

# WELCOME

to



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# WILLIAM PENN UNIVERSITY

## Student Conduct Code

**The William Penn University Student Conduct Code defines the minimum standards of behavior expected of persons who enroll in the university while they are on campus and in the community. Students are responsible for complying with the university rules and policies as described in the Student Handbook, the Housing Agreement and the University Catalog. While individual freedom and development are of central concern, the student is expected to make choices with an awareness that his/her actions may have an effect upon the rights and freedoms of other individuals and groups. Students enrolled in the university must assume responsibility for any action that is contrary to the William Penn Student Conduct Code. By signing this document, you pledge to observe the Code.**

### **Academic Conduct**

1. Students are to hold academic honesty in high regard. Cheating and/or plagiarism will not be tolerated.
2. Providing false information on university records is prohibited.

### **Conduct Towards Society**

1. Students shall abide by local, state and federal laws.
2. Students will not use or possess any weapons or dangerous implements on campus.
3. The on-campus sale, purchase, distribution, use or possession of alcoholic beverages is prohibited.
4. The sale, purchase, distribution, use or possession of narcotics or other controlled substances is prohibited.

### **General Conduct**

1. Students will observe tobacco-free environments.
2. Students are to meet financial responsibilities to the university.

### **Conduct Towards Others**

1. Students are to respect the rights of other persons.
2. Physical or psychological abuse towards any person(s), or conduct that threatens the health or safety of any person(s), is prohibited.
3. Sexual harassment, assault or hazing is prohibited.
4. Students shall refrain from disorderly and/or obscene conduct/ language.
5. Students shall abide by all residence hall policies as outlined in the Housing Agreement and/or the Student Handbook.
6. Students shall respect the instruction, research and administration of the university.
7. Students shall respect the disciplinary procedures of the university.
8. Students shall respect the property rights of other individuals, organizations and the university. Theft, misuse, damage, vandalism, and/or any other unauthorized use of property is prohibited

## How Much Do You Know About William Penn University?

- William Penn was founded by Quaker pioneers in 1873 and named Penn College after the 17<sup>th</sup> century Quaker statesman. However, this name almost did not happen. The Board in 1873 also considered the name John Bright College.
- The original college campus was located several blocks south of its present location, on College Avenue.
- In 1916, fire destroyed the original campus, with the fire beginning on the third floor of old Penn Hall. The business manager and a freshman who were trying to remove records from the building died in the fire. After the fire, the college moved to 40 acres that had been donated to the college. This is the present site of William Penn University.
- Couldn't pay your tuition during the Depression? No problem. Penn accepted cows and lambs as payment.
- In 1933, the college's name was legally changed to William Penn College.
- Over the years, Penn's mascot has been the Quakers, the Rangers, and the Statesmen.
- In the 1940s, William Penn College hired the first minority professor in the state . . . a woman! The '40s saw several minority teachers and students, as well as returning veterans and conscientious objectors.
- In 1946, the old Gymnasium was sold to a local church, and it was ten years before a new one was completed. In the meantime, students used two large rooms on the ground floor of Penn Hall for a gym.
- In 1996, the College for Working Adults was formed. It is now known as the School for Working Adults.
- In 2000, on the brink of a new millennium, we experienced another name change: William Penn University!

## Educational and Student Services

Student Services welcomes you to the 2003-2004 academic year. Our entire staff values quality, integrity, caring, and teamwork as we work to help you succeed. We hope to see a lot of you as the months fly by. Have a great year!

*Dear Students,*

*You have entered your home away from home for the next year. Moreover, that is how we want you to think of William Penn, as your home---a safe community that will allow you to grow, study, and learn.*

*You will make many new friends, both in and outside the classroom. Through the organizations you are involved in, the study groups you form, and the dormitory residents you get to know, you will form friendships that will last for years after you leave William Penn.*

*Open communication between you and the offices on campus is encouraged. I can be reached at 673-1084, via email at [garvisg@wmpenn.edu](mailto:garvisg@wmpenn.edu), or in person at Atkins Memorial Union. I need to hear your perspectives and ideas about issues on campus. This will help all of us to better make decisions about the campus community.*

*The Student Services office forms a safety net for your home away from home. Being on your own has its challenges: budgeting your time and money, taking tests, meeting deadlines, and making personal decisions that will affect your future. If you're having problems, we want to know about it so that together we can decide on the right solution for you. If you've had a victory, tell us about it too, so we can celebrate together.*

*Welcome to William Penn University and have a great year!*

*Sincerely,*

*Gary Garvis  
Dean of Students*

# Educational Services

## Academic Resource Center Lower Level Wilcox Library



The Academic Resource Center strives to provide resources appropriate for and available to all students enrolled at William Penn University. These services assist students in achieving academic success, gaining scholastic independence, improving self-esteem, and preparing for graduate study and professional endeavors.

The Academic Resource Center endeavors to reach and maintain the following goals and objectives:

- Promote personal and academic excellence among students, faculty and staff.
- Work cooperatively with faculty and staff across campus to improve opportunities for students to be successful.
- Provide efficient academic support services that help all William Penn University students maximize their academic performance.
- Support William Penn University academic standards and policies.
- Sustain a friendly, helpful environment conducive to learning.
- Evaluate and modify Resource Center policies and procedures on a regular basis.
- Keep abreast of current and effective trends in academic support, and maintain non-discriminatory practices in operations and services.

## Business Services 223 Penn Hall

The Business Services Office is available to assist you with your financial needs. Services include the development of payment options for student accounts and the billing of long distance telephone services. You may also cash personal checks up to \$50.

### *Past Due Accounts*

- Accounts 30 days past due may lose their long distance telephone access code.
- Accounts 45 days past due may be denied meals from food service. The university does not reimburse for lost meals.

Accounts 60 days past due may not be allowed to attend classes. If living on campus, you will be removed from the residence halls. Your tuition and financial aid will be prorated as stated in the University catalog under refund policy.

## Campus Bookstore Lower level, Atkins Memorial Union

The bookstore stocks textbooks, school supplies, and imprinted items with the university logo such as sweatshirts, T-shirts, jackets, gifts, cards and much more. Phone cards are available, and you can order computer software or any book that is published in the United States. Stamps can also be purchased when the Post Office is closed. The bookstore is open each day during posted hours and for special campus events. Students will be allowed to charge books from the Campus Bookstore to their student accounts, if the books are purchased in the first two weeks of classes of the fall and spring semesters. Any items purchased after that time must be paid for at the time of purchase.

## Computer Labs Public Access Computers



Computers are available for student use at several locations on campus, including Penn Hall, the Academic Resource Center, Wilcox Library, and the Industrial Technology Lab. Dormitories are also hardwired for computer access.

The main public access labs are located in Penn Hall, in rooms 112, 113, and 114. They are occasionally reserved for classes, but are open for general student use the remainder of the day and evening hours. Open lab times are posted outside the lab. A student lab assistant is always on duty during open lab times to assist users.

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

Students are automatically assigned user identification (user id) on the campus network and may choose their own password. A direct connection to the Internet allows access to tools and resources such as the World Wide Web and electronic mail.

## Financial Aid

### 213 Penn Hall

Financial aid is provided to help offset the cost of your education. Throughout the year you may receive information concerning your financial aid either by e-mail or your campus mailbox. If you have questions, you are encouraged to stop by the Financial Aid office or call ext. 1060. Those eligible for the work-study program need to pick up a handbook at the beginning of the semester. Please read the handbook carefully to ensure that you are meeting the requirements to receive a work-study paycheck at the end of each month for the hours you work. If you are eligible for loans and wish to apply, please stop in our office. If you are considering withdrawing from a class or withdrawing from school, you are encouraged to meet with a Financial Aid Counselor to understand the effects it may have on your financial aid.



## Health Care

The following services are provided to resident students through the Family Medical Center at 1225 C Avenue East\*, Oskaloosa, or by calling 672-2571. All on campus students qualify for this service. Off-campus students have the option of securing this service for the fee of \$35.00 per semester.

1. Outpatient Care: Students will be seen by appointment during office hours – 8:30am until 5pm, Monday through Friday. Students with acute problems or emergencies may be seen on Saturday from 9am until 11:30am. Students that need assistance in making an appointment may contact the Student Services Office.
2. Emergencies: A physician is on call at all times. When the office is closed, a doctor may be located by calling the Physician's Exchange at 672-3100. Payment for treatment rendered by any other physician is the sole responsibility of the patient.
3. Laboratory Services: Services include lab work performed in Family Medical Laboratory, which includes all tests charged below \$20, for example, routine urinalysis and hemoglobin.
4. The medical fee does not provide benefits for the following:
  - Surgery
  - Accidental injuries
  - Chronic illness or disability
  - X-rays
  - Physiotherapy: All diathermic and ultrasound treatments
  - Miscellaneous Services: Entrance physicals, routine immunizations, weight problems, care of dependents and prenatal care, and emotional problems.

\*Family Medical Center is scheduled to move to 410 North 12<sup>th</sup> Street, Suite 3, Oskaloosa, in the fall of 2003.

## Health Insurance

William Penn University provides the opportunity to purchase health insurance coverage to any student who needs it. Students who participate in university athletics are required to purchase this insurance coverage unless they can provide proof of sufficient health insurance coverage. More information is available in Business Services or in the Athletic Office.

## ID Cards

Students receive an ID card shortly after arriving at William Penn University. It is to be used throughout their enrollment at Penn. This is official university identification and should be carried at all times. It is used for withdrawal of library books, use of university equipment, and admission to university events. It also serves as a meal card for resident students.

Loss of a student ID should be reported immediately to Student Services. Replacement charge for a damaged or lost card is \$5.00. Any misuse of an ID by its holder or attempted use by another person will result in suspension of privileges.

## International Student Advising ESL Room/Wilcox Library

The International Student advisor coordinates campus activities that foster cultural awareness and enrich the educational experiences of international students. International students will find assistance in understanding the U.S. higher education system and various aspects of Iowa culture. Immigration and Naturalization Service documents, Internal Revenue Service reports, and other systems of records that support legal status in the U.S are explained and maintained. This office also serves students interested in exchange programs.

Advisor: Deborah Osborne ..... 673-1701

## Post Office Services 106 Penn Hall

The university provides postal services for the convenience of students and University departments. The mail service distributes U.S. mail each morning Monday through Friday. Delivery of on-campus mail is also available at no charge Monday through Friday. Students should check their mailboxes daily. Mailboxes are located on the second floor of Atkins Union. The recommended address format is the following:

William Penn University  
Your Name  
Box 2\_\_\_\_(your box #)  
Oskaloosa, IA 52577



## Posting on Campus

The posting and display of posters, bulletins, flyers, notices, etc. must be approved by University Relations (Penn 213), and may only be posted on bulletin boards or other designated areas inside university buildings. All such postings are expected to be in good taste and may not be lewd, indecent, vulgar, or obscene. Notices may not advertise the availability of alcohol and must be free of any alcohol-related wording or insignia. Correct spelling is required. Any postings in violation of these standards will be removed.

Posting is prohibited on windows, entrance doors of buildings, or any exterior part of a building. Items may not be taped to any painted, wood, or glass surface in or outside any building on campus. Items may not be placed in or on any vehicle located on university property. If you plan to use a banner or decorate any part of the Union or residence halls, you must first obtain permission from Student Services. The Iowa Department of Transportation does not allow any banner or decoration on the overhead walkway leading to the McGrew Fine Arts Center. All postings must include the name of the organization(s) or person(s) sponsoring the event and must be taken down within 24 hours after the event.



### Performing Arts McGrew Fine Arts Center

Music, drama, and speakers are all part of the William Penn University performing arts series. The Cultural and Religious Events Committee and the Performing Arts Department, as well as other clubs and groups on campus often use McGrew Fine Arts Building for a variety of events.

## Security #1170 Union

The University Security program is handled through the Buildings and Grounds Department during the daytime. A security officer is on duty from 5:30pm until 5:30am and oversees the protection of the campus community. Security

officers work in conjunction with the Dean of Students and the residence hall staff regarding student safety and behavior.

A security officer may be reached by dialing 1170 or at 9-670-3431 on campus or 1-641-670-3431 off campus. Night security has an office in Eltse Hall, Suite 2.

## Student Services

### Main Level, Atkins Memorial Union

The Student Services Office provides students with support, challenges, and opportunities for personal growth and development. Services include: residence hall operations, student activities, student support programs, student IDs, clubs and organizations, Greek life, Intramurals, game room operations, meal plan information, and Judicial Board proceedings.

## Wilcox Library

Wilcox Library has a wide range of services available to you: paper and electronic access to information, reference assistance, Inter-library loan, and document delivery. The



library also has a wireless network installed and laptop computers available for check out. A student lounge is available for students to relax, eat, and socialize. Part of the library's

mission is to provide an inviting atmosphere in which to study, read, relax, and enjoy.

## Work Study

Students who are employed under the university work-study program should turn in the required employment papers (i.e. W-4 & I-9) to the payroll manager in Business Services at the beginning of each school year. Two forms of identification must also be presented. No payroll checks can be issued without the proper documentation on file with the payroll manager. The work authorization form need to be completed by the student and the supervisor and then turned into the Financial Aid office.

## **Office of Services for Students with Disabilities**

The Office of Services for Students with Disabilities (OSSD) is dedicated to improving the educational experience of students with disabilities. The OSSD provides access, accommodations, and advocacy for William Penn University students who have documented disabilities. Various factors influence the decision for each individual student – the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the student’s diagnosis and documentation of strengths and weaknesses, and the specific William Penn University course and its requirements.

The Coordinator of Services for Students with Disabilities (CSSD) assists qualified students with disabilities at William Penn University. The Coordinator serves as a personal and confidential contact for any student wishing to discuss policies and procedures, as well as academic and personal concerns. The coordinator provides information, accommodation requests, referrals, and support.

Contact:  
Academic Dean’s Office  
641-673-1010

# Student Organizations

## Leadership Opportunities

You are encouraged to be involved in organizations within the university community. Participation in organizations provides you with opportunities to meet new people, gain leadership skills, and make decisions that influence student groups. The best way to learn about yourself is to get involved.

*Dear William Penn Students,*

*On behalf of the Student Government Association, I would like to welcome you to William Penn University for the 2003-2004 academic year. Whether you are an incoming freshman, a transfer student, or a returning student, we are all in for an exciting and productive year.*

*Social life at William Penn can be very enjoyable if you make the most of your opportunities. There is something here for everyone. William Penn hosts many clubs, organizations and athletic teams. It is up to you, as an individual, to find out which ones suit you best and get involved with them.*

*Fellowship will soon follow your arrival here. You will find a circle of friends that extends way beyond the classroom. Friendships will be made through your participation in a team, club, hobby, or Greek Life. Before you know it, you will be able to walk across campus and run into at least one familiar face. One of the greatest aspects of William Penn is that these friends will not only be students, but also the caring members of the faculty and staff. Everyone here is always looking out for one another.*

*Society will become richer with each one of you who graduates. William Penn University has become a leading educational institution and every successful student helps to strengthen our strong reputation. As your time comes to a close here, you will have many memories of the time you spent in the Penn family. Cherish your time here and remember to make the most of it.*

*I hope each one of you will enjoy a productive and successful year here at William Penn University.*

*Sincerely,*

*Aundralise (Dre) Nistler  
President, Student Government Association*

## **Student Government Association**

### **SGA**

SGA exists to nurture community among students, support the academic and extracurricular programs of the university and serve as a liaison between students and the university community. These student leaders strive to become role models and as such must respond to the highest level of accountability.

The student body elects a President, Vice-President, Treasurer, Public Relations Officer, Student Life Officer, Administrative Officer and Development Officer each spring. To be eligible for office, one must be a full-time student in good social and academic standing and have a cumulative GPA of at least 2.75. Scholarships are awarded for service to the campus community by SGA.

Advisors: Pat McAdams..... 673-1381 & Dr. Michael Collins.....673-1393

## **Programming Activities for Students by Students (PASS)**

PASS is a student-run organization that provides activities for the William Penn University community. Each month PASS sponsors a variety of entertainment and educational programs including comedians, hypnotists, ski trips, bowling, roller-skating, and laser tag. Annual activities include Welcome Week, Homecoming, The Blue & Gold Banquet and Penn Stock. PASS members plan, organize, and promote the student events.

Advisor: Frank Jacobs.....673-1086

## **Residence Hall Association (RHA)**

RHA consists of students who reside on campus and help initiate weekly programming and special events, select campus cable movies, and initiate change in residence hall policy. If you have concerns about residence hall policy, talk to an RHA member. If you would like to become a member, talk to your RA or an RHA member of your floor or unit

Advisor: Rick Pruett ..... 673-1024

## **Students for Black Interest (SBI)**

Open to all students, SBI promotes campus opportunities for and by minority students. SBI sponsors African American History Month and church trips, volunteers for the Penn Volunteer Weeks, and sponsors events for Welcome Week and Homecoming.

Advisor: Rick Pruett .....673-1024

## **Student Ambassadors**

Selected to represent the university on behalf of the Admissions office, this exclusive group of students provides visitors with an inside peek into university life at William Penn. They give campus tours and serve as ambassadors at special events.

Advisor: .....673-1012

## **Academic Clubs**

### **Education Club**

Future teachers are encouraged to join William Penn's Education Club and the Iowa Student Education Association (ISEA). Members attend and present at workshops and conferences, interact with guest speakers, and participate in local projects and activities. ISEA members receive additional benefits provided by the National Education Association.

Advisor: Pam Martin.....673-1182

### **William Penn Computer Club (WPC<sup>2</sup>)**

Students in the computer field are encouraged to participate in WPC<sup>2</sup>. Throughout the year, the computer club sponsors tours to area business and industry, attends national conferences, sends teams to regional collegiate programming contests, and sponsors various on-campus activities such as speakers, workshops, and social events.

Advisor: Judy Williams.....673-1053

## **Psychology/Sociology Organization**

Open to all students, the Psychology/Sociology Organization works to broaden students' knowledge of the social sciences. Members enjoy social activities and guest speakers, foster group discussion and serve both the campus and community through service projects.

Advisors: Dr. Michael Collins.....673-1182

## **Communications**

As a Penn student you may choose to work as a reporter, photographer, designer or business manager for the weekly student newspaper, The Chronicle. Our yearbook, The Quaker, also provides students the opportunity to learn publishing techniques, practice editorial and design skills, or apply standard still and digital photography, combining all the creative arts into a memorable volume.

You may publish your fiction, poetry, plays, non-fiction, photographs or drawings in William Penn's literary magazine, Penn 'n' Ink, or read your own works live at "Creative Ink," a monthly literary gathering of students and faculty.

Host a radio show on Penn's station KIGC or work at an internship with a local company or non-profit organization. You may want to "jump start" your career with an internship at the George Daily Auditorium, Barnhouse Music Publishing, or other creative agencies and organizations in the area.

Advisor for The Chronicle: Larz Roberts .....1704

Advisor for The Quaker: David Major ..... 1072

Advisor for Penn 'n' Ink: Curtis Bauer ..... 1087

Advisor for Creative Ink: Hugh Hammond ..... 1116

## **Communications Club**

The Communications Club is an organization that fosters communications majors as well as providing a means for developing connections with the business community. Members will take field trips to TV and radio stations, and to corporations like Principal Group.

Advisor: Hugh Hammond.....1116

## **Performing Fine Arts**

Penn's Music Department has a 10-station Musical Instrument Digital Interface (MIDI) lab with computers, digital keyboards, synthesizers, and wind and percussion controllers. The program offers instruction in improvisation, sound and lights, theory, and composition. Group piano and guitar classes and private lessons are offered for all levels of ability.

## **PENNultimate!**

This Jazz/Synth group performs in the style of Mannheim Steamroller, a mix of jazz, classical, and rock. From Ellington's – "Don't Get Around Much" to Beethoven's "Ode to Joy" to Mannheim Steamroller's "Chocolate Fudge," our ensemble does it all. Flexible instrumentation consisting of brass, woodwinds, guitars, multiple synthesizers, keyboards, percussion, and vocalists allows any combination of musicians to participate.

Advisor: Josh Lund .....673-1063

## The William Penn Singers

This group offers a more traditional approach to choral music, performing a wide variety of style periods, from madrigals to sacred to vocal jazz/rock.

Advisor: Anita Meinert.....673-1063

## Penn Players

This energetic group of students is known as the Penn Players and participates in one-act plays, full-stage productions, "Dessert Theatres", and even gets the rare chance to work with professional performers at the local George Daily Community Auditorium. Students also gain valuable hands-on experiences including the use and creation of theatrical special effects. Custom makeup, latex prosthetics, and stage illusions are a regular part of the learning process on the Penn stage. Student ownership and participation in the program are the keys to the success of this department. As a student/instructor team, we strive for excellence in all areas of theatre and promote skills and experiences that will be remembered for a lifetime.

Advisor: Scott Steel.....673-1175

## Visual Arts Program

Our Visual Arts Program offers the latest in graphic technology advances plus the opportunity to work in the classic art techniques of painting, drawing, design, ceramics, sculpture, and photography. Exhibits at the university's Foyer Art Gallery feature regional professional artists, students, and faculty work.

Advisor: Victoria Laird.....673-1388

## Campus Ministries

Each semester William Penn students are offered a range of opportunities for involvement, including weekly chapel, special interest groups (e.g. Fellowship of Christian Athletes), service opportunities, retreats and dormitory Bible studies (male/female/coed). Participation is voluntary. Spiritual life activities directly sponsored by Campus Ministries are interdenominational and Christian oriented. The purpose of campus ministry sponsored activities is to encourage students in their own spiritual journeys and to provide opportunities to grow in their faith

Advisor: Mike Moyer.....673-1088

## Greek Life

Greek Council governs the activities of the five social fraternities and sororities on the Penn campus. Planning Rush and Greek Week, organizing service opportunities and promoting life-long friendships in service to humanity are just some of the goals and activities of the Greek life.

### Fraternities

Delta Beta Phi

Sigma Phi Sigma

### Sororities

Alpha Eta Omega

Lambda Delta Phi

Pi Gamma Xi

## Honor Societies

### Alpha Chi

Juniors and seniors in the top 10% of their classes are invited to membership in Alpha Chi. This National College Honor Scholarship Society promotes academic excellence and exemplary character among college and university students. Co-curricular activities include regular meetings, seminars, civic service, projects, and national and regional conferences where Penn students present papers.

Advisor: Dr. Michael Collins.....673-1393

### Alpha Psi Omega

Alpha Psi Omega is a national honor society that encourages dramatic production at every step in a student's college career. Since 1925, Alpha Psi Omega has enjoyed continuous national growth, and with over 600 chapters is the largest national honor society in America. Penn's chapter is called Kappa Psi. This society promotes the art of theatre through performances and participation in play productions, and encourages attendance at regional and national workshops. Members in this society share a love and desire for all aspects of the theatre and meet on a regular basis to share ideas on improving their craft.

Advisor: Scott Steel.....673-1175

### Phi Beta Lambda

William Penn University is affiliated with Phi Beta Lambda, a national association of students preparing for careers in business or business-related fields. The association strives to prepare students for employment by encouraging scholarship, developing character and self-confidence, and promoting leadership skills among its members. Co-curricular activities include regular meetings, seminars, fund-raising projects, civic service, economic education and business advocacy.

Advisor: Lonny Wilson.....673-1118

### Phi Alpha Theta

This national history society promotes the study of history through the exchange of learning and ideas. Members of junior and senior status share their mutual interest in history and historical research and discuss career opportunities at chapter and regional meetings.

Advisor: David Porter.....673-1110

## **Who's Who Among Students in American Universities and Colleges**

Each year, William Penn University inducts students into the Who's Who Among Students in American Universities and Colleges. This prestigious national award is given in recognition of outstanding merit and accomplishment.

## **Academic All-Conference**

Nearly 70 percent of Penn students participate in one of our NAIA sports teams. The demands of competition do not deter our Academic All-Conference Athletes from achievement in the classroom. Full time students who participate on varsity athletic teams are eligible if they maintain the required GPA.

## **What To Do In Your Spare Time!?**

### **Athletic Events**

William Penn University sponsors 14 different athletic sports in which students may participate. These include basketball, baseball, football, cross country, soccer, track, wrestling, and golf for men; and volleyball, basketball, softball, soccer, cross country, and track for women. Students are admitted free to all home games, except tournaments. For information about event dates, check the university web pages or campus TV station. If you wish to get involved in a program, contact the Athletic Office in the gymnasium.

Contact: Athletic Office..... 673-1018

### **Athletic Facilities**

Athletic facilities include basketball and tennis courts, softball and baseball fields, practice football field, practice soccer field, intramural area, and a fitness center. Football games, soccer games, and golf meets are held at locations in the community. Swimming classes are held at the YMCA.

Contact: Athletic Office ..... 673-1018

### **Fitness Center**

The Ron Randleman Fitness Center is open for all Penn students as well as members of the community. Professional

staff and/or student assistants are always in the center to provide supervision and assistance. Whether you are training, conditioning, or just want to keep in shape, the fitness center and its staff are here for you!

Contact: Mike Riordan.....673-1398

### **Game Room**

The game room is located on the lower level of Atkins Memorial Union, where you can enjoy a game of pool or ping-pong. These activities are free of charge to students. Students are responsible for the cost of replacing any broken or damaged equipment.

Student Services.....673-1083

### **Intramurals**

The Intramurals program offers a variety of recreational opportunities. The program offers competitive and recreational events, and is open to students, faculty, and staff. Events include flag football, pool league, ping-pong, soccer, tennis, 3-on-3 outdoor basketball, floor hockey, volleyball, and basketball. The Intramural program also sponsors other events throughout the academic year.



## *The William Penn University Fight Song*

*We are the Statesmen!!!!*

*We are the Statesmen, the mighty Statesmen, of William Penn, The Gold and Blue, We are the Statesmen, and we will sing our song to you.*

*We are the Statesmen, The mighty Statesmen, and we will shout for victory, so give our applause in praise of our cause, William Penn we will fight for thee.*

*by John O. Westlund*



# Residence Life Policies and Procedures

Welcome to residence life at William Penn University. There are a number of staff and students who work hard to maintain a welcoming environment throughout the year for all students in the residence halls and dining facility on campus. As you and your roommate share a unit or other living area with other students, you will find plenty of help from resident assistants, hall directors, and other staff members. They are eager to help you create a positive environment in which to pursue academic and personal success.

The following information is provided to put you in touch with the essentials of residence life at William Penn University. Being familiar with the material in this section, and the Student Handbook as a whole, in addition to attending meetings presented by your RA and getting involved in the various student organizations will lead to a much more fulfilling experience within the residence halls for you and your fellow residents. Please also note that all policies and guidelines outlined in the Student Code of Conduct section of the Handbook apply to both resident and non-resident students.

## Residence Life Guidelines

William Penn University places great care and emphasis on your living environment. In conjunction with your academic coursework and extracurricular activities, your residential living experience will contribute to your personal growth and educational development. Primary objectives for the William Penn University residential life program include the three listed below.

### *Community*

On campus living helps foster a spirit that bears witness to the Quaker ideal of community. The William Penn University community is comprised of unique persons, whose individual talents contribute to and sustain the growth and vitality of campus life. Within this learning environment, you will realize that the welfare of the community is contingent upon the contribution of its members.

### *Cooperation*

In an atmosphere of genuine concern and mutual respect, personal resources are tapped, and individual talents are recognized and appreciated. The interpersonal relationships that highlight the residential experience are the foundation upon which a productive university career (and life) rests.

### *Responsibility*

The policies and regulations that govern residential life exist to enhance academic and social development. The policies are built around respect and community responsibility and are balanced with allowing individual freedom to grow and experience new situations.

## Residency Requirements

All full-time students are required to live in the residence halls unless at least one of the following criteria is met.

1. Live with spouse and/or children.
2. Commute from home of parent or legal guardian.
3. Service as military veteran.
4. Reach twenty-one years of age as of the first official day of classes for a particular term.
5. Have completed 90 or more semester hours of credit.

Exemption from the residency requirement on the basis of commuting from home of parent or legal guardian requires the completion of a *Residency Requirements Exemption Request*, which is available in the Student Services office. Requests to be exempt for other reasons require the completion of a *Request for Residency Exemption*, and the Admissions/Financial Aid Committee will review such requests. Violations of the residency requirement may result in the assessment of the full room and board fee.

## Residence Halls

Residence halls on the William Penn University campus are designed to offer a variety of living arrangements for students.

*Eltse Hall*, a coeducational hall, contains 24 living units each housing a maximum of eight students. Each unit is comprised of four bedrooms, one bath, and a common living area. Units open onto a balcony that overlooks a central courtyard.

*Lewis Hall* is a women's residence hall, and is the oldest facility on campus. It is divided into units each containing bedrooms, a bathroom, and a common lounge area.

**Watson Hall** is an all-male facility. Rooms on each floor open onto a central corridor. Each floor contains a lounge and bathroom facilities.

**Twin Towers** are a coeducational facility. The towers are divided into eight suites, with living, kitchen, and laundry areas on the first floor and bedrooms and baths on the second and third floors. Twin Towers is a non-smoking environment.

A hall director lives in and supervises each residence hall. These professional staff members work with the Director of Residence Life, Head RAs, and Resident Assistants (RAs) to oversee the day-to-day operations of their respective residence hall.

A Head RA lives in each residence hall. These professional staff members work with the hall directors as well as the Director of Residence Life to oversee the halls and assist in directing student activities.

Each hall is organized into smaller living units. Each of these areas has an RA assigned to it. The RAs are upperclassmen who have been carefully selected and trained to help you get the most out of your residential living experience. RAs are an important source of advice and counsel for students in terms of academic, personal, and health-related matters.

**Rosenberger Apartments** are off-campus apartment living units designed for married students and/or seniors. It has a living area and kitchenette with refrigerator and apartment stove. There are one and two bedroom units available.

## Housing Application Process

Students who apply for university housing must submit a \$50 housing deposit with a completed Residence Hall and Meal Plan Application as well as \$50 at registration. Students must be academically admitted prior to being assigned a room. If you have a specific roommate preference, both roommates should request each other and, if possible, submit their applications at the same time.

New applications are assigned based on the date of the receipt of the housing deposit. Room and roommate assignments are made without regard to race, creed, religion, or nationality. No guarantee can be made for hall, room, or roommate requests.

Students are required to notify Student Services prior to the census date (as noted on the university academic calendar) of changes in their housing status. After the census date has passed, charges will not be adjusted.

## Appliances

The following UL-approved electrical appliances are authorized for use in residence hall rooms: bread maker, calculator, computer, clock, coffee maker, computer equipment, electric blanket, toothbrush, fan, hair dryer, hair setter, heating pad, hot pot, iron, microwave, popcorn popper, radio, refrigerator (not exceeding 4.0 cubic feet), sewing machine, shaver, stereo equipment, study lamp, television, typewriter, and VCR/DVD player. Other heating or cooking devices, sunlamps, and hot plates may not be used due to fire and sanitation hazards. Hall staff will remove prohibited

appliances and disciplinary action may be imposed for violations.

## Bicycles

All bicycles must be kept outside of the building at the bike racks, in a resident's personal room, or in a residence hall storage room (if space is available). To avoid damage to carpet, floors, and walls, we ask that you carry your bike when in the residence halls.



## Bomb Threat

If a bomb threat is received on a resident's telephone, the resident should:

1. Note the exact time of the call.
2. As accurately as possible, write down all statements made by the caller.
3. Listen to the voice to determine gender, age, accent, or other distinguishing features of the voice.
4. Listen for background noises.
5. Immediately notify a residence life staff member who will notify the police.
6. Remain with that staff member until otherwise directed.

In the event that a bomb threat requires the evacuation of a residence hall, residents will be alerted through the fire alarm system. Residents are asked to follow procedures outlined for fire emergencies/fire drills (page 23).

A bomb threat, even one made as a prank, is a violation of federal, state, local, and university policy, and is punishable by a \$250,000 fine and up to five years in prison.

## Can/Bottle Collections

Can or bottle collections are prohibited, except for the purpose of recycling in an approved container. Alcohol containers may not be part of the recycling as any alcohol containers found in a room, unit, wing, or hallway will result in the assessment of a fine.

## Candles and Open Flames

Open flames, including such items as candles, incense burners, laboratory burners, torches, etc., cannot be used in ANY area of a residence hall. Such items are not allowed in the halls, even for decorative purposes.

## Common Area Damage

Damage that occurs in the common areas of the residence halls will be charged to the person(s) responsible. Residents are accountable for any damage caused by their guests. If it cannot be established who is responsible, the cost will be assessed to each resident with access to the area, unit, floor, etc., on a prorated basis. Students are encouraged to work with the residence life staff to report vandalism and damages.

## Cooking

Some residence halls are equipped with a kitchen area. Residents are encouraged to use this facility for the preparation of meals or snacks. In the interest of fire safety

and pest control, the preparation of meals is limited to the kitchen area. Though you may prepare snacks in your room, you are not allowed to prepare meals or to store non-packaged food.

## Dartboards

Dartboards are not permitted in any area of the residence halls. There are dartboards available in the Game Room, which is located on the lower level of Atkins Memorial Union.

## Emergency

If there is an immediate emergency, call 9-911 from any on-campus phone. Residence hall and/or security staff should be notified as well. The RAs are well trained in emergency situations and may be a good first point of contact.

## Escort Policy

Guests should contact residents by using the courtesy phones located outside each residence hall. Residents should meet their guests at that location and accompany them at all times when in the residence hall, including travel in hallways, stairwells, and public lounges.

## Extension Cords

Extension cords may not be used in any residence hall room. UL approved power/electrical strips are allowed.

## Food Service

The university strives to make the dining hall a pleasant place in which to enjoy meals and interact with fellow students. It is expected that respect will be shown to the staff and that staff will show respect toward the students. The Residence Hall Association (RHA) coordinates a Food Service Committee, which meets regularly to review the food service program. If you are interested in serving on this committee, please contact your RHA representative.

If a student is unable to use the dining facilities due to work schedule, class schedule, or university-sponsored activities, a "to go" meal can be arranged at no additional cost. You must present a work & class schedule with ID card to food service management. The Food Service Director will need at least one week's notice for this service. In case of illness, a sick tray can also be arranged. Written requests by the dorm supervisor may be given to food service management for the sick tray. ID card is required at pick up time.

If a student has particular dietary needs, the Food Service Director will be happy to work with you to meet any requirements of physician-planned meals.

### *Standards for the Dining Hall*

In accordance with state law, the following minimum standard of dress is required in the dining facilities:

1. Shoes and shirts must be worn at all times.
2. Sleepwear, slippers, and swimsuits are not acceptable.

In addition:

1. No one may be in the dining hall without first having had his/her ID card swiped or having paid for the meal.
2. ID cards are to be used by the owner and may not be used by anyone else.

3. ID cards must be presented to the checker at each meal.
4. All guests must pay for their meals. (Cannot use other ID cards.)
5. Food selected by meal plan resident is to be eaten by the resident and not shared with a non-dorm resident.
6. No food, except for ice cream in a cone, may be taken from the dining hall. A beverage may only be removed in a paper cup.
7. The removal of glasses, dishes, or silverware is a violation of residence hall policy.
8. Residents and their guests are expected to display appropriate behavior in the dining hall. Disruptive, destructive, excessively noisy, or injurious behavior will lead to disciplinary action.
9. All book bags and empty containers are to be left outside by the checker desk. Food Service is not responsible for stolen items.

## Meal Plans

All students living in the residence halls are required to contract for a meal plan. William Penn University offers the Marque meal plan which can be used anytime during dining service hours. Those living in Twin Towers and Rosenberger Apartments have the option of purchasing a 10-meal plan, which allows you 10 meals a week. This plan is offered to Twin Towers and Rosenberger occupants only, because there are kitchens in these residences.

## Meal Times

### *Monday through Friday*

Breakfast..... 7:30 a.m. – 9:00 a.m.  
Continental ..... 9:00a.m. – 9:30 a.m.  
Lunch..... 11:00 a.m. – 2:00 p.m.  
Dinner (M-Th) ..... 4:30 p.m. – 7:00 p.m.  
Friday Dinner..... 4:30 p.m. – 6:00 p.m.

### *Saturday & Sunday*

Brunch ..... 11:30 a.m. – 1 p.m.  
Dinner ..... 5:00 p.m. – 6:00 p.m.

## Grills

Gas, charcoal, and electric grills are prohibited in the residence halls. There are charcoal grills outside of each dorm for student use.

## Guest/Visitor Policy

1. A guest is a non-paying visitor staying on campus at the invitation of a resident. A guest may stay in a residence hall for no more than five nights a month. The Dean of Students may terminate this privilege at any time.
2. Students must work out guest arrangements with their roommates.
3. Hall Directors must be notified of all overnight guests by the host student. A registration form and parking pass must be obtained from Student Services.
4. No one under the age of 18 is permitted in the residence halls unless he/she is a member of a student's immediate

family, such as a brother or sister, or a registered recruitment guest.

5. Residents are responsible for the behavior and actions of guests at all times.
6. Individuals who have been removed from, or have restricted access to, the residence halls are not allowed overnight privileges, and in some cases, may not be allowed in the residence halls at any time.
7. All guests must use gender-appropriate bathroom facilities. Public restrooms are provided in each residence hall.

## Guestrooms

Guest rooms may be reserved by contacting the Admissions Office. There is a \$15.00 fee per person, per night to rent a room.

## Hall Meetings

Regular mandatory hall or floor/unit meetings provide residents with opportunities to talk over hall matters and make group plans for programming. Residents are held accountable for information discussed at these meetings.

## Housekeeping

The housekeeping staff works through Building and Grounds to make the common areas of each residence hall a clean and comfortable place in which to live. Students, however, are responsible for cleaning unnecessary messes, as well as their own rooms. Vacuum cleaners can be checked out by contacting your RA.

## Insurance

William Penn University does not carry insurance on personal property belonging to students or university employees. Students are asked to carry insurance on their belongings for their own protection. Students are also advised to lock their doors at all times.

## Keys

Keys to rooms and unit, wing, and/or front doors are the responsibility of the assigned resident. Keys may not be given to guests, and may not be duplicated. Violation of this policy may result in termination of housing. Lost keys should be immediately reported to the Student Services office. Students will be charged \$30 for replacement of a room key and \$100 for a unit or residence hall key.

### **PLEASE REMEMBER**

1. Lock your doors whenever you leave and when you are asleep.
2. Do not loan your keys to anyone. If you loan your keys, you and the person to whom you loan your keys will be fined \$75.00 due to safety concerns.
3. Report lost keys immediately.
4. Do not mark your key with your room number.
5. Never leave your keys unattended.
6. If you find a lost key, return it to the RA on duty or to the Student Services office.

## Propped Doors

Any resident caught propping doors in any dorm will be fined \$100.00 due to safety concerns. This includes unit, hallway or exit doors.

## Laundry Facilities

Coin operated washers and dryers are provided in each residence hall for residents' personal laundry. Anyone doing laundry in Twin Towers who does not live in Twin Towers will be fined \$50.00.

## Lockouts

Students are responsible for carrying their room keys at all times. In the event that a resident is locked out of his/her room, the student will need to find a residence life staff member to unlock the door.

A resident who requires this service more than twice will be subject to a \$5.00 charge for the service each time beyond the second.

## Loft Regulations

- All lofts must be freestanding. Radiators, window ledges, and university furniture (with the exception of bedsprings) may not be used in the construction of the loft. No items may be driven (nailed, screwed, etc.) into the walls, ceiling, floor, woodwork, or other furniture.
- All lofts must be at least 16 inches away from radiators and windows.
- All lofts must be secured by bolts.
- Lofts are built at the student's risk. William Penn University is not responsible in case of accidents.
- No loft construction may take place in unit areas, hallways, or lounges. All work must be completed inside the room or outside of the building.
- Lofts must be disassembled prior to the weekend before finals week and lofts may not be stored in university summer storage.
- The top height of the loft must be at least 25 inches from the ceiling.
- Electrical wiring may not be attached to the loft.
- Flammable materials may not be used in the construction of the loft.

## Lounges

Three of the residence halls have a lounge with a television and seating area. The lounges are available 24 hours a day. Furniture may not be moved in or out of the lounges. Visitation hours do apply to the lounges and all opposite sex guests must be out of the lounges at 12:00 a.m. Sunday through Thursday, and at 2:00 a.m. Friday and Saturday.

University organizations wishing to utilize residence hall facilities for presentations or meetings should make a request through Conference Services at 673-1057.

## Lost and Found

Abandoned items are usually taken to either the Student Services office or to Business Services. Items not retrieved in 60 days may be discarded at the university's discretion.

## Motorized Vehicles

Motorbikes, motorcycles, and any other devices using combustible fuels are not allowed in the campus buildings.

## Noise Policy

The following are quiet hour times in the residence halls.

Sunday – Thursday.....10:00 p.m. – 10:00 am

Friday – Saturday.....Midnight – 10:00 a.m.

Final Exam Period.....24 hours

“Quiet hours” implies that any noise in a room cannot be heard in another room, in the hallway, or outside. In addition to the stated quiet hours, courtesy hours are in effect 24 hours a day. “Courtesy hours” represents the minimum conditions needed to study and sleep. It is expected that if a resident has concerns about noise that he/she will take the first initiative to address the situation. The residence life staff is also available to provide assistance.

Disciplinary fines may be assessed for violations of the noise policy.

## Painting of Rooms

Students are not allowed to paint their residence hall rooms.

## Pets

The only pets that are allowed are fish. The Student Services office reserves the right to limit the size and number of aquariums.

## Posters/Decorations

Displays that include nudity and other offensive materials or alcohol decorations and advertisements are prohibited in public areas including residence hall windows, hallways, units, and lounges. No holes may be made in the walls in order to hang decorations.

## Recreational Activities

Students are encouraged to have fun, but the inside of a residence hall is not the place for active sports and similar activities. This includes things like riding skateboards, roller blades, or bicycles, and throwing Frisbees or other projectiles. Also, sports such as golf, lacrosse, baseball, football, soccer, racquetball, and tennis are not allowed within the residence halls. In addition, the tennis courts are made for tennis; therefore, skateboards and roller blades are not allowed on tennis court surfaces.

## Repair Requests

If you have a maintenance request or concern regarding your room, please contact an RA or hall director. He/she will complete the necessary work order or call maintenance if the repair is needed immediately.

## Right to Privacy

Each student has a right to privacy within the residence halls, particularly within his/her own room or when using bathroom facilities. Under certain circumstances, this right to privacy is waived.

William Penn University, in order to maintain its property and an environment that facilitates scholarship of residents, reserves the right to have authorized personnel enter and inspect rooms, as it deems necessary. The university reserves the right to have authorized personnel enter into a residence hall room under reasonable and restrained conditions for such purposes as to provide maintenance; to ensure the personal health, safety, and security of residents; or to enforce the policies, when there is reasonable cause to believe that they are being violated.

## Roofs/Overhangs

Due to the danger of possible injury to students and damage to roofs, students are not allowed on the roof of any campus building. There is a \$100 fine for being on a roof or overhang.

## Room Assignments

William Penn University reserves the right to make assignments of space, to authorize or deny room and roommate changes, and to require a student to move from one space to another in an attempt to achieve a more effective or efficient residence hall program. If you are the sole occupant of a two-person room, you may be asked to consolidate or move in with another person who is also without a roommate.

In some situations, space may be available to allow private rooms. However, private rooms can never be guaranteed due to the inability to foresee space needs. If private room space does become available, it is granted on a seniority basis and with the agreement that the student will pay an extra \$300 per semester for the room.

## Room Cancellation

When a room reservation has been made and a contract signed for an upcoming year, cancellations may be made before the deadline without any penalty. However, cancellations for housing made after July 1 for the fall, or December 1 for the spring, will result in forfeiture of your \$100 housing deposit.

You may be released from your housing contract at the end of a semester as long as you meet the criteria for being exempt from the housing requirement. Your housing deposit will be refunded in total only after room inspection and damage assessment has been forwarded to Business Services. Any charges assessed by room inspection will be withdrawn from the housing deposit and the remainder of the deposit will be returned to the student.

## Room Care and Damage Charges

Residents are responsible for the cleanliness of their rooms and are expected to cooperate in the maintenance of common areas. Damage to residence hall property will be charged to the person(s) responsible for the damage. Furnishings and

equipment that are present in a residence hall room at the beginning of a semester are expected to remain in the room throughout the semester. Students will be charged for any equipment or furniture that is missing at final checkout.

Residents are encouraged to maintain the physical condition of their rooms to avoid damage assessment charges. Residents will need to provide their own cleaning supplies and equipment for their rooms. Each residence hall will have a vacuum available for checkout, in addition to brooms, dustpans, and mops.

If damage is noticed in a room, it should be reported to the hall director immediately. Any charge will depend on the area and level of damage.

## Room Change

Room changes will be permitted during a specified period during each semester, typically after all students have been in their assigned rooms for at least two weeks. Requests for room changes may be made on the form provided by your RA, and must be approved by the appropriate hall director and Director of Residence Life. No room change may be made without this approval and the first criteria necessary for approved changes is if all involved parties are in agreement regarding the change. Every student is required to check-in and fill out proper forms. Students are also required to checkout following RA instructions. Failing to do so will result in a \$75 dollar fine.

If you are living in a room by yourself, you will be placed on the consolidation list. The consolidation process will place you with another resident. If you request to remain in a private room, that request will be granted only if space is available and if you are next in line in terms of seniority to receive a private room.

## Room Construction and Decorating

While residents are encouraged to decorate their rooms to their individual tastes, the structure of the room itself may not be altered. Any decorating must comply with maintenance standards, and residents may not use tape, nails, screws, or tacks. Sticky-tack may be used on all surfaces except brick, but it is the resident's responsibility to remove it completely upon checkout.

## Room Use Limitations

The room to which you have been assigned is for you and your roommate. The room may not be sublet.

## Roommate "Bill of Rights"

Living with a roommate can take some adjustment, just as university life in general takes some adjustment. Communication is the key to a successful roommate experience.

If conflicts cannot be resolved between the two roommates, residents should contact an RA to assist with the process. The rights of each resident in a room take priority over the rights of a guest.

## Safety/Security

Security is a shared responsibility between the Chief of Security and the Director of Buildings and Grounds. The University employs the security personnel between the hours of 5:30PM and 5:30AM. During business hours the Director of Buildings and Grounds handles security concerns. Local Law Enforcement, upon request, provides quick response to security needs.



Crimes or emergencies can be reported by contacting these phone numbers:

On campus: 1170

Off campus: 641-673-1170

## Screens/Windows

Window screens must remain securely in place at all times. Failure to leave screens in windows will result in a fine.

## Smoking/Tobacco Use

All buildings on campus are tobacco-free environments, except for individual residence hall rooms. Please note that it must be acceptable to both roommates for smoking or tobacco use to occur in a room. The door to the residence hall room must remain closed if someone is smoking in the room. Excessive smoke can trigger the smoke alarms. Twin Towers is a non-smoking hall. If a student is caught smoking there will be a fine and on a second offense the student will be removed from the residence hall.



## Solicitation/Campaigning

Solicitation is not permitted within the residence halls. This refers to outside groups as well as those affiliated with William Penn University.

## Summer Room Rent

Room rental in the residence halls for the summer is available to all William Penn students who have their student accounts paid in full. You must notify Student Services of your intent to live in the residence hall in the summer, and you are expected to pay for each month's rent on the first working day of that month in the Business Office. Anyone who has not paid the rent in full by the third working day will be removed from the dorms.

## Telephones

Residents are encouraged to bring their own telephones, but may request a phone from the university if needed. The student is not only responsible for the phone itself, but also for the telephone's extension. Students are responsible for all telephone calls made in their rooms. Equipment malfunctions should be reported to ext. 1056.



## Telephone Access Codes

Access codes are issued through the Business Office and allow a resident to use his/her phone for long distance calls that will be billed through the university. The charges will appear on your monthly statement. You are responsible for payment of any charges to your access code or long distance calls made from your residence hall room without an access code. The access code is yours individually; do not share it with anyone. Misuse of access codes or fraudulent use of the university phone system is a violation of university policy, in addition to local, state, and federal laws.

William Penn University reserves the right to disconnect long distance access codes due to delinquent phone and/or student account bills. A \$10.00 reactivation fee is charged to reconnect an access code. All codes are disconnected during the summer, but do not require a reconnect fee to begin again in the fall.

## Trash

Each student is responsible for removing his/her own trash from the residence hall to the dumpster outside each residence hall building. This includes the common areas.



## Vacuum Cleaners

Vacuum cleaners may be checked out at the front desk area of each residence hall during posted desk hours. Residents are required to leave their student IDs with the RA on duty. Vacuum cleaners must be returned within 30 minutes of being checked out and may not be removed from the residence hall from which they were checked out.



## Vacation Periods

You may occupy your room from the beginning of the semester until the end of your last final for that semester, but the halls are CLOSED during Christmas break. Cafeteria dining service is limited during major holidays.

# Student Code of Conduct

The William Penn University community is devoted to engaging a diverse student body in a quest for intellectual, personal, social and spiritual development through a quality academic and extracurricular program rooted in Quaker principles. A caring faculty, committed to teaching in the liberal arts and professional fields, promotes knowledge, skills, and experiences that empower students to become reflective, progressive, and involved citizens.

The university is a community like any other that has certain standards for behavior. We expect all students, faculty, and staff to conduct themselves in a manner that supports the educational goals of the university. Our philosophy regarding students is one that is rooted in student empowerment and involvement, but also based in responsibility and accountability. Therein lies the expectation that individuals will abide the law and university policies and treat all persons with respect and courtesy.

The university reserves the right to determine what constitutes inappropriate behavior and to administer appropriate sanctions. Any of the following actions, or attempt, encouragement, or support of any of the following actions, constitutes an offense for which you may be subject to disciplinary action, ranging from a warning to dismissal.

The Judicial Board reserves the right to modify stated penalties when, in its judgment, the circumstances of a case warrant other action. If found in violation of the Student Code of Conduct, a student will be subject to disciplinary sanctions, and indefinite suspension, dismissal, and/or prosecution under Iowa statutes. Housing contracts may be terminated for resident students.

Violations of city, state, or federal government criminal code, on or off campus, may be grounds for campus disciplinary action through the Judicial Board system. Such action may be in addition to legal proceedings that take place off campus. If the violation is a serious or violent crime, and it is determined that your continued presence on campus presents a possible threat or danger to members of the university community, the university reserves the right to temporarily suspend or restrict your access to the campus pending a Judicial Board hearing.

## Academic Dishonesty

Students at William Penn University are assumed to hold academic honesty in high regard. Cheating will be taken seriously, and disciplinary measures will be taken when appropriate. It is your responsibility to learn the academic standards and expectations of each professor.

Academic dishonesty refers to copying the work of others, using unauthorized aids while taking an examination, misrepresenting others' work as your own, or helping other people engage in cheating. This list is not exhaustive, and individual professors may impose more specific definitions of what constitutes academic dishonesty. Professors have sole authority over assignment of grades, and use their best judgment in dealing with cases of academic dishonesty. You

may appeal to the Academic Dean if you feel that a professor's policies are unfair. The Dean may, in turn, convene the Academic Council to make a recommendation for resolution of the issue.

## Plagiarism

Plagiarism is the representation of another's words or ideas as your own. In an attempt to deter plagiarism within the academic community at William Penn University the following policy has been adopted:

1. All students entering William Penn University as first-year students are required to enroll in an introductory composition class. Professors instructing these classes are strongly encouraged to inform students on the issue of plagiarism and this policy.
2. All transfer students shall receive information defining plagiarism and providing examples of plagiarism.
3. All professors requiring written assignments are strongly encouraged to inform students of the plagiarism policy at William Penn University.
4. Any student who plagiarizes may receive a zero on that assignment and/or a grade of "F" in the course.
5. A student accused of plagiarism may appeal to the William Penn Academic Council. The burden of proof that plagiarism has not occurred is the responsibility of the student.
6. Plagiarism can result in suspension or dismissal from William Penn University. Disciplinary action shall be at the discretion of the William Penn University Judicial Board.

## Unethical Use of Technology and Equipment

The following guidelines should be followed when using the technology available at William Penn University. This includes computer hardware and software, Internet access, email, telephone service, and cable television.

1. Reproducing copyrighted software is theft, and therefore illegal.
2. Unethical or irresponsible use of the Internet and/or email will result in revocation of network privileges and/or referral to the Judicial Board.
3. Each computer user is responsible for all activities involving their user-id, and will be held liable for any misuse that takes place with that user-id.
4. Computer users should be aware that there is no guarantee that electronic information, including email messages, is completely private. WPU Computing Services reserves

the right to examine any programs or files stored on any university computer system if necessary.

5. Software and/or services installed on student-owned personal computers that have an adverse effect on the campus network are not allowed, and the creation of such services may result in the disabling of the network connections in that location.
6. Unauthorized use of a telephone authorization code will result in referral to the university Judicial Board and possible prosecution by civil authorities. Destruction or theft of telephone equipment will result in a fine and referral to the Judicial Board.
7. Tampering with the cable television and computer network connections in the residence hall rooms is prohibited. Repair costs of \$60/ hour, with a one-hour minimum, will be imposed for damages along with possible referral to the Judicial Board and subsequent additional fines.

### **Alcohol and Drug Policy**

William Penn University recognizes that alcohol and drug use can create health, safety, social, and legal problems. The university is committed to maintaining a safe and healthy work and educational environment, free from the use of alcohol and illegal drugs. William Penn University, in compliance with the Drug Free School and Community Act of 1989, has established the following policies.

### **Standards of Conduct**

The university prohibits the unlawful possession, manufacturing, use, sale, or distribution of alcohol (including non-alcoholic beers, since they contain small amounts of alcohol) and illicit drugs by students and employees on William Penn University property or as part of the university activities or sponsored events.

Students who violate this policy will be subject to appropriate disciplinary action as issued by the university Judicial Board, which may include, but is not limited to, a reprimand or warning, a fine equivalent to \$1 per ounce of the alcohol container, disciplinary probation, suspension, dismissal, and referral to the proper law enforcement authorities for prosecution.

Employees who violate this policy will be subject to appropriate disciplinary action, which may include, but is not limited to, counseling, mandatory participation in an appropriate rehabilitation program, a warning, probation, suspension, discharge and referral to the proper law enforcement authorities for prosecution.

Individuals should be aware that even if they are not in possession of alcohol but are in an area, room, or location where alcohol is present, they, along with all persons present, are in violation of the University alcohol policy.

### **Drug & Alcohol Risk Management Policy for Student Organization**

Members of a William Penn University student organization shall be instructed by their officers and advisors on this Risk Management Policy.

1. The possession, use, and/or consumption of alcoholic beverages during an official student organization

sponsored event, or in any situation sponsored, or endorsed by a student organization is strictly prohibited.

2. No alcoholic beverages may be purchased through the student organization treasury, nor may the purchase of the same for members or guests be undertaken, or coordinated by any member in the name of, or on the behalf of the organization.
3. No student organization members, collectively or individually, shall serve for, serve to, or sell alcoholic beverages to any person under the legal drinking age of 21.
4. The possession, sale, and/or use of illegal drugs or controlled substances at any student gathering are strictly prohibited.
5. No student organization may cosponsor or co-finance an event with an alcohol distributor, charitable organization, or where alcohol is sold or provided to those present.
6. No William Penn University student shall participate, permit, tolerate, and/or encourage "drinking games."
7. Alcohol may not be served at recruitment activities associated with any student organization.
8. No alcohol may be present at any new member/ novice/ pledge program or activity of the student organization.

### **Assault**

The university prohibits any conduct that threatens or endangers the health of any student, faculty member, staff member, or guest of the university. This includes, but is not limited to, mental or physical hazing or harassment, use of obscene, profane, abusive, or threatening language, assault, battery, abuse, threats, or acts of violence against any person.

### **Attendance Policy**

Student engagement and active participation in the learning process is critical to quality instruction and successful performance. Students are expected to be in class on time every time, without exception.

1. Students are responsible for notifying the instructor(s) before they miss class. In those rare instances when students find it impossible to be in class for good cause, they are expected to make arrangements with the instructor as much ahead of time as possible.
2. Students will not be penalized for missing class for university-sponsored events, provided:
  - a. The student makes prior arrangements with the professor(s) to make up class work.
  - b. The university-sponsored event is verified through proper channels (e.g., e-mail from coach or event sponsor).

However, regardless of the reason for missing class, the real issue is not just to be excused, but being personally responsible for the learning that was missed. Faculty will facilitate the learning process to the best of his/her ability and time, but students are expected to take the primary responsibility for making up missed assignments in a timely manner.

## **Disclosure of Student Records**

The Family Educational Rights and Privacy Act of 1974 (FERPA or Buckley Amendment) grants students guaranteed access to inspect, review, and copy their educational records, and the right to challenge or supplement information on file in order to prevent flawed interpretation.

A student may not have access to financial declarations or records that parents file in connection with financial aid applications, confidential letters, statements of recommendation placed in educational records prior to January 1, 1975, counseling or psychiatric referral information, or to any record to which the student has waived the right to access.

Only those WPU staff members acting in the student's educational interest are allowed access to student educational records. This includes Student Services and administrative personnel, as well as faculty members within the limitations of their need to know.

## **Release of Information**

No one outside of the institution shall have access to any information from a student's educational records without the written consent of the student (or parent of a dependent student), except authorized personnel within an institution in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies carrying out their accreditation function, law enforcement agencies of Iowa, where the student is under investigation and it is necessary to obtain such information to support the investigation, and in case of emergency, where access may serve to protect the health or safety of the student or other persons.

Certain information considered "public" or "directory" information may be released without the student's written consent, unless the student files a notarized statement restricting the release of such information with the Student Services office at the beginning of each term.

## **Disciplinary Records**

Records of student disciplinary proceedings are maintained in the Student Services office. This information may not be released without the student's written consent. Disciplinary files are reviewed periodically and destroyed according to Student Services office procedure.

## **Placement Credentials**

Information contained in placement credential files may not be released without the student's consent. Students may inspect and review their placement files unless they have chosen the "closed" file option.

## **Dishonesty/Forgery**

The university prohibits knowingly making a false oral or written statement to any university committee, disciplinary body, office, or to any member of the faculty, administration, or staff with the intent to deceive.

## **Disorderly Conduct**

Disorderly behavior that disrupts the academic and social environment violates standards of fair access to the academic

experience. Some examples of disorderly conduct include, but are not limited to the following: inappropriate behavior while under the influence of drugs or alcohol, causing physical harm to any person or causing reasonable apprehension of such harm (including fighting words), harassing a faculty member, staff member or other student, obstruction or disruption of disciplinary procedures or other university activities, including public functions.

## **Disregard for University Authority**

The university expects all students to comply with university officials, including but not limited to residence hall staff and security officers acting in performance of their duties. Failure to comply will result in a hearing before the Judicial Board. If a university official has been verbally or physically assaulted, the official may proceed with outside civil and/or criminal action as well.

## **False Fire Alarms/Arson/Fire Equipment**

The university regards false fire alarms and arson as serious threats to the well being of the campus community. Reflecting this priority, rewards are paid to individuals assisting in the conviction of any person(s) tampering with the fire alarm system, fire equipment, and/or who are involved in arson activities. Smoke detectors are in your rooms for safety reasons. You will be fined \$100 if you or your roommate removes the batteries from the smoke detectors, or for any tampering or misuse of this equipment. Due to fire codes, rooms may be inspected for any possible hazards for individual and group safety. Furniture or other objects may not be used to prop open fire doors or impede the flow of traffic in hallways, units, and public areas.

A \$100 reward shall be paid to the individual(s) providing information that leads to the conviction in the campus judicial system and/or in a court of law or a person providing information that leads to the arrest and conviction of the individual(s) responsible for arson activities on the university campus.

## **Fire Regulations**

1. When a fire is discovered, students should pull the alarm and immediately notify a faculty or staff member of its location.
2. Whenever an alarm sounds, students should leave the building.
3. When leaving a room, residents should:
  - a. turn lights off;
  - b. leave all doors leading to the corridors closed and locked (for security reasons);
  - c. put shades up and open curtains.
4. Students should leave the building by the nearest exit and/or the exit farthest from the fire or smoke when the alarm is sounded.
5. Students should remain at least 50 feet away from the building and not reenter until the "all clear" signal is given by a faculty or staff member and/or by the fire department.
6. If you do not evacuate the building you will be fined \$125.

## **Firearms/Explosives**

The university strictly prohibits the possession of firearms, fireworks, explosives, ammunition, knives, or other weapons capable of inflicting personal injury in your room, on your person, or on university-owned property, including inside a vehicle on university property.

## **Tobacco**

The use of any tobacco (including smokeless tobacco) is prohibited inside any William Penn University facility. Resident students may use tobacco (if they are at least 18 years of age) within their own residence hall rooms when approved by roommates.

## **Unauthorized Entry or Use**

The university prohibits the unauthorized entry to or use of a university facility and/or property. This includes student rooms and hall restrooms.

## **Vandalism & Theft**

Vandalism is defined as any action that results in the defacing or destruction of university properties or facilities, including driving on the lawn or walking on the roof of campus facilities. Students who are aware of the identity of any person(s) involved in vandalism are encouraged to report this information to university staff or faculty members.

Theft includes attempted theft of property or services and possession of property that is not your own without owner authorization. William Penn University does not carry insurance on personal property belonging to students or university employees. Students are encouraged to carry insurance on their own belongings for their own protection. Students are advised to lock their doors at all times.

## **Fraud**

The university strictly prohibits the alteration, falsification, or other misuse of a student's documents, records, or forms of identification, including registration forms and change of schedule forms. Fraud may include, but is not limited to the following: furnishing false information to the university, forgery, unauthorized alteration of any official document, inappropriate use of a student ID card, misrepresenting or concealing one's organizational affiliation(s) or sponsorship(s) for the purpose of enticing another person into joining or participating in an organization.

## **Freedom of Association**

Students bring a variety of interests to the campus, and may develop many new interests as members of the university community. They should be free to organize and join associations to promote their interests. It is the responsibility of each student organization to adhere to the mission of this university, its supporting bylaws, policies, and statutes.

Student organizations must register and be recognized with the Student Government Association (SGA) and the Student Services office. Registered student organizations are accorded special privileges and benefits including the use of university facilities and services, participation in certain university sponsored activities and acquisition of SGA funds.

## **Student Organizations**

1. The membership policies and actions of student organizations will be determined by those persons who are registered students.
2. It is the policy of William Penn University that no person shall be discriminated against on the basis of race, gender, color, creed, national origin, ancestry, age, marital status, sexual orientation, or disability.
3. No organization's rules, constitution or bylaws may be in conflict with the regulations of the university.
4. Student organizations are required to:
  - A. Submit required registration forms
  - B. Maintain a minimum membership of four students currently enrolled at WPU.
  - C. Have an advisor who is a full-time faculty or staff member at WPU.
  - D. Submit a constitution which states:
    1. the organization's name
    2. purpose(s)
    3. requirements for membership
    4. methods of officer selection
    5. impeachment proceedings
    6. a nondiscrimination clause
    7. the national constitution and bylaws, if affiliated with a national organization
  - E. Each group must submit a roster of officers with complete address information and student ID numbers.
  - F. Each group must submit a current membership roster.
  - G. Each group must submit the student information form that includes the goals of the organization for the year.
  - H. Each group must submit the advisor agreement form. This information must be on file with the Student Services office (including revisions). It is understood that any information on the registration forms will be treated as public information (except for Student ID numbers) and distributed to the university community when necessary.
5. Officers for registered student organizations must be in good academic standing, as well as registered for at least 12 semester hours of credit at William Penn University during their term of office. The officers must submit their Officer Agreement form.
6. All organizations must submit required registration forms at the beginning of each academic year, as well as when new officers are installed.
7. Each organization shall be responsible for the individual and collective conduct of its members in all group-sponsored activities and functions. This includes but is not limited to all university policies and regulations, state and federal laws.

## **Demonstration, Protests and Similar Forms of Association**

1. The Student Services office must receive written notification of the intent to hold a peaceful demonstration at least three (3) school days prior to the event so that proper arrangements can be made. This notice should include the date, time, duration, location, approximate

number of participants, names of the main speakers and organizers, and general views that may be expressed.

2. No action may be taken during the demonstration which endangers or harms the health or safety of any person(s) or which endangers or damages property.
3. No action may be taken during the demonstration which disrupts, by physical or auditory means, the ongoing operations of the university or interferes with the rights of other individuals, whether on or off campus.
4. The Dean of Students may terminate a demonstration if it can be shown that any of the above guidelines have been violated. Disciplinary or criminal proceedings may also be initiated against alleged violators by the Dean of Students.

### **Freedom of Inquiry and Expression**

Free inquiry and expression are basic attributes of an academic community. This is guaranteed as long as it does not interfere with the rights of others. Accordingly, students shall not use abusive language in communicating with others. Abusive language is defined as language that insults, taunts, or challenges another under circumstances in which such conduct is likely to provoke a violent response. This language includes epithets directed at an individual's race, religion, gender, age, sexual orientation, veteran status, or disability, which are personally abusive, degrading, and insulting rather than communicating ideas or opinions, and/or which are used in a situation that presents an actual danger of the breach of peace.

#### ***In the Classroom***

1. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course of study in which they are enrolled.
2. Instructors should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on academic basis and not on the basis of opinions or conduct in matters unrelated to academic standards.

#### ***Outside the Classroom***

1. Students may express their views individually or collectively through normal faculty, administrative, and student channels of communication.
2. Students may express their views by demonstrating peacefully provided that the guidelines listed in the section entitled "Freedom of Association" are followed.
3. Student organizations may invite and hear speaker(s) of their choosing. It should be made clear at the event that the university does not necessarily endorse the views expressed by the guest speaker(s). Organizers must make arrangements in advance for facilities and special equipment through Conferencing. If guest speaker(s) are invited to express their views during a demonstration, all guidelines listed in the section entitled "Freedom of Association" must be observed. Student organizations charged with the responsibility for planning and scheduling guest speakers or entertainers paid from student activity funds shall make every effort to achieve balanced programming and to insure opposing viewpoints and varieties of entertainment.

### **Gambling**

Betting money or prizes on the outcome of a game, contest, or other event is not allowed.

### **Hate Crimes**

Chapter 729A of the Iowa Code provides that "persons within the state of Iowa have the right to be free from any violence, or intimidation by threat of violence, committed against their persons or property because of their race, color, religion, ancestry, national origin, political affiliation, gender, sexual orientation, age or disability."

A person who acts alone, or who conspires with another person(s), to injure, oppress, threaten, intimidate or interfere with any citizen in the free exercise or enjoyment of any right or privilege secured to that person by the constitution or laws of the United States, and assembles with one or more persons for the purpose of teaching or being instructed in any technique or means capable of causing property damage, bodily injury, or death when the person(s) intend to employ those techniques or means in furtherance of the conspiracy, is on conviction, guilty of a class "D" felony.

A person intimidates or interferes with another person if the act of the person results in any of the following:

1. Physical injury to the other person;
2. Physical damage to or destruction of the other person's property;
3. Communication in a manner, or action in a manner intended to result in any of the following:
  - a. To place the other person in fear of physical contact which will be injurious, insulting, or offensive;
  - b. To place the other person in fear of harm, or harm to the person or property of the third person.

Any individual who believes that his/her individual rights have been violated should contact the Dean of Students, a member of the residence hall staff, or a faculty or staff member so that the university judicial procedures may be initiated if necessary.

### **Hazing**

William Penn University recognizes that student organizations/teams are an important part of university life, and that they can provide worthwhile opportunities for personal and community growth, promote an enduring school spirit and identity, and enhance university social life. This constructive influence upon university life is the result of the morally sound precepts and practices of these groups.

Freedom from humiliation and danger of hazing is guaranteed to every student on this campus. This policy includes individuals as well as whole organizations or teams. Any person(s), organization(s) or team(s) that violates this hazing policy shall be subject to disciplinary action up to and including dismissal from William Penn University.

1. New member/pledge/membership activities are recognized as being an essential part of student organizations and teams. A responsible new member/pledging/membership program would not include any activities that could be classified as hazing, which is defined as:

*Any action or situation created, on or off campus, that recklessly or intentionally endangers the mental or physical health or safety of a student, willfully destroys or removes public or private property for the purpose of initiation or admission or affiliation with, or as a condition of continued membership in, any organization operating under the sanctions of a recognized fraternity, sorority, student organization or team by William Penn University. The term shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, tattooing, paddling, forced calisthenics, exposure to the elements, road trips, forced consumption of food, liquor or drugs, or other substances, or any forced physical activity which could adversely affect the physical health and safety of the individual; and shall include any activity which subjects the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in ridicule (i.e. publicly wearing apparel or haircuts which are conspicuous and not in good taste; engaging in public stunts or buffoonery; public service to an individual, etc.) or any other forced activity which could adversely affect the mental health or dignity of an individual, or any willful destruction or removal of public or private property.*

2. Alcoholic beverages and drugs must not play any part in new membership/pledging activities. Use of alcohol or drugs may not be a prerequisite for membership. New membership or pledging activities must in no way interfere with the academic life of the student, or create a disturbance in the university community, and should respect the person's need for sleep.
3. It is the responsibility of the officers of William Penn University student organizations to make all activities known to the Dean of Students. The officers are responsible for ensuring that the activities of their group correspond to the principles, policies, and philosophy of William Penn University. A written program of all new membership or pledge activities must be approved by the Dean of Students and placed on file in the Student Services office at least one week prior to the new membership or pledging program.
4. This policy shall be read to all members, new members and pledges prior to any new membership or pledging activity.

## Human Rights

William Penn University is committed to creating and maintaining an environment in which all members of the community are aware of the rights and human dignity of every other member. It is the university's policy to seek prompt and equitable resolution of allegations of discrimination relating to race, religion, gender, age, sexual orientation, veteran status, or disability. It is also the policy of the university that accusations of discrimination or sexual harassment which are made without proper cause will not be condoned. Human rights violations are to be reported to the Academic Dean.

Complaints may also be directed to administrators, supervisors, faculty members, hall directors, or resident assistants. Violation of the human rights policy could result in disciplinary action up to and including suspension or dismissal.

## Parking Policy

Students, faculty, and staff must register their vehicle(s) with the Department of Buildings and Grounds. Each vehicle will receive a parking permit designating that it is driven by a resident student, non-resident (off-campus) student, or faculty/staff member. The permit should be placed inside the left rear window (driver's side). Unregistered vehicles may be towed and/or fined.

Signs are posted that restrict parking. Visitors should park in non-restricted areas including Atkins Memorial Union lot and along Trueblood Avenue, or obtain a temporary parking permit from Student Services or Buildings and Grounds. Guests of resident students may also secure a permit from their RA or hall director.

## Severe Weather

If weather conditions indicate possible danger from a thunderstorm or tornado, the warning sirens in Oskaloosa will sound. If this occurs during the night, residence hall and security staff will take steps to notify on-campus students and personnel.

A severe thunderstorm or tornado **watch** indicates that such storms are possible in the Oskaloosa area. When you become aware that a watch has been issued, tune to a local radio or TV station (WOI-TV Des Moines and KBOE 104.9 FM and 740 AM Oskaloosa) in order to keep up-to-date regarding changing weather conditions. A severe thunderstorm or tornado **warning** is issued when weather conditions warrant action.

The ground floor of the Union is considered the safest place to be during such storms. If there is not enough time to evacuate to the Union, the list below provides safe areas in the remaining campus buildings:

Union – Ground floor near restrooms

Eltse – First floor unit bathrooms, or bathrooms in general

Gym – Locker rooms

Lewis – Basement of C and D areas

McGrew – Ware Auditorium

Penn Hall – Ground floor hallway

Spencer – Basement hallway

Watson – First floor north hallway, laundry room, stairwell to boiler room

Twin Towers-First floor hallway

Rosenberger-Bathroom or closet, away from windows, preferably on the first floor

## Winter Weather Alerts/Snow Day Policy

When winter weather conditions are deemed to be too severe to allow for safe travel, classes may be delayed or cancelled and offices may be closed.

Weather-related cancellations will be announced by email to all campus personnel. An information line will also be activated and can be accessed by calling campus extension #1185. Administrative staff will also notify local and Des

Moines radio and television stations. Announcements will be made independently for the School for Working Adults.

## **Sex Offender Registration**

Anyone affiliated with the university who is listed on a federal or state sex offender registry must report such information to either the Dean of Students or Academic Dean prior to registration as a student or immediately upon being placed on such a registry if he/she is a current student or works in some other capacity within the university. University officials will then work with local and state law enforcement agencies to ensure proper public notification to the university and surrounding community as deemed appropriate under state law. Failure of a registrant to notify one of the university officials listed will result in immediate suspension of access to the university.

In addition, anyone affiliated with the university who has been convicted of a felony must report such information under the same guidelines as listed above.

## **Sexual Assault and Sexual Violence**

William Penn University does not tolerate sexual assault or sexual violence by a student, faculty, or staff member against any student, faculty, or staff member. Sexual assault, including acquaintance or date rape, is both a violation of the standards of the university community and a criminal act within the laws of the State of Iowa. William Penn University encourages individuals who believe they have been victims of sexual assault to pursue criminal action against the alleged perpetrator of the sexual assault. An individual may pursue criminal action and internal university complaint concurrently.

### **Definition**

Under Iowa law, sexual assault and sexual violence may include a range of sexual conduct including stranger rape, acquaintance rape, same-sex assault, child sexual abuse, incest, and unwelcome touching or contact. Sexual assault may include sexual penetration, sexual contact carried out under coercion, with the threat of force or weapon, through a position of authority, or when the victim is mentally disabled or physically helpless. Sexual assault may also include physical contact with a person's genital area, other bodily orifices, or with a person's buttocks or breasts, if the contact of touching is without consent. It is sexual violence even if:

- The assault happens on a date
- Individuals have engaged in sexual contact prior to the assault
- Individuals have had consensual intercourse in the past
- Individuals are married
- Individuals are under the influence of alcohol and/or drugs
- No weapon was involved
- No evidence of a struggle or resistance was evident
- There were no other witnesses

## **Immediate Action**

Any victim/survivor of sexual assault is advised to seek immediate medical and emotional assistance. A victim/survivor may call any of the following people or agencies:

- Residence hall staff member
- Campus security officer (cell phone number: 670-3431)
- 24 hour Crisis line: 673-5499
- Mahaska County Hospital 673-3431
- Student Services Office 1083
- Oskaloosa Police Department 9-911

The university recognizes that any decision to report a sexual assault to the police is the right of the victim. However, university personnel responding to an incident of sexual assault will inform the victim of the options of criminal prosecution, medical assistance, and the university judicial process and will also assist the victim with these contacts, if requested. In addition, confidential counseling, support resources, and alternative housing arrangements will be discussed as appropriate.

University personnel are obligated to immediately report all suspected or alleged incidents of sexual violence occurring on campus property to one of the contact persons listed under the Sexual Harassment policy. Licensed counselors and members of campus ministry are regarded as confidential resources and are not obligated to report incidents of sexual violence.

## **Sexual Harassment**

William Penn University strives to recognize human dignity and therefore does not tolerate sexual harassment or any other type of harassment within or connected to this institution. Harassment is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. We are committed to taking all reasonable steps to prevent sexual harassment and to discipline those who harass. We believe that a person is entitled to say "No" to unwanted sexual conduct without fear of reprisal or retribution from any person, including faculty and supervisors.

## **Statement of Prohibited Conduct**

Sexual harassment is a form of discrimination based on unwanted sexual behavior that is threatening, demeaning, or offensive, and unreasonably interferes with an individual's ability to work, learn, or otherwise participate in the services and benefits of activities and programs provided by William Penn University. Sexual harassment is illustrated by, but not limited to, the following:

- Persistent unwelcome requests for a date.
- Persistent unwelcome requests for sexual favors or acts.
- Continued expressions of sexual interest after being informed that the interest is unwelcome.
- Non-consensual or unwelcome physical contact.
- Nude or semi-nude posters or photos, cartoons, or graffiti that are demeaning or offensive displayed in the workplace or public area of the campus.

- Unwelcome visual contact, calculated to be threatening and/or that unreasonably interferes with a person's ability to work or learn.
- Retaliation, retribution, or reprisals in any form or manner in response to complaints about harassing conduct to stop, or for assisting a person with a complaint of harassment.
- The use of physical strength to interfere with job performance or learning.
- Preferential treatment or promise of preferential treatment for submitting to sexual conduct.

This list is not intended to be nor should it be construed as all-inclusive of prohibited acts under this policy. Any of the prohibited conduct described here is sexual harassment of anyone at whom it is directed or who is otherwise subjected to it. Each incident of harassment contributes to a general atmosphere in which everyone suffers the consequences. Sexually oriented acts and sex-based conduct have no legitimate basis in a higher education institution; accordingly, the person who engages in such will be made to bear the full responsibility for such unlawful conduct.

### **Scope of Policy**

This policy applies to administrators, faculty, staff, students, agents, and contractors at all times and places in connection with this institution. Compliance is a condition of being enrolled as a student at William Penn. This policy applies to those who do business here. Compliance with this policy is a condition of employment with this institution. The terms "employee" and "employment" include, but not limited to, faculty, staff, administrators, agents, and contractors.

### **Discipline**

In the event of the determination of harassment, discipline may include, but is not limited to, any of the following:

- Oral reprimand
- Written reprimand
- Suspension (with or without pay)
- Termination of contractual relationships
- Termination or dismissal
- Suspension from school
- Expulsion from school

Exclusively a committee composed of the contact people that have been designated by the institution shall determine the final discipline. A determination of sexual harassment under this policy shall be placed in the harasser's file.

Harassment of employees or student by third parties is not acceptable. William Penn University will do whatever is reasonable to stop such harassment. Harassment is a violation of state and federal laws and the harasser may be charged by appropriate agencies.

### **Contact Persons**

Contact persons are selected by you and your peers and are trained in identifying sexual harassment complaints. They are available to assist you in identifying and stopping sexual harassment.

### **Procedures**

The purpose of these procedures is to provide a prompt and fair resolution of problems and to preserve the due process rights of all involved, including the rights to receive notice of complaints and to have an opportunity for an impartial investigation. These procedures also are created to provide for discipline of violators of this policy. However, administration may take immediate action to stop harassment if reasonably necessary, and is not limited to the process provided herein.

In the event that you believe that sexual harassment has or is occurring, you are encouraged to communicate clearly, preferably in writing, to the harasser and state that the conduct is not acceptable. You are also encouraged to maintain carefully written records of the harassment and to continue to maintain current records throughout the process.

Complaints of sexual harassment that are in violation of this policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated. Anyone who has observed sexual harassment should report it to a contact person.

If the conduct is not stopped after your communication, or if you do not wish to make the initial contact with the harasser, you may file a "Sexual Harassment Incident Report" with any person designated as a contact person. The names and location of these contact people will be posted throughout campus. This contact person will assist you with your "Sexual Harassment Incident Report" and with the process. The contact person will attempt to resolve the matter at this stage if you wish.

Any complaints that involve students, as both complainant and accused, must be referred to the Judicial Board for disposition. All others are referred to the Sexual Harassment Committee composed of the contact people appointed by the university. The convener of the Sexual Harassment Committee is the Director of Human Resources.

A designated investigator will complete an investigation; make a determination of whether sexual harassment has occurred, and recommend discipline if harassment is found. The parties to the complaint will be provided written notice of all determinations and recommendations and receive copies of any documents received by the investigator. All reasonable attempts will be made to complete this entire process within 30 days of the filing of a "Sexual Harassment Incident Report."

On or about 30 days after the completion of the above process, the investigator or original contact person will communicate with each of the parties. The purpose of this follow-up is to discourage any further harassment, retaliation, or retribution that may have or has occurred.

### **Confidentiality and Prohibition of Retaliation**

Confidentiality shall be maintained to the greatest extent possible while conducting investigations. Only those who have an immediate need to know will or may find out the identity of the parties. Any retaliation against a complainant or witness is prohibited specifically by this policy and the person(s) will be disciplined.

## Training

Training sessions will be conducted for all employees, agents, supervisors and administrators regarding this policy and regarding prevention of sexual harassment. The intent of this training is to produce an institution that is free of harassment and that provides the opportunity for everyone to reach full potential in the performance of his or her assigned job or educational pursuits.

# William Penn University Judicial Board



The basic philosophical approach to discipline at William Penn University is educational in nature and intent. The members of the University Judicial Board are concerned with responsible student conduct. In general, our philosophy regarding students is one that is rooted in student empowerment and involvement, but also based in responsibility and accountability. The judicial system is designed to provide for the individual development and growth of each student, while at the same time providing equal privileges, efficiency of operations, safety and security, care of the facilities, and reinforcing and ensuring the educational purposes for which the residence halls exist.

An effective disciplinary system will challenge students to make appropriate choices. Sanctions, appropriate to the student's behavior, should motivate the student to change the inappropriate behavior. In most cases intervention will be sufficient to educate students and promote positive behavioral changes. There may be rare instances though in which a student may be removed from the community or university.

Staff members and peers attempt to identify and use the "teachable moment" to help a student learn to recognize, understand, and accept ownership for his/her own behavior. The judicial system does not condemn the student, but may condemn the student's specific behavior that did not meet the standards set forth by the university.

## Judicial Board Disciplinary

### Process Goals

1. To support a genuine community living environment in which students, faculty, staff, and guests are respected as individuals, and the community standards are upheld.
2. To provide a process that is educational and fair for the students and the community, attempting to guarantee the rights of both parties.
3. To provide a system that encourages the objective treatment of each individual.
4. To minimize the incidents in which a student violates University policy.
5. To provide Board members the opportunity for leadership development and service to their university community.

## Judicial Board Structure

The Judicial Board is comprised of the Resident Life Director, three faculty members appointed by the Faculty Council, two staff members appointed by the Staff Council,

and three full-time students appointed from either the Student Government Association or Residence Hall Association. Each group should also appoint two alternates in its respective category. The Dean of Students will appoint the Convener of the Judicial Board and has the right to appoint members in the event that the stated groups are unable to appoint members in a timely fashion, or for emergency hearings.

## Judicial Board Student Representation

1. Appointed by Student Government Association or Residence Hall Association.
2. Current full-time students at William Penn University.
3. Commitment for the full academic year.
4. Meet as a member of the Board when needed.
5. Maintain status as a student in good academic and social standing within the University, i.e., not on academic or disciplinary probation.
6. Serve as positive role model for other students at all times.

## Judicial Board Faculty and Staff Representation

1. Full-time faculty will be appointed by the Faculty Council.
2. Full-time staff will be appointed by the Staff Council.

## Judicial Board Convener

The Dean of Students will appoint the convener of the Board. The convener will arrange for a pre-hearing interview with the student(s) involved, review incident reports and other applicable documents prior to the hearing, facilitate the

hearing, and ensure that accurate and detailed documents are kept for each incident reviewed. The convener will vote only in cases where a vote is needed to break a tie.

## Violation Categories

To assist the Judicial Board in understanding the nature and severity of the policy violation, the following general framework has been developed. Please note that what follows is a general outline of categories of offenses and the level at which sanctions may be imposed. The Judicial Convener has the right to ask that a particular incident be heard before the Judicial Board if circumstances warrant such action.

### *Incidents may be handled by Hall Director:*

- Noise/quiet hour violations
- Visitation violations
- First-time alcohol violations (minimum sanction: \$1 per ounce of container)

### *Incidents handled through Judicial Board process may include but are not limited to:*

- Fraud
- Plagiarism
- Repeated Alcohol Violations
- Drugs/Drug Paraphernalia
- Disorderly Conduct
- Personal Assault (verbal or physical)
- Sexual Harassment
- Vandalism and Theft
- Unauthorized Entry or Use
- Possession of Firearms
- Arson and Fire Alarms
- Fireworks
- Gambling
- Unauthorized Assembly
- Disregard for University Authority
- Hazing
- Other Areas

The listed offenses are not intended to be all-inclusive, but merely illustrative of the behavior and conduct that the university seeks to prohibit. William Penn University reserves the right to determine the nature of any action that may constitute personal and organizational misconduct.

## Judicial Board Process and Specific Hearing Procedures

To protect the student's right to privacy, hearings will not be open to the public. However, hearings will be audio taped to assist in maintaining the accuracy of information.

## Incident Report and Investigation

Under this review process, the primary responsibility of student conduct rests with the student. The disciplinary process begins when an individual violates university or residence hall policy. When university personnel or residence hall staff files an incident report, an investigation will begin of the incident. If the investigation establishes just cause for disciplinary action, the Judicial Convener will review the case and appropriate action(s) taken.

## Pre-hearing Interview

After completion of the investigation, the Judicial

Convener may:

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

During the pre-hearing interview, the Judicial Convener will inform the student or organization of the following options for resolution of the disciplinary charges:

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

## Notice

Any student or organization charged with a violation of university policies will be notified in writing of the alleged violation and of an opportunity for a hearing to be scheduled not sooner than 24 hours from effective date of the delivery notice.

The written notice will inform the student or organization of the following:

- a) the specific policy that the student or organization is charged with having violated;
- b) the date, time, and place of the hearing;
- c) the right of the student or organization to present witnesses and documentary evidence at the hearing and to question witnesses presented on behalf of the university;
- d) that the student or organization, speaking through its officers, is responsible for presenting the case and that any advisor or counselor accompanying the student or organization will not be permitted to speak or participate directly in the hearing;
- e) that pertinent records, exhibits, and written statements may be accepted by the hearing body as evidence;
- f) that the hearing will be closed to the public;
- g) that the hearings involving several students or organizations maybe consolidated if, in the opinion of the Convener, the issues arise from a common nucleus of facts and circumstances;
- h) that the student or organization may receive upon request from the Convener the expected set of witnesses that may be called by the university;
- i) that the student or organization must provide the Convener with the names of those witnesses that are expected to be called during the hearing.

## Hearings

Student disciplinary hearings are designed to be non-adversarial and proceedings conducted in an atmosphere of

informality and fairness. Formal rules of evidence and procedure are not applied.

The Convener of the Judicial Board will preside over the hearing by introducing the members of the Board and involved parties, distributing copies of relevant materials, and explaining essential rules of procedure that will be followed. Copies of the incident report(s) and any other relevant material will be made available to members of the Judicial Board and involved parties.

The person(s) presenting the charges against the student or organization will present the university's witnesses and evidence first. The student or organization being charged has the right to question those witnesses and evidence and to present witnesses and evidence on its own behalf.

In a case where the student or organization has admitted the wrongful conduct, the Judicial Board may proceed directly into deliberation concerning appropriate sanctions.

If a student or organization, having been provided written notice, fails to appear at the hearing without prior acceptable notice, the Judicial Board may elect to proceed with the hearing in the student or organization's absence. In such cases, the evidence in support of the charges may be presented, considered by the Board, and the Board may reach its decision.

At the conclusion of all the evidence, the Board will deliberate in private and will determine by majority vote whether there is substantial evidence that the student or organization being charged violated university policy and, if so, determine an appropriate sanction.

## Disciplinary Sanctions

Disciplinary sanctions are intended to serve as educational reprimands rather than to unduly punish a student. The Judicial Board will give due consideration to precedent and seek to ensure equitable treatment of similar offenses. Decisions of the Judicial Board will be communicated in writing. Sanctions imposed by the Judicial Board shall be in full force and effect from the time of imposition unless the student appeals the case. If the sanction is dismissal from the residence halls, and the university feels as if the student poses a threat to the campus community, the university reserves the right to ask that the student remain off campus until any appeal is resolved.

A wide range of possible sanctions exists in order to preserve flexibility so that each student is offered the most appropriate and just treatment by the Judicial Board. The range of disciplinary sanctions that may be imposed upon a student or organization found to have violated university policies may include, but is not limited to, the following:

1. Warning – a written notice to the student or organization of the inappropriate nature of the conduct.
2. Probation – A written reprimand to a student or organization for violation of specified policies. Probation is for a definite period of time and includes the possibility of more severe sanctions if the student or organization is found to violate any university policy during the probationary period.
3. Loss of Privileges – Denial of specified privileges for a designated period of time.

4. Fine or Restitution – Compensation for loss, damage, or injury.
5. Community Service – Work assignments within the university or surrounding community. If the community service is not completed by the agreed upon date, it is considered a violation of probation and a harsher penalty may be imposed.
6. Suspension – Separation of the student or organization from the university for a definite period of time, after which the student or organization is able to return. Conditions for readmission may be specified. A student may be suspended from the right to live in the residence halls, suspended from attending university events, suspended academically, or any combination of the three.
7. Dismissal – Permanent separation of the student or organization from the university community. A student may be dismissed from the residence halls, dismissed academically, or both.

In addition to any sanctions imposed, a student may also be required to participate in counseling sessions. Failure to abide by counseling requirements will be considered a violation of probation.

## Appeals

A student or organization wishing to appeal the decision of the Judicial Board may do so by filing a Request for Appellate Consideration form with the Dean of Students within 24 hours of the Judicial Board decision. (This form may be obtained from the Student Services Office.) On this form, the student or organization must specify the decision being appealed and detail reasons supporting the appeal.

The President's Cabinet (not including the president) will review the Request for Appellate Consideration form and the record of the initial hearing to determine:

- a) Whether prescribed university disciplinary procedures were followed that afforded the student or organization notice of the charges and an opportunity to prepare and present a defense to the allegations of misconduct;
- b) Whether the decision reached by the Judicial Board was based on substantial evidence that established that a violation occurred;
- c) Whether the sanction(s) imposed by the Judicial Board were appropriate for the violation that the student or organization was found to have committed;
- d) Whether new evidence exists sufficient to alter the original decision and why such evidence was not available at the original hearing.

After reviewing the Request for Appellate Consideration and the hearing record, the cabinet may request additional information from the appealing party or the university, remand the case back to the Judicial Board for reconsideration, uphold the decision of the Judicial Board, modify by increasing or decreasing the imposed sanctions, or reverse the decision of the Judicial Board and dismiss the case.

All decisions of the cabinet are final except those in which the student or organization is suspended or dismissed academically from the university. In that situation, an appeal

may be submitted within 24 hours of the cabinet's decision to the president of the university who may review the case and uphold or change the decision.

**The university reserves the right to immediately dismiss students for egregious violations of the above violation categories thus bypassing the judicial process. This process can only be used through the office of the Dean of Students and in concurrence with the University Cabinet. The Judicial Board will be informed of the reasons surrounding the immediate suspension.**

The student or organization will not be forced to present self-incriminating information; however, the university is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal prosecution.

## Status of Student

A student's status at the university shall not be altered pending Judicial Board action. The student shall remain free to attend class and engage in all other university functions and activities. The Dean of Students may withdraw this privilege, however:

- a) to ensure the safety and well-being of members of the university community or to preserve university property;
- b) to ensure the physical or emotional safety and well-being of the student;
- c) to ensure effective operation of the university, if the student poses a threat of disruption or interference.

## Confidentiality and Record Retention

Judicial procedures and disciplinary hearings are closed. The names of students appearing in disciplinary hearings are not made public except as required by the Campus Security Act. Records of student disciplinary hearings will be retained in the Student Services office for a period of four years or until the student graduates from the university.

Dismissal from the university shall be noted on the student's transcript. Imposition of sanctions other than dismissal shall be noted on the student's confidential disciplinary record and shall not be disclosed to others except upon request to support application for transfer to another educational institution or for employment.

The Dean of Students and Academic Dean shall determine if the student's record of disciplinary action should be included as part of his or her official university record. Two considerations must be addressed when making this decision:

- a) Protection of student rights and interests.
- b) Adherence to ethical standards in working with institutions, agencies, or individuals receiving a student's university record.

## Off-Campus Conduct

This Code of Conduct applies to student and organization behavior that occurs on university premises; while attending university sponsored/related activities; or which takes place off campus when that conduct adversely affects the interests of the university community. The university reserves the right to review and adjudicate any occurrences of off-campus student behavior in violation of the university Code of Conduct that may directly impact or have a significant effect upon the university.

## Simultaneous Actions by Federal, State and/or Local Authorities or Courts

A student or organization may be accountable to civil or criminal authorities, as well as to the university, for acts that constitute violations of law and of this Code of Conduct. Disciplinary action at the university will normally proceed during the civil or criminal proceedings and will not be subject to challenge on the grounds that such civil or criminal charges involving the same incident have been dismissed or reduced.

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