS POOL/TITLE IX TEAM MEMBERS

The Formal Grievance Process relies on a pool of trained persons to carry out the process. Members of the Pool/Team are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees.

Pool/Team Member Roles

Members of the Pool are trained annually, and can serve in the following roles, at the

direction of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- To serve in a facilitation role in Informal Resolution/Alternate Resolution if appropriately trained in the resolution practice
- To perform or assist with initial assessment
- To investigate complaints
- To serve as a Hearing Facilitator (process administrator, no decision-making role)
- To serve as a Hearing Panel member regarding the complaint
- To serve as an Appeal Decision-maker

Pool/Team Member Appointment

The Title IX Coordinator, in consultation with the President, appoints the Pool/Team, which acts with independence and impartiality. Pool/Team members are usually appointed to three-year terms.

Individuals who are interested in serving in the Pool are encouraged to contact the Title IX Coordinator.

Any individual materially involved in the administration of the resolution process, including the Title IX Coordinator, Investigator(s), and Hearing Panel members, may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

9. FORMAL GRIEVANCE PROCESS: NOTICE OF INVESTIGATION AND ALLEGATIONS

The Title IX Coordinator, or designee will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

Notice will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the parties’ University-issued email or designated accounts. Once emailed and/or received in-person, notice will be presumptively delivered.

Resolution Timeline

Iowa Wesleyan University will make a good faith effort to complete the resolution

process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

10. STEPS IN THE INVESTIGATION PROCESS

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

Iowa Wesleyan University operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with the Title IX Coordinator, initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA), if not already completed;
- The NOIA may be amended with any additional or dismissed allegations
 - Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool/Title IX Team or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings

- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties and the Title IX Coordinator throughout the investigation
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence; Appendices including relevant physical or documentary evidence will be included
- The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the University does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be notated on each page with the role of the person receiving it (e.g.,
- Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report; The Investigator(s) should document all rationales for any changes made after the review and comment period
- The Investigator(s) may share the report with the Title IX Coordinator for their review and feedback
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or

hard copy at least ten (10) business days prior to a hearing; The parties are also provided with a file of any directly related evidence that was not included in the report

Evidentiary Considerations in the Investigation

The investigation does not consider:

1. incidents not directly related to the possible violation, unless they evidence a pattern;
2. the character of the parties; or
3. questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

11. REFERRAL FOR HEARING

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing. The hearing cannot be less than ten (10) business days from the conclusion of the investigation, when the final investigation report is transmitted to the parties and the Hearing Panel Chair, unless all parties and the Chair agree to an expedited timeline.

The Title IX Coordinator will select three (3) appropriate Hearing Panel members from the Pool/Team depending on whether the Respondent is an employee, student employee or a student

The Hearing Panel will not have had any previous involvement with the investigation. Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Hearing Panel members. Those who are serving as Advisors for any party may not serve as Panel members in that matter.

+Notice of Hearing +

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once emailed and/or received in-person, notice will be presumptively delivered.

Evidentiary Considerations in the Hearing

Any evidence that the Hearing Panel determines is relevant and credible may be

considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming Iowa Wesleyan University uses a progressive discipline system. This information is only considered at the sanction stage of the process, and is not shared until then.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Hearing Panel at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Hearing Panel renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

12. HEARING PROCEDURES

At the hearing, the Panel has the authority to hear and make determinations on all allegations misconduct under the jurisdiction of the 2020 Title IX regulations, and/or related retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert, even though those collateral allegations may not specifically fall under this jurisdiction.

Participants at the hearing will include the Chair, two (2) other Hearing Panel members, the Investigator(s) who conducted the investigation, the parties, one (1) Advisor per parties, any called witnesses, possibly a hearing facilitator and/or the Title IX Coordinator and anyone providing authorized accommodations or assistive services.

The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Order of the Hearing: Introductions and Explanation of Procedure

The Chair explains the procedures and introduces the participants. This may include a

final opportunity for challenge or recusal of Hearing Panel members on the basis of bias or conflict of interest. The Chair will rule on any such challenge unless the Chair is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review and decide the challenge. A hearing facilitator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

The Order of the Hearing: Investigator Presents the Final Investigation Report

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Hearing Panel and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

The Order of the Hearing: Testimony and Questioning

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The parties/witnesses will submit to questioning by the Hearing Panel and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request, if agreed to by all parties and the Chair), the proceeding will pause to allow the Chair to consider it (and state it if it has not been stated aloud), and the Chair will determine whether the question will be permitted, disallowed, or rephrased. The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance.

Refusal to Submit to Cross-Examination and Inferences

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Hearing Panel may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Hearing Panel must disregard that statement. Evidence provided that is something other than a statement by the party or

witness may be considered. If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission. The Hearing Panel may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

Recording Hearings

Hearings (but not deliberations of findings) are recorded by the University for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted. The Hearing Panel, the parties, their Advisors, and appropriate administrators of the University will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

The Order of the Hearing: Deliberation, Decision-making, and Standard of Proof

The Hearing Panel will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. A simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used.

When there is a finding of responsibility on one or more of the allegations, the Hearing Panel may then consider the previously submitted party impact statements in determining appropriate sanction(s). The Hearing Panel may, at their discretion, consider the statements, but they are not binding.

The Hearing Panel will review the statements and any pertinent conduct history provided by the University and will determine the appropriate sanction(s), in consultation with other appropriate administrators, as necessary. The Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, and any sanctions.

13. NOTICE OF OUTCOME

Using the deliberation statement, the Title IX Coordinator will work with the Chair to

prepare a Notice of Outcome. The Title IX Coordinator will then share the Notice of Outcome letter in writing, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors simultaneously, within five (5) business days of receiving the Hearing Panel's deliberation statement.

The Notice of Outcome will articulate the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by Iowa Wesleyan University. The Notice will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the University is permitted to share such information under state or federal law; any sanctions issued which the University is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to Iowa Wesleyan University's educational or employment program or activity, to the extent the University is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by Iowa Wesleyan University to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

14. APPEALS

Any party may file a request for appeal, but it must be submitted in writing to the Title IX Coordinator within five (5) business days of the delivery of the Notice of Outcome.

No appeal panelists will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process. The Request for Appeal will be forwarded for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

Appeals are limited to the following grounds:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

3. The Title IX Coordinator, Investigator(s), or a Hearing Panel member had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

Further information on the Appeals Process may be viewed at <https://www.iw.edu/campus-safety/>.

FAILURE TO COMPLY WITH SANCTIONS AND/OR INTERIM AND LONG-TERM REMEDIES AND/OR RESPONSIVE ACTIONS

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the time-frame specified by the final decision of the case (including appeal). Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the University and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

REVISION OF THIS POLICY AND PROCEDURES

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change, or court decisions alter, the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings. This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This Policy and procedures are effective August 14, 2020.

ATIXA 2020 ONE POLICY, TWO PROCEDURES MODEL: USE AND ADAPTATION OF THIS MODEL WITH CITATION TO ATIXA IS PERMITTED THROUGH A LIMITED LICENSE TO IOWA WESLEYAN UNIVERSITY

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20. Where to Find Help

Office of Academic Success and Inclusive Support (OASIS)

Chadwick Library, top floor – 319.385.6334

Learning and study skills, tutoring services, CAAP test preparation, time management, note taking, reading and writing skills, test taking strategies and assistance with learning difficulties

Athletic Director

P.E.O Building, Top Floor 319.385.6349

Athletic Event Schedules, Eligibility questions, and gym rental

Business Office

P.E.O Building, Top Floor 319.385.6207

Billing questions, payments and payment arrangements

Campus Nurse

Howe Student Activity Center, Beck Room 319.385.6347

First aid and basic triage services including referrals to local medical providers

Career Development & Internships

P.E.O Building, Lower Floor 319.385.6340

Career research, salary information, employment postings, graduate school planning, testing and application assistance, job search assistance, interviewing, resumes and cover letters, interest inventories, personality tests, major identification, business etiquette and attire.

Counseling Services:

Memorial John Holland Student Union, Second Floor 319.385.6483

Individual Counseling and skills development

Financial Aid Office

P.E.O Building, Main Floor 319.385.6289

Loans (federal and private), scholarships and grants (federal, state, local, institutional, and private), and work study positions (federal and institutional)

Graduate and Professional Studies

P.E.O. Building, Lower Floor 319.385.6245

Human Resources

PEO Building, Third Floor 319.385.6209

Employee paperwork for work study positions

Information Technology Services (ITS)

Science Hall, First Floor 319.385.6250

Wifi connectivity, Student ID Cards, Email and Student Portal assistance

Library

Chadwick Library 319.385.6316

Archives, book circulation, computer labs, interlibrary loan, online catalog, reference services

Mail Room

Memorial John Holland Student Union, First Floor 319.385.6228

Postage, packages, general mailing needs

Registrar's Office

P.E.O. Building, First Floor 319.385.6227

Class schedules, grades, permanent records, petitions for academic variances, registration, transcripts

Office of Student Development

Memorial John Holland Student Union, First Floor 319.385.6256

Residence Life, Student Conduct, Student Organizations, Student Activities, Greek Life, Student Records, Counseling, Internships. Room reservations for special events and Security.

Title IX Coordinator

Memorial John Holland Student Union, Second Floor 319.385.6361

Attends all matters of Title IX including sexual misconduct and harassment.